Steps to Complete the Online Admissions Application for the Northeast State Dual Enrollment Program

Please follow these steps in order to apply correctly. It is important that you are coded correctly in our system.

1. From your browser go to: www.northeaststate.edu
2. Click on the green Admissions button in the middle of the screen.
3. Click on the link in the apply for admission online link in the first paragraph
4. Click on the Apply for Admission link
5. Scroll to the bottom of the page and click on First Time User Account Creation
6. You will then create your Login ID and PIN according to the directions on the screen. Below is what you will see:
7. You will want to write down your login ID and PIN and store it in a safe place for future reference. After completing step 6 you will need to choose option **#5 – High School – Dual Enrolled** from the drop-down menu as indicated below:

8. Then you will want to choose **Spring 2015** from the choices given and complete the name fields as indicated below and click on Fill Out Application when finished.
9. You will then need to click on and complete all required information for each link on the next page. Only after all information has been completed and you have six check marks on your screen will you need to click on Application is Complete. (Note: in the Personal Information section, Residency refers to if you have resided in Tennessee for at least 12 months. If so, indicate Yes for the answer).

10. After you have submitted the application, a signature page will appear that needs to be completed and submitted along with your Dual Enrollment Application Packet. I have attached one as well in the application packet in case you are unable to print from your device or if you would like an additional copy.

Please contact the dual enrollment office at 354-2586 or 354-5186 with any questions or concerns in regards to applying for Dual Enrollment Admissions online.