

# Northeast State Community College Checklist for AB&T/TAA/WIOA Participants

In order to proceed with the approval process with the Career Center, please do the following 4 Items:

## **Item 1: Complete the Steps for Enrollment**

### **Step 1: Apply for Admission\***

Apply online at [NortheastState.edu/Apply](http://NortheastState.edu/Apply) or print the application from our website and mail/fax to us.

### **Step 2: Complete Your Admission File\***

The following items must be submitted before the first day of classes:

1. Completed application for admission.
2. Official high school transcript with graduation date OR high school equivalency (GED®/HiSET®) scores.
3. Official college transcripts, if applicable, from each college attended.
4. Proof of immunization with two doses of Measles, Mumps and Rubella (MMR) vaccine if born after January 1, 1957.
5. Proof of immunization with two doses of Varicella (Chicken Pox) vaccine if born after January 1, 1980 and enrolling as a full-time student (at least 12 credit hours per semester).
6. Completed Northeast State Hepatitis B Immunization Health History Form.
7. ACT or SAT scores if test was taken in the past five years.
8. Proof of citizenship or lawful presence in the United States (Driver's License).

### **Step 3: Apply for Financial Aid\***

To be considered for financial assistance from the federal government and/or the State of Tennessee, you must complete and submit the Free Application for Federal Student Aid (FAFSA) online at [fafsa.ed.gov](http://fafsa.ed.gov). To get assistance with completing the Free Application for Federal Student Aid (FAFSA), contact our Financial Aid Help Center at [fahelpcenter@NortheastState.edu](mailto:fahelpcenter@NortheastState.edu). For more information about the various types of financial aid available, access Financial Aid at [NortheastState.edu/FinancialAid](http://NortheastState.edu/FinancialAid) on our website. (Northeast State's code is 005378.)

### **Step 4: Apply for Financial Assistance Through Northeast State\***

To learn about scholarships and other types of assistance specific to Northeast State, check out this link [NortheastState.edu/ScholarshipPrograms](http://NortheastState.edu/ScholarshipPrograms). **You must submit the FAFSA before applying for additional aid through Northeast State.** Be sure to submit all application materials by the stated deadlines.

***\*Steps 1-4 may be completed at the same time.***

### **Step 5: Placement Testing**

You may be required to take a computerized placement test designed to assist the College in placing you into the most appropriate courses. The test covers basic skill areas in writing, reading, and mathematics. Test time is individualized. For more information, check out [www.NortheastState.edu/Assessment](http://www.NortheastState.edu/Assessment).

## **Item 2: Finalize your Choice of a Program of Study**

Make a final decision on your chosen program of study, and schedule an appointment to meet with Wendell Lowe, Advising Resource Center (423.323.0214). During this meeting you will secure the following documentation:

- a. Academic Plan Worksheet for selected program of study, including and required learning support courses.
- b. Tuition, fees, textbooks, and required supplies cost information.

## **Item 3: Submit Documentation**

Take documentation to your AB&T/WIOA/TAA Career Specialist

## **Item 4: Attend a New Student Orientation**

Participate in Orientation: contact the Office of Enrollment Services at 423.323.0229 to register for a New Student Orientation Session.

*\*Please be advised that while some classes can be taken at Northeast State at Kingsport, Northeast State at Elizabethton, Northeast State at Bristol, or Northeast State at Johnson City most will be taken at our Blountville campus.*

**REMEMBER YOUR CONTRACT CANNOT BE CONSIDERED FOR APPROVAL UNTIL THE ABOVE STEPS ARE COMPLETED.**

## **What's Next?**

On, or before the first day of classes, go to the Advising Resource Center (C2407) and pick up the following:

Class attendance verification form

Textbook and supplies voucher (if you have been approved to receive funding for these items)

For questions and additional help, please visit the Advising Resource Center in C2407 or call 423.323.0214.