



Advising & Registration Manual



Spring 2024

What is the Guide's Purpose?



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The Advising and Registration Guide is a valuable resource designed to assist students in simplifying the process of academic advising, class scheduling, and registration. It's like a road map, helping create a schedule that works for you. Whether you are a student close to graduating or just starting, this guide is here to help!

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Campus Locations

Blountville

*Northeast State Main Campus
2425 Hwy 75, PO BOX 246
Blountville, TN 37617*

*Northeast State Aviation Center
917 N Hangar Road
Blountville, TN 37617*

Elizabethton

*Northeast State at Elizabethton
386 Highway 91N
Elizabethton, TN 37643*

Gray

*Northeast State at Gray
120 Dillon Court
Gray, TN 37615*

Kingsport

*Blazier-Wilson Hall
222 West Main Street
Kingsport, TN 37660*

*Kingsport Center for Higher Education (KCHE)
300 West Market Street
Kingsport, TN 37660*

*Regional Center for Advanced Manufacturing (RCAM)
305 West Main Street
Kingsport, TN 37660*

*Regional Center for Automotive Programs (RCAP)
337 West Center Street
Kingsport, TN 37660*

*Regional Center for Health Professions (RCHP)
300 West Main Street
Kingsport, TN 37660*



Off Campus Information

Spring 2024 Important Updates

Full Term Classes (15 Weeks) January-May

EVENTS

First day to Register for Spring Classes
First day of Spring 2024 Classes
Last Day to Add a Class
Last Day to Drop a Class without a "W" Grade
First Day of Withdrawl "W" Grade Assisnged for Dropped Classes
Spring Break - No Classes All Week
Last Day to Drop a Class Without Dean's Approval
Administrative Closing Day - No Classes
Last Day of Classes Before Final Exams
Final Exams
Faculty Grading Ends
Spring 2024 Graduation Ceremony

DATES

November 6, 2023
January 16, 2024
January 20, 2024
January 29, 2024
January 30, 2024
March 4-8, 2024
March 22, 2024
March 29, 2024
April 26, 2024
April 29 - May 6, 2024
May 6, 2024
May 7, 2024

10 Week Term Classes: February-April

EVENTS

First Day to Register for Spring 2024 Classes
First Day of 10 Week Term Classes
Last Day to Add a 10 Week Term Class
Last Day to Drop a Class Without a "W" Grade
First Day of Withdrawal "W" Grade Assisnged for Dropped Classes
Spring Break - No Classes
Administrative Closing Day - No Classes
Last Day to Drop a Class Without Dean's Approval
Last Day of Classes for 10 Week Term
Faculty Grading Ends for 10 Week Term
Spring 2024 Graduation Ceremony

DATES

November 6, 2023
February 19, 2024
February 21, 2024
March 3, 2024
March 4, 2024
March 4-8, 2024
March 29, 2024
April 3, 2024
April 26, 2024
April 29, 2024
May 7, 2024

Spring 2024 Important Updates

Term 1 (7 Weeks) January - March

EVENTS

First day to Register for Spring Classes
First day of Term 1 Classes
Last Day to Add a Term 1 Class
Last Day to Drop a Term 1 Class without a "W" Grade
First Day of Withdrawl "W" Grade Assisnged for Dropped Classes
Last Day to Drop a Class Without Dean's Approval
Last Day of Classes for Term 1
Faculty Grading Ends for Term 1 Classes
Spring 2024 Graduation Ceremony

DATES

November 6, 2023
January 16, 2024
January 20, 2024
January 29, 2024
January 30, 2024
February 14, 2024
March 1, 2024
March 4, 2024
May 7, 2024

Term 2 (7 Weeks) March - April

EVENTS

First Day to Register for Spring 2024 Classes
First Day of Term 2 Classes
Last Day to Add a Term 2 Class
Last Day to Drop a Term 2 Class Without a "W" Grade
First Day of Withdrawal "W" Grade Assisnged for Dropped Classes
Administrative Closing Day - No Classes
Last Day to Drop a Class Without Dean's Approval
Last Day of Classes for Term 2
Faculty Grading Ends for Term 2 Classes
Spring 2024 Graduation Ceremony

DATES

November 6, 2023
March 11, 2024
March 13, 2024
March 24, 2024
March 25, 2024
March 29, 2024
April 10, 2024
April 26, 2024
April 29, 2024
May 7, 2024

Spring 2024 Final Exam Schedule

*EXAM SCHEDULE—SPRING 2024

| <u>Time Class Meets</u> | <u>Days Class Meets</u> | <u>Exam Time</u> | <u>Exam Date</u> |
|-------------------------|-------------------------|--------------------|-------------------|
| 7:30-8:50 | MW | 7:30-9:30 | Monday, April 29 |
| 9:00-10:20 | MW | 9:00-11:00 | Wednesday, May 1 |
| 10:30-11:50 | MW | 10:30-12:30 | Monday, April 29 |
| 12:00-1:20 | MW | 12:00-2:00 | Wednesday, May 1 |
| 1:30-2:50 | MW | 1:30-3:30 | Monday, April 29 |
| 3:00-4:20 | MW | 3:00-5:00 | Wednesday, May 1 |
| 4:30-5:50 | MW | 3:45-5:45 | Monday, April 29 |
| 7:30-8:50 | TR | 7:30-9:30 | Thursday, May 2 |
| 9:00-10:20 | TR | 9:00-11:00 | Tuesday, April 30 |
| 10:30-11:50 | TR | 10:30-12:30 | Thursday, May 2 |
| 12:00-1:20 | TR | 12:00-2:00 | Tuesday, April 30 |
| 1:30-2:50 | TR | 1:30-3:30 | Thursday, May 2 |
| 3:00-4:20 | TR | 3:00-5:00 | Tuesday, April 30 |
| 4:30-5:50 | TR | 3:45-5:45 | Thursday, May 2 |
| Friday ONLY classes | F | regular class time | Friday, May 3 |

***Term 1 and 2 Final Exams occur during the last scheduled class meeting.**

MWF Classes

| <u>Time Class Meets</u> | <u>Days Class Meets</u> | <u>Exam Time</u> | <u>Exam Date</u> |
|-------------------------|-------------------------|------------------|------------------|
| 8:05-9:00 | MWF | 8:00-10:00 | Monday, April 29 |
| 9:10-10:05 | MWF | 9:00-11:00 | Wednesday, May 1 |
| 10:15-11:10 | MWF | 10:30-12:30 | Monday, April 29 |
| 11:20-12:15 | MWF | 11:00-1:00 | Friday, May 3 |
| 12:25-1:20 | MWF | 12:00-2:00 | Wednesday, May 1 |
| 1:35-2:30 | MWF | 1:30-3:30 | Monday, April 29 |

Hybrid Day Classes

Final Exams for daytime hybrid classes will be given in Final Exams week during each class's regularly scheduled meeting day and time, limiting the exam time to 80 minutes.

Hybrid Evening Classes

| <u>Time Class Meets</u> | <u>Days Class Meets</u> | <u>Exam Time</u> | <u>Exam Date</u> |
|-------------------------|-------------------------|------------------|-------------------|
| 6:00-7:20 | M | 5:30-7:30 | Monday, April 29 |
| 7:30-8:50 | M | 7:40-9:40 | Monday, April 29 |
| 5:30-6:50 | T | 5:30-7:30 | Tuesday, April 30 |
| 6:00-7:20 | T | 5:30-7:30 | Tuesday, April 30 |
| 7:00-8:20 | T | 7:40-9:40 | Tuesday, April 30 |
| 7:30-8:50 | T | 7:40-9:40 | Tuesday, April 30 |
| 6:00-7:20 | W | 5:30-7:30 | Wednesday, May 1 |
| 7:30-8:50 | W | 7:40-9:40 | Wednesday, May 1 |
| 6:00-7:20 | R | 5:30-7:30 | Thursday, May 2 |
| 7:30-8:50 | R | 7:40-9:40 | Thursday, May 2 |

All Other Evening Classes

| <u>Time Class Meets</u> | <u>Days Class Meets</u> | <u>Exam Time</u> | <u>Exam Date</u> |
|----------------------------------|-------------------------|------------------|-------------------|
| Class begins 5:00 pm or later | M (only) | 6:00-8:00 | Monday, April 29 |
| Class begins 5:00 pm or later | W (only) | 6:00-8:00 | Wednesday, May 1 |
| Class begins between 5:00 & 6:55 | MW | 6:00-8:00 | Monday, April 29 |
| Class begins 7:00 pm or later | MW | 7:00-9:00 | Wednesday, May 1 |
| Class begins 5:00 pm or later | T (only) | 6:00-8:00 | Tuesday, April 30 |
| Class begins 5:00 pm or later | R (only) | 6:00-8:00 | Thursday, May 2 |
| Class begins between 5:00 & 6:55 | TR | 6:00-8:00 | Tuesday, April 30 |
| Class begins 7:00 pm or later | TR | 7:00-9:00 | Thursday, May 2 |

All full-time and adjunct faculty are required to follow this schedule. For classes not listed above, exams should be scheduled in consultation with the appropriate dean. Any deviations from the published exam schedule must be approved by the appropriate dean.

March 16, 2023 – Academic Affairs

Academic Advising

Note: All students are **REQUIRED** to meet with an advisor before registering for classes each semester.

How do I register for Advising?

You may sign in to your My.Northeast account and go to “DegreeWorks” and find the link towards the top of the page.

Degree in Associate of Science

COMPLETE

Catalog year: 2018-2019 Academic Year

Scheduling an appointment with your faculty advisor is required each semester. [Click here to schedule an appointment.](#)

You may also visit www.northeaststate.edu/registration and click on ***Schedule an Advising Appointment*** to get started.

Spring 2024 Registration

Spring 2024 registration for current students begins Monday, November 6, 2023 at 7:30 a.m.. Students can register online through their [MyNortheast](#) account.

All degree and certificate seeking students are required to speak with an academic advisor prior to registering for classes. Student accounts will have advising holds preventing adding and dropping classes. Students can schedule an appointment with their academic advisor via the online scheduling system through the link below.

First time college students will register for classes during their new student advising and registration day. Students will receive a mailed letter with information regarding signing up for a date. Registration and advising for new students will begin the last week of November 2023 through the first day of spring classes (January 16, 2024).

[Schedule an Advising Appointment](#)

How to Read the Schedule

| Select | CRN | Subj | Crse | Sec | Cmp | Cred | Title | Days | Time |
|-------------------------------------|-----------------------|------|------|-----|-----|-------|-------------------------------|------|-------------------|
| <input checked="" type="checkbox"/> | 84493 | BIOL | 2020 | 2G1 | NPA | 4.000 | Human Anatomy & Physiology II | MW | 10:00 am-12:50 pm |
| <input checked="" type="checkbox"/> | 86174 | BIOL | 2020 | 2G4 | NPA | 0.000 | Human Anatomy & Physiology II | MW | 01:00 pm-02:50 pm |
| <input type="checkbox"/> | 84199 | BIOL | 2020 | 2K1 | NPG | 4.000 | Human Anatomy & Physiology II | MW | 10:05 am-12:55 pm |

Select: Classes listed with a “C” are closed and will accept no additional registrations. A checkbox indicates there is a seat available and you can register for the class.

CRN: The “CRN” is the course reference number that identifies the specific course and section. Additional information about the class such as specific meeting dates and restrictions can be found by clicking on the blue CRN.

Subj: The “Subj” is the Subject code for the class. This identifies which academic program the course is a part of. For example, BIOL is Biology, ENGL is English.

Crse: The “Crse” identifies the class code that matches the class a student needs for their requirements from DegreeWorks.

Sec: The letters used in section “Sec” numbers provide information as to the course’s location or instructional modality or special distinction.

Cmp: This column indicates the campus location or indicates online or Zoom delivery.

Title: The “Title” represents the name of the class the student can sign up for.

Days: This column indicates the days of the week the class meets either on campus or online via Zoom.*

Time: This column represents the duration of time the class will meet on their given days.

How to Read the Schedule

| <u>Cap</u> | <u>Act</u> | <u>Rem</u> | <u>Instructor</u> | <u>Date (MM/DD)</u> | <u>Location</u> | <u>Attribute</u> |
|------------|------------|------------|---------------------------|---------------------|-----------------|---|
| 16 | 16 | 0 | Terry Hal Gillenwater (P) | 10/16-12/01 | GRAY G104 | Supplemental Course |
| 16 | 16 | 0 | Terry Hal Gillenwater (P) | 10/16-12/01 | GRAY G104 | Supplemental Course |
| 18 | 15 | 3 | David J. Maldon (P) | 10/16-12/01 | KCHE KC316 | Supplemental Course |
| 18 | 15 | 3 | David J. Maldon (P) | 10/16-12/01 | KCHE KC309 | Supplemental Course |
| <u>Cap</u> | <u>Act</u> | <u>Rem</u> | <u>Instructor</u> | <u>Date (MM/DD)</u> | <u>Location</u> | <u>Attribute</u> |
| 25 | 17 | 8 | Danny A Barker (P) | 10/16-12/01 | ONLINE COURSE | U S History and Supplemental Course |
| <u>Cap</u> | <u>Act</u> | <u>Rem</u> | <u>Instructor</u> | <u>Date (MM/DD)</u> | <u>Location</u> | <u>Attribute</u> |
| 16 | 11 | 5 | Shannon L. Brewer (P) | 10/16-12/01 | POWERS B216 | Technology Enhanced Learning and Supplemental Course |
| 16 | 7 | 9 | Kevin Roy Lynch (P) | 10/16-12/01 | POWERS B216 | Requires On-Campus Testing and Technology Enhanced Learning and Supplemental Course |

Cap: This column represents the total amount of students the class is able to hold.

Act: The “Act” represents how many students have signed up for the class.

Rem: The “Rem” column represents the total amount of seats left open for a student before it’s full.

Instructor: This column represents the Professor that will be teaching the course.

Date: The “Date” is the duration for how long the course will run for the semester.

Location: This column determines the building and room number where the class will be taking place.

Attribute: The “Attribute” column represents requirements that come with the specific class and varies depending on Major and General classes.

Reading the Schedule Legend

The letters used in section numbers provide information as to the course's location or instructional modality or special distinction.

| Sec | |
|-----|---|
| A | The course is located at the NeSCC Aviation Center. |
| B | The course is located at the Blountville campus. |
| E | The course is located at the Elizabethton campus. |
| G | The course is located at the Gray campus. |
| K | The course is located at the Kingsport campus |
| H | This is an Honors course, limited to Honors Program participants. |
| I | This is an online (Internet) course |
| T | This is a section of a course delivered simultaneously across campuses; i.e., ET1 indicates a class that meets on the Elizabethton campus. |
| X | This is a course delivered via Zoom that requires online attendance by both the instructor and the students. It has no on-campus meetings. The Days and Time columns will indicate the days of the week and the time the class will meet online. |
| Y | This is a hybrid course; it requires on-campus or Zoom attendance and online participation. Click on the CRN for details specific to an individual course |
| Z | This course is delivered via Zoom and requires on-campus attendance. The Days and Time columns will indicate the day(s) of the week and the time the class will meet on campus. The Location column will provide details as to the building and room number. Some Z sections will require on-campus attendance and online participation. Click on the CRN for details specific to an individual course. |

Reading the Schedule Legend

This column indicates the campus location or indicates online or Zoom delivery.

Cmp

| | |
|-----|---|
| N2D | NESCC Aviation Center |
| 73M | Blountville Campus |
| NPB | Elizabethton Campus |
| NPA | Gray Campus |
| NPG | Kingsport Campus |
| ZOZ | Instruction delivered online (Internet) or via Zoom |

This column indicates the days of the week the class meets either on campus or online via Zoom.*

Days

| | |
|-----|---|
| M | Monday |
| T | Tuesday |
| W | Wednesday |
| T | Thursday |
| F | Friday |
| MW | Meets two times a week: Monday & Wednesday |
| MWF | Meets three times a week: Monday, Wednesday, & Friday |
| TR | Meets two times a week: Tuesday & Thursday |

*1 letter = one meeting a week; 2 letters = two times a week, 3 letters = three times a week, 4 letters = four times a week, and 5 letters = five times a week

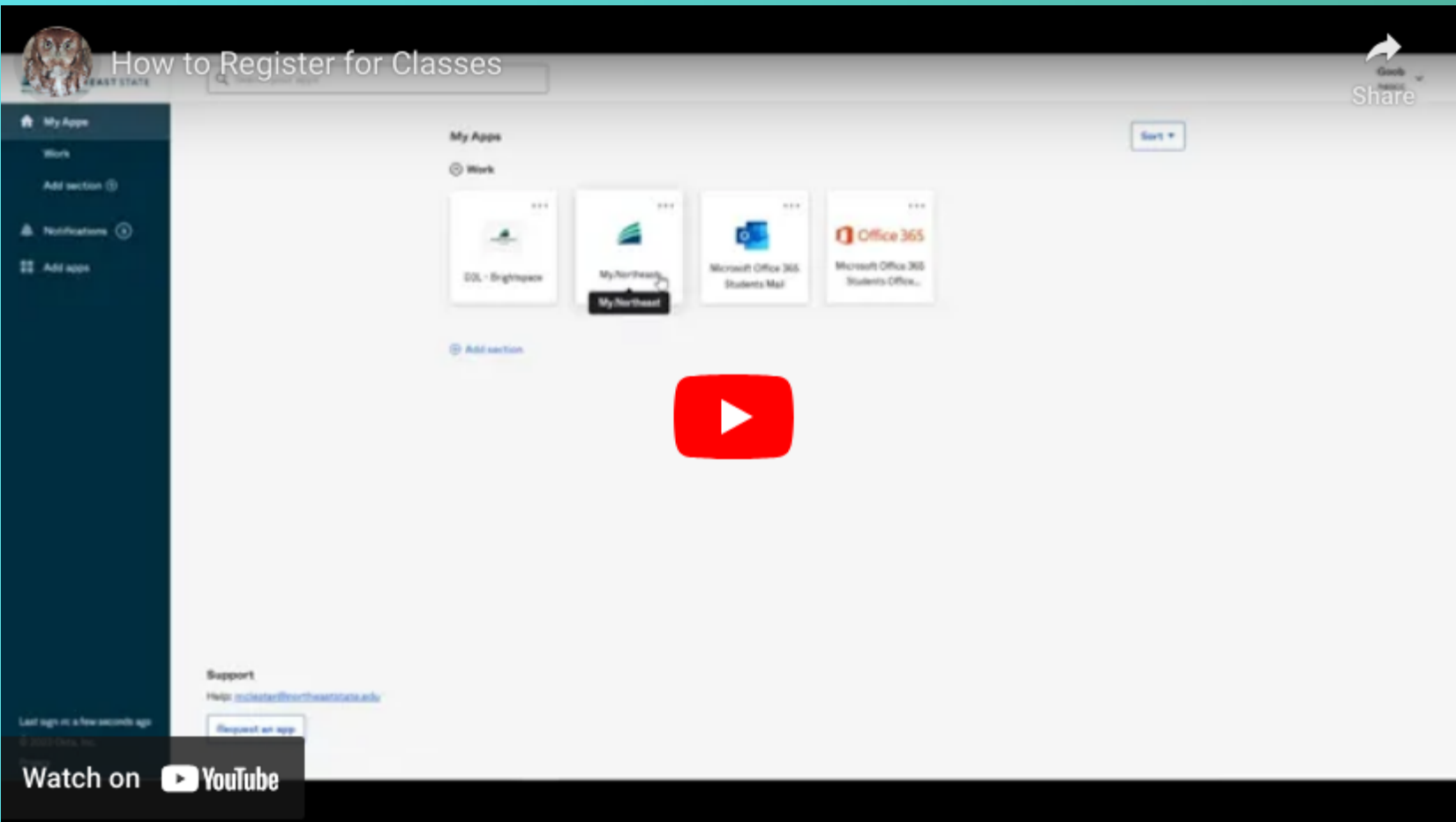
Reading the Schedule Legend

Location provides the building and room number where the class meets.

| Building | Campus Location | Room Numbers Begin With |
|-----------------|------------------------------|--------------------------------|
| BASLER | Blountville (Library) | L |
| BHCPA | Blountville | D |
| ELIZ | Elizabethton | E |
| GENSTD | Blountville | C |
| GRAY | Gray | G |
| HAMLTN | Blountville | HH |
| HUMN | Blountville | H |
| KCHE | Kingsport | KC |
| ONLINE | Online/Internet | |
| POWERS | Blountville | B |
| RCAM | Kingsport | KM |
| RCAMA | Kingsport | |
| RCAP | Kingsport | RP |
| RCHP | Kingsport | KH |
| STDT | Blountville | A |
| TECH | Blountville | |
| WLDAUT | Blountville | S |

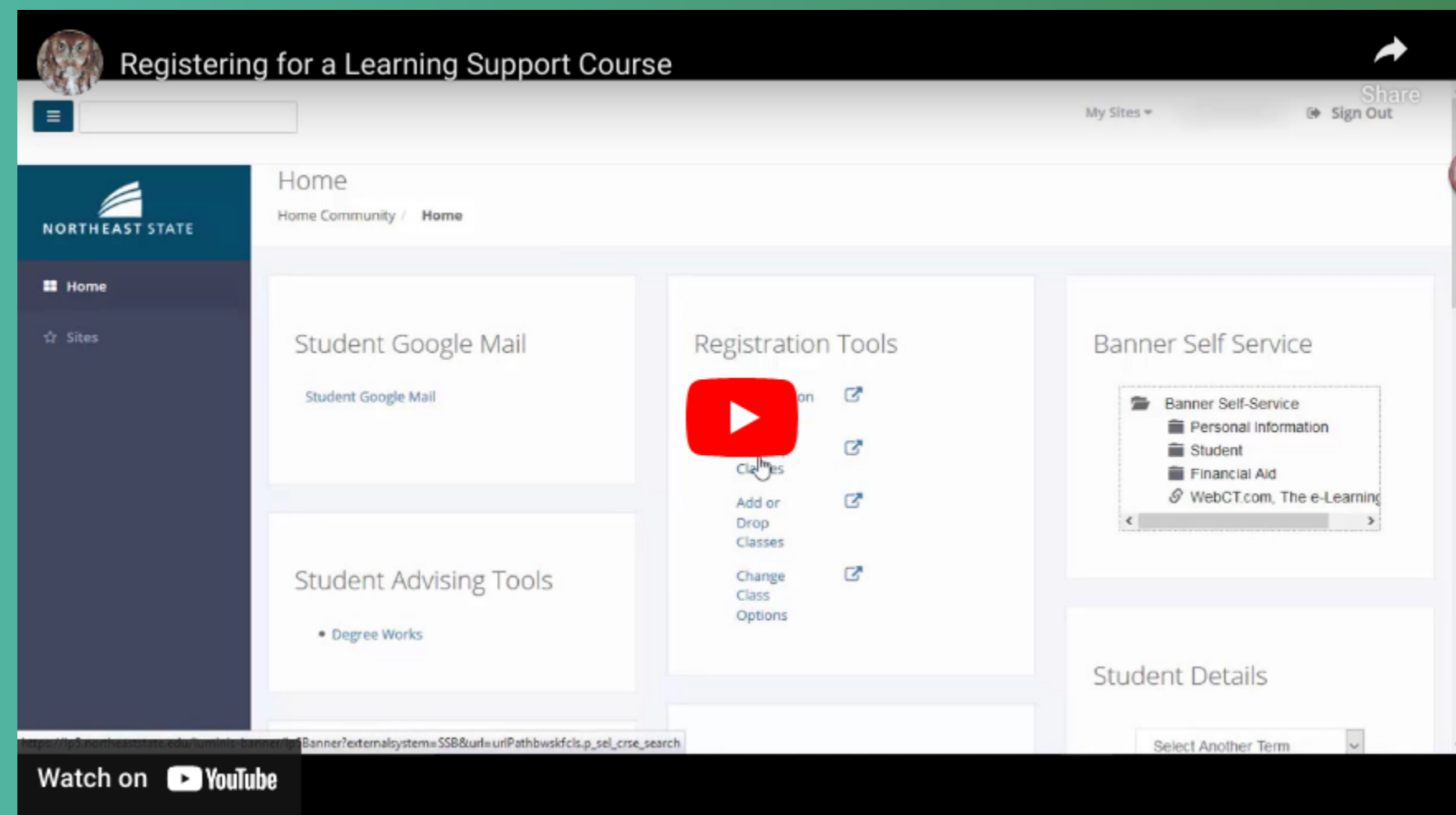
How to Register

After students are approved for Class Registration, you may access your My.Northeast account and begin registering for classes. Included are videos to guide you through the Registration Process:

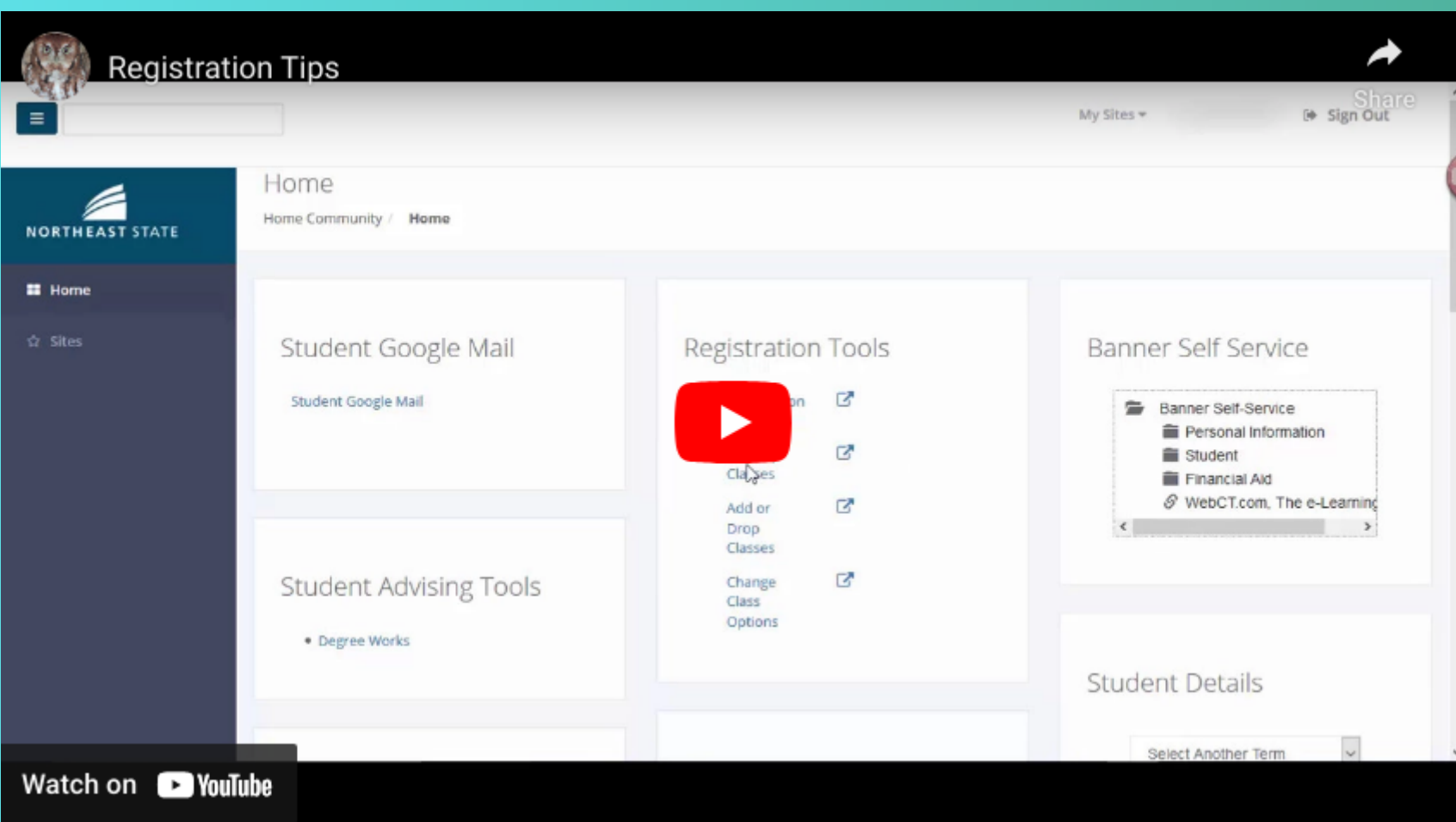


How to Register for Classes

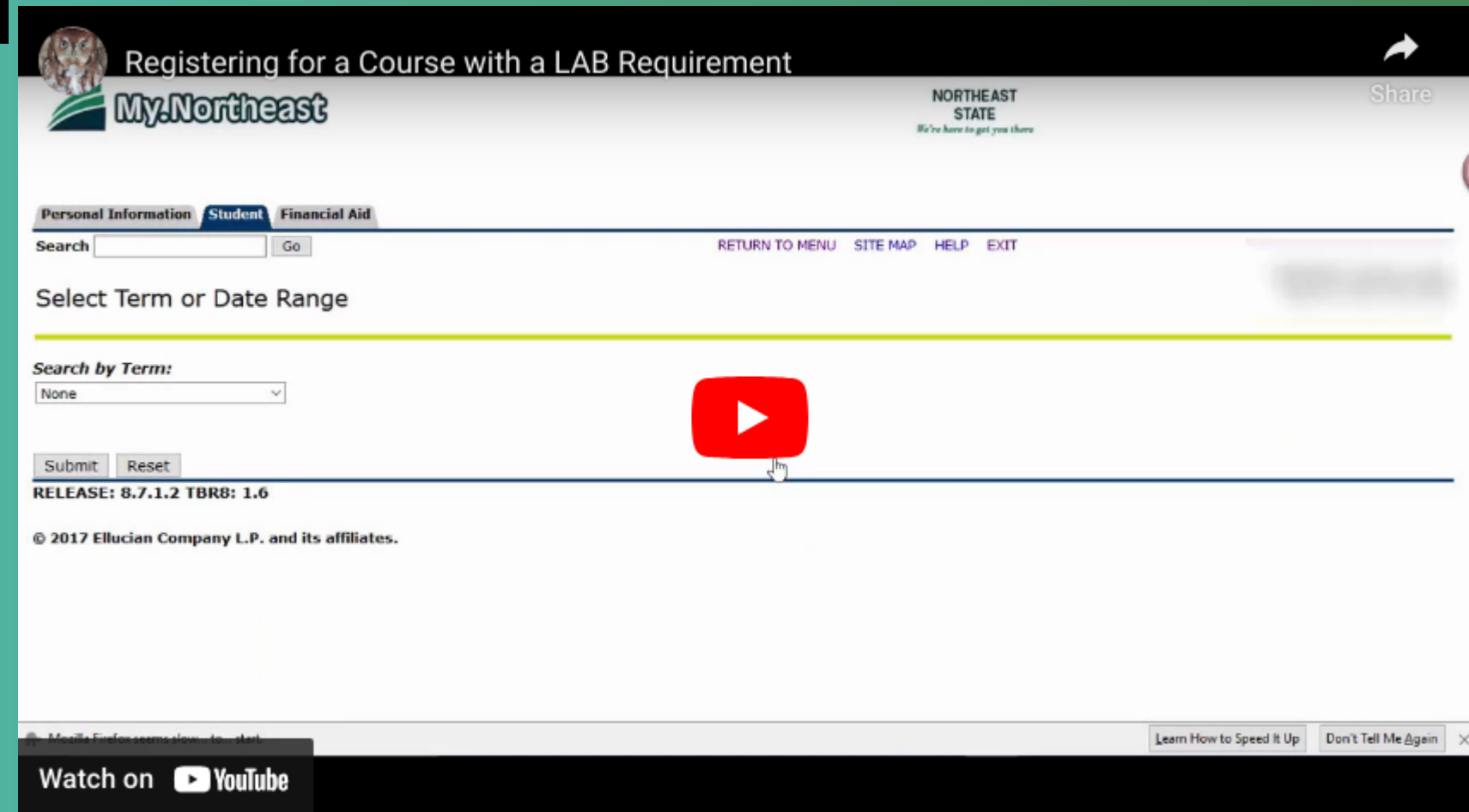
Registering for Learning Support



Registration Tips



Registering for Classes with Lab Requirements



Accessibility Services

General Studies Building - Room C2311, Blountville Campus

How might Accessibility Services assist me?

The Accessibility Services Office can help you once you have provided current documentation of your disability (current is defined as documentation within the past three years).

What types of disabilities do you work with?

- Learning Disabilities (Dyslexia, Dysgraphia, Auditory Processing Disorders, etc.)
- Medical Impairments (Hearing & Visual Impairments; TBI, Mobility/Orthopedic Issues; Chronic Illnesses such as Seizure Disorders, Cancer, Migraines, IBS, Stroke, etc.)
- Psychological Disorders (ADD/ADHD, Autism Spectrum Disorders, Anxiety, Depression, Bipolar, OCD, PTSD, etc.)

How can I get started to apply?

You may visit <https://www.northeaststate.edu/students/accessibility-services/> to fill out the form request and start the process

**Questions? Please contact (423) 279-7640 Monday - Friday,
8:00 am - 4:30 pm for assistance!**

***This advising & registration resource manual has
been published by the following offices:***

Academic Affairs

Admissions & Records

Advising Resource Center

Institutional Excellence & Student Success

Multi-Campus Programs