WELCOME
Welcome to the Northeast State Family! We’re confident that both you and your student will find that Northeast State is a great place to get a quality education. With that in mind, we put together this handbook to educate you about our college and to give you the tools to help your student be successful.

At Northeast State “We’re here to get you there” is not just a slogan, but an investment in the future success of our students. Staff members welcome the opportunity to discuss with family members any questions or concerns within limits imposed by federal statutes and college policies, which protect the privacy of students’ educational records. Please see section on Family Educational Rights and Privacy Act (FERPA).

If you have questions, please call the Office of Enrollment Services and Campus Information at 423.323.0229 or 423.323.0243. You may also visit the Northeast State Web site at www.NortheastState.edu or the online catalog at http://catalog.NortheastState.edu.

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LOCATIONS
Northeast State
423.323.3191 • 800.836.7822
2425 Highway 75
Blountville, TN 37617
admissions@NortheastState.edu

Northeast State at Elizabethton
423.547.8450
386 Highway 91N
Elizabethton, TN 37643
NSEliz@NortheastState.edu

Northeast State at Johnson City
423.354.5300
101 E. Market Street
Johnson City, TN 37601
NEJCity@NortheastState.edu

Blazier-Wilson Hall
423.354.2530
222 W. Main Street
Kingsport, TN 37660
adcarter@NortheastState.edu

Kingsport Center for Higher Education
423.354.5521
300 W. Market Street
Kingsport, TN 37660
KCHE@NortheastState.edu

Pal Barger Regional Center for Automotive Programs
423.354.5211
337 W. Center Street
Kingsport, TN 37660
rmbyington@NortheastState.edu

Regional Center for Advanced Manufacturing
423.354.5149
305 W. Main Street
Kingsport, TN 37660
rcam@NortheastState.edu

Regional Center for Health Professions
423.323.0248
300 W. Main Street
Kingsport, TN 37660
cjleavitt@NortheastState.edu

ITV Classroom, Johnson County High School
423.354.5223
290 Fairground Hill
Mountain City, TN 37683

ITV Classroom, Unicoi County High School
423.354.5223
100 Okolona Drive
Erwin, TN 37650

NORTHEAST STATE
We’re here to get you there
On behalf of our students, faculty, and staff, I welcome you to Northeast State Community College.

Thank you for choosing Northeast State. We encourage you to explore and engage in our variety of programs, courses, and services to help you make decisions about your educational future. We stand ready to help you achieve your goals whether they be employment after graduation or transfer to a four-year college or university.

Northeast State recently celebrated its 50th year of serving the community. From a modest beginning of two buildings, six programs, and 35 students, the College has grown into a comprehensive community college with 150 programs, multiple campuses, and 6,000 students.

We look forward to many more years of providing the best education and services possible to our students and supporting workforce development for our business and industry partners in the region. Soon, a new technology building will be completed to house our Advanced and Business Technologies program and provide the most modern facilities available in the state.

While the College has increased its number of buildings, programs, and students, we still serve the needs of every individual that wants to take advantage of a Northeast State education.

We know you had many choices and paths to consider. We appreciate your selection of our College and the confidence you have in Northeast State Community College.

I think you will be impressed by our dedicated and hard-working faculty and staff. Student success is their goal and they are laser-focused on supporting every individual that enrolls. Again, thank you for choosing Northeast State. Please let us know how we can help you take the next steps toward a prosperous future.

We are confident that Northeast State can provide you with everything you need to attain your educational goals and pursue a successful career.

We’re here to get you there!

Bethany Flora
Dr. Bethany Flora
Northeast State President
Vision
Northeast State shall be a premier learning-centered institution whose students and graduates are among the best-prepared individuals to meet current and emerging needs.

Mission
Northeast State is an open-access, public, comprehensive community college that advances the lifelong educational development of the residents of the region and strengthens the economic and social/cultural aspects of the community. To facilitate teaching, learning, service, and student success, the College provides innovative, high-quality, and relevant associate, certificate, and career-focused educational programs and services. Programming and comprehensive support services are offered through varied delivery systems and at multiple sites throughout its primary service area of Carter, Johnson, Sullivan, Unicoi, and Washington Counties. Within all aspects of its operations, Northeast State serves the public’s interest through the wise use of fiscal, human, and physical resources.

Values
Northeast State Community College embraces these values:

- Respect - We value respect and provide an environment of inclusiveness, cooperation, and diversity.
- Responsibility - We value responsibility and promote integrity, accountability, and excellence in teaching, learning, and services.
- Responsiveness - We value responsiveness and facilitate personal, professional, and economic growth.
HISTORY

History

The history of Northeast State Community College reflects the changing educational needs of the residents of the five Northeast Tennessee counties which it serves. The college began as Tri-Cities State Area Vocational-Technical School in 1966 under the governance of the State Board for Vocational Education. In 1970, the mission was expanded and the school became a regional center for vocational and technical training.

The scope was again expanded in 1978 to include the awarding of both one-year certificates and associate degrees in technology and the name was changed to Tri-Cities State Technical Institute. Effective on July 1, 1983, Tri-Cities State Tech was placed under the governance of the Tennessee State Board of Regents and became part of the State University and Community College System of Tennessee. On July 1, 1990, a university parallel component was added.

As a comprehensive community college, Northeast State provides university parallel programs designed for students desiring to transfer to another college or university, career programs for students planning to enter the workforce immediately upon graduation, and continuing education and community service programs for professional growth and personal enrichment to the citizens of Carter, Johnson, Sullivan, Unicoi and Washington Counties. In partnership with the community, the college sustains the effort toward improving the quality of life for residents of the upper East Tennessee region.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

What We Can and Cannot Share with Family Members

FERPA (the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment) is a federal law that affords students certain rights concerning their education records. The Act provides for the right to inspect and review education records, the right to seek to amend those records, and the right to limit disclosure of information from the records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. The Buckley Amendment applies to all institutions that are recipients of federal aid administered by the Secretary of Education. Education institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records.

When a student reaches the age of 18 or begins attending a postsecondary institution regardless of age, FERPA rights transfer to the student.

Parents may obtain directory information at the discretion of the institution, unless the student has taken formal action to restrict its release. Please view our catalog for more details.
For Parents

College is a time of growth for your almost-adult student. No support is more important than yours; however, our experience working with parents and students over the years has shown that students thrive when parents:

• **Let go.** Letting go involves letting students take responsibility. You’ve done your job. Now it is time to trust your student to become a self-sufficient individual. One of the most difficult challenges is to resist the urge to “save the day” when your student encounters a problem. It is important for parents to act as coaches and advisors by encouraging their student to make good decisions. Show your concern and encourage them to seek assistance from campus personnel. Resist the urge to “fix” the problem(s). Allowing your student to handle the problem and contact appropriate campus personnel will allow them to learn how to negotiate and resolve problems.

• **Don’t overreact.** College is a time of change for your student and for you. Students will begin to establish independence.

• **Are willing to cut the cord.** Encourage an appropriate level of independence and self-responsibility. Let them use their own judgment to decide what is best for them and trust them to make good decisions. Teach them life skills that will carry them forward into adulthood.

• **Encourage your student to take advantage of the wealth of resources available at Northeast State.** Our small and personal environment at the College offers many helpful resources. For academic issues, talking with the professor or academic advisor is usually the first step. Counseling Services provides free personal counseling for students struggling with relationship issues, adjustment to college, stress, anxiety or depression. The Wayne G. Basler Library is a state-of-the-art facility offering the most up-to-date research, computer and audio-visual capabilities. Tutoring is available through the Learning Center and TRiO Student Support Services. The Campus Information Center and Enrollment Services staff is always happy to assist students when they are unsure of where to turn for help.

For Families

What should I expect if it’s my family member returning to school? College is a big step that some don’t decide to take until they have been out of high school for a few years. It’s a decision that many make to better their lives or to find better employment elsewhere. Juggling college, work, and family life can be difficult for those who want to gain better opportunities. Here are some tips to help you out.

• **Show your support — encourage them.** Sometimes all of the homework, especially for those who have been out of school for years, will seem overwhelming. Be there to encourage and to offer your assistance. Wish them luck when a test or presentation is looming. Leave notes in their book bag. Let them know how proud you are of them. Offer to proofread a paper for them. In other words, be their number one cheerleader.

• **Make time for one another.** Once classes begin, you may not have the extra time for one another that you had before. Class times and study times will cut into your “together time”. Do whatever you must to stay connected — send text messages or emails, get up early in the morning and have breakfast together.

• **Pursue your own dreams.** Return to school with your spouse, if it is financially possible. Do not give up completely on your own dreams and goals, this can only breed resentment. Put forth your best effort to find happiness and fulfillment.

“As your student prepares for a bigger world, it doesn’t mean that you will be left behind. Freedom, independence, self-sufficiency...these are all things that we wish for students. Yet, they will always need you. Allowing your relationship to evolve as your student dives into the college world requires compromise, flexibility and trust. With these tools at your side, the college experience can be a wonderful, eye-opening experience for you both.”

- from A New Chapter: How parents fit into their students’ lives at college, Paper Clip Communications
Student Course Load

The recommended semester-hour load for the average student is 15 to 16 hours of credit. Any student desiring to take more than 19 semester hours of credit must receive approval prior to registration from their advisor and the Vice President for Academic Affairs or appropriate designee.

Attendance Regulations

Students are encouraged to attend the first class meeting of each registered class of the term. Attendance taken on the first class day is used to process students receiving financial aid. Failure to attend each class may delay the receipt of financial aid. Additionally, important information concerning course requirements is distributed at the first class meeting.

Class attendance is considered a contract with obligated appointments. Specific expectations of attendance are included in the course syllabus. Many instructors use attendance as part of student evaluation for the course. Students should inform the instructor in the event of planned absences. Students are advised to meet with instructors to determine steps to make up work in the event of unforeseen absences.

Non-attendance does not constitute a withdrawal from class or from the college. The college has procedures and dates under which drops or withdrawals are permitted. Students should refer to these procedures and dates in the catalog or the current registration guide. Ceasing to attend and not following these procedures will result in a grade of ‘F’ for such class(es).

Students who are considered at risk of failing a class due to excessive absences or failing grades are referred to the Advising Resource Center by the faculty member through the Early Alert system. Students are contacted by phone or letter and asked to contact their instructor to determine their status in the course, or to contact the Advising Resource Center if they are in need of additional assistance. Students are also given instructions on how to drop a course or withdraw (after contacting Financial Aid if applicable) if unable to successfully complete the semester.

Grading System

A grade is awarded in each credit course. The grade is based on the student’s demonstrated proficiency as determined by the faculty member teaching the course. The following grading system is used at Northeast State Community College:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Work of highest quality</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Work of above average quality</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Work of satisfactory quality</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Work of minimum acceptable quality</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Work of below minimum acceptable quality</td>
<td>0</td>
</tr>
<tr>
<td>FA</td>
<td>Work of below minimum acceptable quality and did not meet attendance minimum</td>
<td>0</td>
</tr>
</tbody>
</table>
Paying Your Tuition and Fees

All fees are payable at the time of registration each semester through the Business Office. Registration dates and payment due dates are listed in the Registration Guide published annually and on the Academic Calendar. Student schedules are deleted if fees are not paid by the applicable due date. Registration is incomplete until all fees are paid and no student may be admitted to classes without having met all financial obligations. A Late Registration/ Payment fee is assessed for accounts paid after the specified due date. See the Registration Guide or Academic Calendar for the date this goes into effect. Students whose fees are paid by an outside source must ensure that all appropriate paperwork from the paying agency is on file in the Business Office prior to the last day to pay for early registration. Bills will be sent to your student’s Northeast State e-mail account. Please encourage your student to check his or her e-mail daily.

The Student Account Suite is a 24x7 service offered to students and their families for viewing bills, making payments and managing their student account. In addition to viewing and paying your account online you will be able to:

- Receive email notifications as new bills arrive
- View most recent statement and billing history
- See current account activity since the last statement
- Authorize your parents to access and pay your bill

Visit www.NortheastState.edu/AccountSuite to see a list of features. No student may re-enroll, graduate or receive a transcript or grades until all financial obligations to Northeast State are met.

All charges are subject to subsequent audit. Errors will be corrected by refund or additional charge.

The Cashier Office is located on the first floor of the Pierce Administration Building, Room P105 at the Blountville campus. Regular office hours are Monday-Friday 8:00 a.m. to 4:30 p.m. Extended hours are available during fee payment deadlines. You may contact the Blountville Business Office at 423.354.2511.

Other Business Office locations:
Northeast State at Kingsport, located at 222 W. Main Street, Room 108. You may contact the Kingsport Business Office at 423.354.2512.

Northeast State at Johnson City, located at 101 E. Market Street, Room 1003. You may contact the Johnson City Business Office at 423.354.5310.

Northeast State at Elizabethton, located at 386 TN Hwy 91N. You may contact the Elizabethton Business Office at 423.547.8450.

QuikPAY Payment Plans

To help meet educational expenses each semester, Northeast State Community College is pleased to offer QuikPAY, a convenient payment plan. It is not a loan; therefore, there is no debt, and no interest or finance charges are assessed. No credit check is required. For more information, go to www.northeaststate.edu/PaymentPlan/.

Payment Plan Overview and Schedule

A $25.00 per semester nonrefundable fee is required. The QuikPAY Enrollment Fee is automatically deducted from your account WITHIN 14 days of the date of your agreement.

Payments are automatically deducted on the 5th of each month from a designated checking or savings account, or you may also have your payment charged to a credit card. If you elect to use a credit card, only VISA, MasterCard, Discover, and American Express are accepted. Please note: Check, Debit, and ATM Cards may be returned unpaid due to daily limit restrictions imposed by your bank.

If your payment on the 5th is not successful, QuikPAY will reattempt the payment on the 20th of the month. If a payment is not successful, you will receive notification from QuikPAY on how the unsuccessful payment will be handled. Your QuikPAY agreement will be processed until the balance owed is paid in full.

For each returned payment, QuikPAY assesses a $30.00 returned payment fee. Returned payment fees are automatically deducted from the designated account. If your QuikPAY Returned Payment Fee is returned, it will be reattempted. QuikPAY Returned Payment Fees are payable to QuikPAY.
QuickPAY fees are subject to change. Interest earned on all custodial funds held by QuickPAY is payable to QuickPAY Management Company. If you have questions, please contact QuickPAY at 800.609.8056 or the Northeast State Business Office at 423.354.2511.

After you register for classes, you can setup a QuikPAY account and payment plan by logging into MyNortheast and then completing the following steps:

1. Click on the “Student” link
2. Click on “Student Accounts”
3. Click on “Account Summary”
4. Click “Go to QuikPAY Payment Plan” at the bottom of the “Accounts Summary” page

Note: You must click the IMPORT button on the budget worksheet for the proper amounts to show.

**Tuition and Fees**

Credit and Audit Course Costs - Each student registering for college courses on a credit or audit basis pays maintenance fees, a campus access fee, a student activity fee, an international education fee, and a technology fee each semester. In addition, if the student is not domiciled in Tennessee, out-of-state tuition is also charged. Contact the Business Office at 423.354.2511 for current fee rates. For details on Refund Percentages for a dropped course, please refer to the Institutional Cost section of the Northeast State website or call the Business Office at 423.354.2511.

**Don't miss the deadline for payment of fees – missing the deadline could mean being removed from your classes! Dates are listed in the Registration Guide each semester.**

**Paying for College**

There are a variety of financial aid options available to assist with the cost of your family member’s education. They are:

- Tennessee Education Lottery Scholarships
- Grants
- Federal Work Study
- Northeast State specific scholarships

**Financial Aid**

Completing the Free Application for Federal Student Aid (FAFSA) is the first step in securing financial aid. The FAFSA must be submitted for each academic year you hope to receive financial assistance. Go to https://fafsa.ed.gov/ to begin this process.

Be sure to follow up with the Financial Aid office in C2406, email finaidmail@NortheastState.edu or call 423.323.0252. You can also find information online at www.NortheastState.edu by selecting the Financial Aid tab.

**Scholarships**

Northeast State awards assistance to students to meet their college expenses through scholarships administered by the Northeast State Foundation or other sponsoring agencies. These include:

- Academic Work Scholarships
- County and State Scholarships
- Educational Access and Diversity Scholarships
- Northeast State Foundation Scholarships

There are numerous other individuals and organizations that provide awards for qualified students. Neither merit nor financial need guarantee a scholarship award to a student who has applied for admission to Northeast State. Students must apply by specific deadlines using the appropriate application for each scholarship program. For more information on applications, criteria, and deadlines, visit www.NortheastState.edu/scholarshipprograms, email scholarships@NortheastState.edu, or call 423.279.7637.
Message from the Chief
On behalf of the entire Northeast State Police Department staff we say WELCOME to our college! As your family member or friend begins their educational journey at Northeast State Community College, we know you have an interest in their success or you would not be here. I want you to know that this institution takes the safety of everyone seriously and every employee here strives to have the safest environment possible for students to learn.

With the above said, please take note of some important safety information below and learn more on how your police department at Northeast State can serve you and your family member or friend.

History of Northeast State Police Department
On July 1, 2005 Northeast State Community College transitioned from a security department to a police department in accordance with applicable state law. Like all police departments across the state of Tennessee, the police officers you see on campus are fully trained law enforcement officers who are here to SERVE you! The Northeast State Police Department became accredited through the Tennessee Association of Chiefs of Police on June 1, 2016. This three-year accreditation ensures we provide the most professional and efficient department possible so we can meet the fundamental law enforcement mission of serving and protecting the campus community.

Annual Security Report
A copy of Northeast State Community College’s Annual Security Report is available for review by all students, prospective students, staff, faculty, prospective employees and the general public. The Annual Security Report includes statistics for the three previous years concerning reported crimes that occurred on campus, in off-campus buildings or property owned or controlled by Northeast State Community College, and on public property within or immediately adjacent to and accessible from the campus. This report also includes institutional policies concerning campus security, such as policies concerning sexual assault and other matters. You can review the Annual Security Report at www.northeaststate.edu/SecurityReport or stop by the Northeast State Police Department, Room C2401, for a copy.

Questions concerning the Annual Security Report may be addressed to the chief of Police by calling 423.323.0255 off campus (ext. 3255 on campus) or e-mail bdjohnson@NortheastState.edu.

Campus Police Services
Call campus police at 423.323.0255 for the following:
- Getting your car started because of a dead battery.
- Getting your vehicle door open if you locked your keys in your car.
- Escort service anywhere around campus.
- Free training opportunities for students, staff, and faculty. For example, throughout the year classes are given in such topics as Rape Aggression Defense (females only), Active Shooter, Emergency Preparedness, and other safety topics upon request. To find out more please contact the campus police for exact dates and locations for these informative training sessions.

Safety Tips
- Lock your vehicle.
- Do not post signs on your car saying where you are or when you will return.
- Make it tough for someone to take you by surprise, don’t wear headphones.
- Walk in areas that are well traveled and lit.
- Mark your books so you can identify them if stolen.
- Don’t leave any valuables (books, backpacks, etc.) unattended.
- Walk with a friend to your vehicle.
- Have your car key in your hand as you walk to your vehicle.
- Ask campus police or a faculty member to escort you to your vehicle after dark.
- Head toward an occupied building or crowds and notify security/law enforcement if you feel you are being followed.
NeSCC Alert
Encourage your family member or friend to sign up for the NeSCC Alert Emergency Alert System! Campus Alert is a voluntary, opt-in system. The system will not be used to send advertisements, and user information will not be shared with third parties outside the college. There is no cost to participate in Campus Alert, other than normal fees your mobile service provider may charge for receiving text messages. If you prefer not to receive text messages, you have the option of receiving only email messages. Unless you are signing up for email alerts only, please have your cell phone turned on when you register. A verification message and code will be sent to your phone. You will need to enter that code on the computer screen to complete your registration. After you have created an account, you may use the username and password you created to login and manage your account. Questions about the system can be directed to Campus Police or the office of Information Technology.

You can also sign up for NeSCC Alert if you desire. Simply go to the college’s main web page, www.NortheastState.edu, and click on the NeSCC Alert icon to sign up! As Chief of Police, it is my responsibility to provide students, staff, faculty, and visitors of Northeast State a safe and secure environment in which to work and learn. This mission cannot be accomplished without your assistance and support.

I hope you find our Web site, www.NortheastState.edu/securityreport, both informative and helpful. If you would like more information or have any questions, please contact our office at 423.323.0255 (off campus) or extension 3255 (on campus). Campus police are on duty 365 days a year, 24 hours per day.

If I can assist you, please call 423.279.7655 (off campus) or extension 3355 (on campus). Email: bdjohnson@NortheastState.edu.

VETERANS AFFAIRS

The Office of Veterans Affairs serves the educational needs of prospective and enrolled service persons, veterans, their dependents/survivors, and other persons eligible to receive education benefits under the various Department of Veterans Affairs programs.

Services include but are not limited to:
• Certification to VA for receipt of GI Bill® benefits
• Assistance in applying for education benefits
• Secondary academic advising
• Peer-to-Peer Mentor Program
• VA Work Study

For more information please call 423-354-2527 or go to http://www.northeaststate.edu/Admission/Veterans-Affairs/. 
Counseling Services provides free short-term counseling, crisis intervention, and referral services* to help support the psychological, emotional, and developmental well-being of students. Counseling can help students who are struggling with anxiety, depression, or relationship issues; having trouble adjusting to college life; experiencing the loss of a relationship or death of a family member; seeking answers to questions such as “Who am I?” and “What do I want?”; or needing a safe place to talk.

Counseling services are provided by a Licensed Professional Counselor/Mental Health Service Provider (Temp) and graduate students completing internships in a master’s level counseling or social work program.

*Students who have long-term psychiatric needs or issues outside of the expertise of the counselors will be referred to community mental health providers.

Appointments
Students are encouraged to schedule an appointment. Walk-in services are provided when staff is available.

Room C2101, General Studies Building
423.354.2587
counseling@NortheastState.edu

Center for Students with Disabilities

The Center for Students with Disabilities at Northeast State works to provide reasonable accommodations and assure that campus programs and activities are accessible to students with disabilities.

The college does not offer specialized separate classes for persons with disabilities. Instead, accommodations are made so that students with disabilities can take classes alongside students without disabilities. Some of the services available to accommodate students with disabilities include, but are not limited to:

• Extended time on exams
• Alternative test location
• Oral testing
• Scribe or reader services
• Classroom modifications
• Assistance in obtaining textbooks in alternative formats
• Specialized equipment
• Publications in large print
• Interpreter services for hearing impaired
• Faculty accommodation letters

For more information, call 423.279.7640 or go to www.NortheastState.edu and under Campus Resources click on the Disability Services link.
The Learning Center provides FREE services to ALL Northeast State students on a DROP-IN basis. No appointment is needed – tutors are available days and evenings.

Tutoring is available at multiple campuses:
- Blountville – L103
- Kingsport – KC211
- Elizabethton – E114
- Johnson City – J1022

Tutoring is available in many subjects:
- Math (Prob & Stats, Algebra, Trig, Calculus . . .)
- Science (Biology, A&P, Chemistry, Physics, Phys. Sci. . .)
- Computer Applications
- English (Composition, Literature . . .)
- Writing (for any course . . .)

Workshops are available each semester:
- Computer/Technology/D2L Help
- Science Study Skills
- Statistics Study Skills
- Writing Skills
- Notetaking

Tutoring schedule is available online:
- Go to www.NortheastState.edu
- Click on Campus Resources (on the green ribbon at the top)
- Click on The Learning Center (near the bottom of the menu)
- Click on Tutor Schedule under Quick Links (in the box on the right side)

TRiO STUDENT SUPPORT SERVICES

TRiO Student Support Services is a federally funded TRiO program and is designed to assist 180 eligible students successfully persist semester-to-semester, graduate and transfer. All programs and services are free of charge to qualifying participants.

All participants must qualify on the basis of federal income eligibility; and/or first-generation college student status; and/or documented disability and plan to complete a college degree or certificate at Northeast State.

Services include but are not limited to:
- Academic Advising
- Personal Support
- Career Advising
- Job Shadowing Opportunities
- Transfer Advising
- Counseling Resources
- Financial Literacy Information and Opportunities
- Cultural and College Trips
- Tutoring

Apply Early in the Semester as Spots Fill Quickly! For more information call 423.323.0216 or go to www.NortheastState.edu and under Campus Resources click on the TRiO Student Support Services link.
Northeast State Community College’s safe campus initiative, Safe Northeast: A Safe Campus Saves You!, is an institution-wide effort to create safe and respectful environments in which all College constituencies can learn and work without fear of harassment or threat of violence. Please visit www.NortheastState.edu/SafeNortheast to learn more.

Drug-Free Campus and Workplace
Northeast State Community College employees and students are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, use, or being under the influence of illegal drugs or alcohol on the College campus, at off-campus facilities owned or controlled by the College, or as a part of College-sponsored activities. All categories of employees and students are subject to this policy and to applicable federal, state, and local laws related to this matter.

Counseling Services provides confidential counseling to students on drug- and alcohol-related problems. This service is furnished at no cost. Contact counseling@NortheastState.edu or 423.323.0211 for appointments. Referral services also are provided for professional counseling and treatment and rehabilitation programs available in the local community. The cost of these professional services is normally the responsibility of the individual concerned or the individual’s insurance carrier. Eligible employees of the College and their dependents may participate in the College’s Employee Assistance Program. Additional prevention and referral information is available at www.NortheastState.edu/DrugsAndAlcohol.

You can’t achieve a goal without engaging in its development. By putting to use what you have learned in life and in the classroom, you can empower yourself and others. Northeast State sponsors many activities and organizations that allow you to move beyond your expectations. From intramurals to student advocacy, engagement leads to confidence and confidence leads to success.

Student Life promotes and supports co-curricular campus activities and leadership development opportunities that enhance the student’s collegiate experience. Northeast State is committed to the concept of total student development and support by encouraging participation in co-curricular activities that lead to the development of individual and team skills. The College sanctions various student organizations, clubs, programs, and academic/co-curricular committees in support of student life.

studentlife@NortheastState.edu
Room A212, Student Services Building
423.354.2416 or Ext. 3416, Fax 423.323.0244
CAMPUS CONTACTS

Academic advising or course selection:
Call your faculty advisor or the Advising Resource Center at 423.323.0214 or e-mail advising@NortheastState.edu.
Students may determine who their faculty advisor is by logging into their MyNortheast account.

Admission, testing, registration, transfer, or other college entrance information:
Call the office of Admissions and Records at 423.323.0253 or e-mail admissions@NortheastState.edu
or Enrollment Services at 423.323.0229
or e-mail jahrenichs@NortheastState.edu
or collegeanswers@NortheastState.edu.

Adult Education/HiSET (formerly GED):
Call toll-free: 844.637.5697 or email adulted@NortheastState.edu.

Advising Resource Center (ARC):
Professional advisors who assist students with academic planning, academic advising, course selection, and transferring to universities following graduation. Since all students are assigned a faculty advisor based on their major, ARC personnel serve as a back-up to the faculty advisors. Contact the Advising Resource Center at 423.323.0214 or advising@NortheastState.edu.

Alumni Information and Events:
Call Alumni Relations at 423.354.5296 or e-mail alumni@NortheastState.edu.

Articulation, Career Days, and the Career Academy:
For articulation, Career Days, Perkins IV, and Career Academy inquiries, call 423.354.5166 or e-mail cdrose@NortheastState.edu.

Business Office
Call the Business Office at 423.354.2511 or email nsccbusoff@NortheastState.edu.

Campus Information Center:
Northeast State’s Campus Information Center is located in the Pierce Administration Building on the Blountville campus. Students can pick up a registration guide, locate office numbers or classroom locations, obtain registration dates and times, and more. Campus tours are coordinated by the Information Center. To make an appointment, call 423.323.0243 or e-mail collegeanswers@NortheastState.edu.

Campus Police:
Call the Campus Police at 423.323.0255 or email bdjohnson@NortheastState.edu.

Campus Tours:
Call the Campus Information Center at 423.323.0243 or e-mail collegeanswers@NortheastState.edu to make an appointment.

Choice of college, major, or career:
Call the Advising Resource Center at 423.323.0214 or e-mail advising@NortheastState.edu

or Career Services Center at 423.354.5229 or e-mail careersvcs@NortheastState.edu.

CLEP - College Level Examination Program:
Call Counseling and Testing Services to learn more about earning college credits with CLEP exams at 423.323.0211 or e-mail testing@NortheastState.edu.

Continuing Education:
Call Continuing Education at 423.354.5520
or e-mail workforce@NortheastState.edu.

Counseling:
Call Counseling and Testing Services at 423.354.2587 or e-mail counseling@NortheastState.edu.

Disabilities information:
Call the Center for Students with Disabilities at 423.279.7640 or e-mail CSD@NortheastState.edu.

Dual Enrollment Programs:
Call Chelsea Rose at 423.354.5166 or e-mail cdrose@NortheastState.edu or Shelby McKenzie at 423.354.5186 or email swmckenzie@NortheastState.edu.

Evening Services:
Call the office of Evening Services at 423.354.2468 or 423.354.5109, email tdbartlett@NortheastState.edu, or sdbaker@NortheastState.edu or visit www.NortheastState.edu/Evenings.

Financial aid information:
Call the office of Financial Aid at 423.323.0252, 800.836.7822, 423.323.3191, ext. 3252 or e-mail financialaid@NortheastState.edu.
For help with FAFSA submission, call 423.279.3684 or e-mail fahelpcenter@NortheastState.edu.

General information:
Call the Campus Information Center at 423.323.0243 or visit Northeast State’s Web site at www.NortheastState.edu.

Graduation information:
Call the office of Admissions and Records at 423.323.2419 or e-mail graduation@NortheastState.edu.

Job Search Assistance:
Call the Career Services Center at 423.354.5229 or e-mail careersvcs@NortheastState.edu.

The Learning Center:
Call The Learning Center at 423.354.5112 or e-mail cnperry@NortheastState.edu.

Learning Support general information:
Call Malissa Trent, Director of Learning Support, at 423.323.3191, ext. 3515, or e-mail mbtrent@NortheastState.edu.
CAMPUS CONTACTS

New Student Orientation:
Call Enrollment Services at 423.323.0229 or e-mail collegeanswers@NortheastState.edu.

Northeast State:
Phone: 423.323.3191
2425 Highway 75, Blountville, TN 37617
E-mail: admissions@NortheastState.edu

Northeast State at Elizabethton:
Phone: 423.547.8450
386 Highway 91N, Elizabethton, TN 37643
E-mail: NSEliz@NortheastState.edu

Northeast State at Johnson City
Phone: 423.354.5300
101 E. Market Street, Johnson City, TN 37601
E-mail: NEJCity@NortheastState.edu

Northeast State at Kingsport
Blazer-Wilson Hall:
Phone: 423.354.2530
222 W. Main St., Kingsport, TN 37660
E-mail: adcarter@NortheastState.edu

Kingsport Center for Higher Education:
Phone: 423.354.5521
300 W. Market Street, Kingsport, TN 37660
E-mail: KCHE@NortheastState.edu

Pal Barger Regional Center for Automotive Programs:
Phone: 423.354.5211
337 W. Center Street, Kingsport, TN 37660
E-mail: rmbyington@NortheastState.edu

Regional Center for Advanced Manufacturing:
Phone: 423.354.5149
305 W. Main St., Kingsport, TN 37660
E-mail: rcam@NortheastState.edu

Regional Center for Health Professions:
Phone: 423.323.0248
300 W. Main Street, Kingsport, TN 37660
E-mail: cjleavitt@NortheastState.edu

ITV Classroom, Johnson County High School:
Phone: 423.354.5223
290 Fairground Hill, Mountain City, TN 37683

ITV Classroom, Unicoi County High School:
Phone: 423.354.5223
100 Okolona Drive, Erwin, TN 37650

Off-campus, Evening, Internet, Hybrids, or Interactive Television (ITV):
Call 423.354.5223.

Questions:
Call the Campus Information Center at 423.323.0243 or e-mail collegeanswers@NortheastState.edu; or Enrollment Services at 423.323.0229 or skjackson@NortheastState.edu.

Scholarship Opportunities and Applications:
Call the office of Scholarship Programs and Student Needs at 423.279.7637 or e-mail scholarships@NortheastState.edu.

Student Life:
Call the office of Student Life at 423.354.2416, e-mail studentlife@NortheastState.edu, or visit www.NortheastState.edu/studentlife.

Student Needs Project:
Call the office of Scholarship Programs and Student Needs at 423.279.7637 or e-mail studentneeds@NortheastState.edu.

Tennessee Promise information:
Call the office of Scholarship Programs and Student Needs at 423.354.5337 (KEEP) or e-mail promise@NortheastState.edu.

Tennessee Reconnect information:
Call Enrollment Services at 423.354.2481 or email tnreconnect@NortheastState.edu.

Testing:
Call Counseling and Testing Services at 423.354.2587 or e-mail counseling@NortheastState.edu.

TN eCampus Program:
Call the Advising Resource Center at 423.354.2544 or e-mail TNecampus@NortheastState.edu; or visit www.tnecampus.org.

TRiO Student Support Services:
Call the TRiO offices at 423.323.0216 or e-mail TRiO@NortheastState.edu.

Tutoring Services:
TRiO Student Support Services (federally funded program-eligibility required): Room C1107 (Blountville), KCHE211 (Kingsport), and E110 (Elizabethton) (Tutoring, Academic Advising, Transfer Advising, Peer Mentoring for eligible participants.) Call the offices of Student Support Services at 423.323.0216 or e-mail TRiO@NortheastState.edu.

The Learning Center: L103 (Blountville), KCHE211 (Kingsport), E114 (Elizabethton), and J1022 (Johnson City). (Free drop-in tutoring for most subjects.) Call 423.354.5112 or e-mail TLC@NortheastState.edu.

Veterans information:
Call the office of Veterans Affairs at 423.354.2528 or 423.354.2527 or e-mail veteransaffairs@NortheastState.edu.

Weekend College information:
Call 423.354.5223.

Workforce Solutions:
Call Workforce Solutions at 423.354.5520 or e-mail workforce@NortheastState.edu.
Northeast State at Blountville

Interstate 81 from Kingsport
Exit right at Exit 63. Turn right onto Airport Parkway. Exit right at the Northeast State/Air Cargo (last) Exit. Turn left onto Highway 75. Northeast State is on the right past Tri-Cities Airport.

Interstate 81 from Bristol
Exit left at Exit 63. Turn left onto Airport Parkway. Follow directions for Kingsport travelers.

Interstate 26 from Johnson City
Exit right at Exit 13 onto Highway 75. Go right on Highway 75 about 10 miles (through intersection with Highway 36). Northeast State is on the right past Tri-Cities Airport.

Highway 36 from Kingsport
Turn left at intersection with Highway 75. Northeast State is on the right past Tri-Cities Airport (about 5 miles).

Highway 36 from Johnson City
Turn right at intersection with Highway 75. Northeast State is on the right past Tri-Cities Airport (about 5 miles).
DIRECTIONS

Northeast State at Elizabethton - 386 Highway 91 N

Interstate 26 from Johnson City
Take exit 24 onto US 321 North toward Elizabethton (about 8.7 miles). Turn left onto Highway 19 and then exit right onto Highway 91 North toward Stoney Creek. Travel about 2.5 miles and turn right into the Northeast State at Elizabethton parking area.

Highway 19E from Bristol:
Turn left at intersection of Volunteer Parkway and Highway 19E and continue approximately 8 miles. Exit onto ramp for Highway 91 North and turn left. Drive about 2.5 miles and turn right into the Northeast State at Elizabethton parking area.

Northeast State at Johnson City - 101 East Market

Interstate 26
Take exit 23 for TN-91/Market Street. Turn onto Market Street.

Northeast State at Kingsport

222. W. Main Street (Blazer-Wilson Hall - Student Services)

From West Kingsport:
Proceed east on Stone Drive. Turn right on Fairview Avenue. Follow Fairview to the end, turn left on East Center Street. Proceed on Center Street until you come to the intersection at Clinchfield Street. Turn right at the traffic light. Domtar is on the corner to your right. Go one block and Northeast State at Kingsport is on your left at the corner of W. Main Street and Clay Street directly across the street from CSX Transportation.

From Sullivan Gardens, Rock Springs areas:
From Interstate 26, take the Wilcox Drive Exit. Proceed on Wilcox Drive toward downtown Kingsport. Turn left on Sullivan Street after you go under the bridge overpass on Wilcox. Go one block, turn left on E. Main Street. Go seven blocks, you will pass Kingsport Chamber of Commerce on your left. Northeast State at Kingsport is on your right at the corner of W. Main Street and Clay Street directly across the street from CSX Transportation.

From Indian Springs, Cooks Valley, Skyland Drive areas:
Follow Memorial Boulevard to Ft. Henry Drive. Turn right on Ft. Henry Drive. You will pass Dobyns-Bennett High School on your right. Continue until you reach the intersection of Ft. Henry Drive and Center Street. Turn left on Center Street. Follow Center Street to downtown Kingsport. City Hall will be on your left. Turn left on Clay Street continuing for two blocks. Northeast State at Kingsport is at the corner of Clay Street and W. Main on your left.

Kingsport Center for Higher Education - 300 W. Market Street

From West Kingsport:
Proceed east on Stone Drive. Turn right on Fairview Avenue. Follow Fairview to the end, turn left on East Center Street. Proceed on Center Street until you come to the intersection at Clinchfield Street. Domtar is on the corner to your right. Proceed on Center Street for two blocks and turn right on Clay Street. The Kingsport Center for Higher Education will be on your right.

From Sullivan Gardens, Rock Springs areas:
From Interstate 26, take the Wilcox Drive Exit. Proceed on Wilcox Drive toward downtown Kingsport. Turn left on Sullivan Street after you go under the bridge overpass on Wilcox. Go one block, turn left on E. Main Street. Continue to Clay Street and make a right. Continue to Center Street and make a left. Proceed on Center Street until you come to the intersection at Revere Street. The facility is at the corner of Revere and Center streets.

Pal Barger Regional Center for Automotive Programs - 337 W. Center Street

From West Kingsport:
Proceed east on Stone Drive. Turn right on Fairview Avenue. Follow Fairview to the end, turn left on Center Street. Proceed on Center Street until you come to the intersection at Revere Street. The facility is at the corner of Revere and Center streets.

From Sullivan Gardens, Rock Springs areas:
From Interstate 26, take the Wilcox Drive Exit. Proceed on Wilcox Drive toward downtown Kingsport. Turn left on Sullivan Street after you go under the bridge overpass on Wilcox. Go one block, turn left on E. Main Street. Continue to Clay Street and make a right. Continue to Center Street and make a left. Proceed on Center Street until you come to the intersection at Revere Street. The facility is at the corner of Revere and Center streets.
DIRECTIONS

From Indian Springs, Cooks Valley, Skyland Drive areas:
Follow Memorial Boulevard to Ft. Henry Drive. Turn right on Ft. Henry Drive. You will pass Dobyns-Bennett High School on your right. Continue until you reach the intersection of Ft. Henry Drive and Center Street. Turn left on Center Street. Proceed on Center Street until you come to the intersection at Revere Street. The facility is at the corner of Revere and Center streets.

Regional Center for Advanced Manufacturing - 305 W. Main Street
From West Kingsport:
Proceed east on Stone Drive. Turn right on Fairview Avenue. Follow Fairview to the end, turn left on East Center Street. Proceed on Center Street until you come to the intersection at Clinchfield Street. Turn right at the traffic light. Domtar is on the corner to your right. Go one block and the Regional Center for Advanced Manufacturing is on your left.

From Sullivan Gardens, Rock Springs areas:
From Interstate 26, take the Wilcox Drive Exit. Proceed on Wilcox Drive toward downtown Kingsport. Turn left on Sullivan Street after you go under the bridge overpass on Wilcox. Go one block, turn left on E. Main Street. Go seven blocks, you will pass Kingsport Chamber of Commerce on your left. The Regional Center for Advanced Manufacturing is on your left across from the Regional Center for Health Professions.

From Indian Springs, Cooks Valley, Skyland Drive areas:
Follow Memorial Boulevard to Ft. Henry Drive. Turn right on Ft. Henry Drive. You will pass Dobyns-Bennett High School on your right. Continue until you reach the intersection of Ft. Henry Drive and Center Street. Turn left on Center Street. Proceed on Center Street to downtown Kingsport. City Hall will be on your left. Turn left on Clay Street continuing for two blocks. The Regional Center for Advanced Manufacturing is on your right across from the Regional Center for Health Professions.

Regional Center for Health Professions - 300 W. Main Street
From West Kingsport:
Proceed east on Stone Drive. Turn right on Fairview Avenue. Follow Fairview to the end, turn left on East Center Street. Proceed on Center Street until you come to the intersection at Clinchfield Street. Turn right at the traffic light. Domtar is on the corner to your right. Go one block and the Regional Center for Health Professions is on your left at the corner of W. Main Street and Clay Street directly across the street from CSX Transportation.

From Sullivan Gardens, Rock Springs areas:
From Interstate 26, take the Wilcox Drive Exit. Proceed on Wilcox Drive toward downtown Kingsport. Turn left on Sullivan Street after you go under the bridge overpass on Wilcox. Go one block, turn left on E. Main Street. Go seven blocks - the Regional Center for Health Professions is on your right on the corner of W. Main Street and Clay Street directly across the street from CSX Transportation.

From Indian Springs, Cooks Valley, Skyland Drive areas:
Follow Memorial Boulevard to Ft. Henry Drive. Turn right on Ft. Henry Drive. You will pass Dobyns-Bennett High School on your right. Continue until you reach the intersection of Ft. Henry Drive and Center Street. Turn left on Center Street. Follow Center Street to downtown Kingsport. City Hall will be on your left. Turn left on Clay Street continuing for two blocks. The Regional Center for Health Professions is on your right at the corner of Clay Street and W. Main.

ITV Classroom, Johnson County High School - 290 Fairground Hill
From Elizabethton:
Northeast State at Elizabethton - 386 Highway 91 N

Northeast State at Johnson City - 101 E. Market St.
Northeast State at Kingsport

Northeast State is governed by the Tennessee Board of Regents (TBR), the state’s largest higher education system, governing 40 post-secondary educational institutions with over 200 teaching locations. The TBR system includes 13 community colleges and 27 colleges of applied technology, providing programs to students across the state, country and world.

Northeast State Community College does not discriminate against students, employees or applicants for admission or employment on the basis of race, color, religion, creed, ethnic national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information or any other legally protected class with respect to all employment, programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Tim Harrison
Equity and Compliance Officer
P. O. Box 246, Blountville, TN 37617-0246
423.354.5296
complianceofficer@northeaststate.edu

Northeast State Community College’s policy on nondiscrimination can be found at www.NortheastState.edu-AAEEO.

Northeast State is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Northeast State. NeSCC-2 09-106 Revised 5/18.