CTE Dual Enrollment Application Checklist

Below you will find a checklist of application materials that must be returned in order to apply for admission to Northeast State Community College as a Dual Enrollment student. Please check each item off that is listed below and return the requested documents.

<table>
<thead>
<tr>
<th>TO DO LIST:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Get online and:</td>
</tr>
<tr>
<td>_____ Complete the Online Instructions for Admission</td>
</tr>
<tr>
<td>_____ Complete the Online Instructions for the Dual Enrollment Grant Application</td>
</tr>
<tr>
<td>Return with packet:</td>
</tr>
<tr>
<td>_____ Web Application Signature page (Provided in this packet in the event you do not have printer access from the device you are using to complete the online application for admission)</td>
</tr>
<tr>
<td>_____ Third Party Release Form (FERPA)</td>
</tr>
<tr>
<td>_____ Hepatitis B Form</td>
</tr>
<tr>
<td>_____ A Copy of <strong>ONE</strong> of the following: Driver’s License, Birth Certificate, or a State ID</td>
</tr>
<tr>
<td>_____ *High School Transcript</td>
</tr>
<tr>
<td>_____ *ACT Scores (if applicable)</td>
</tr>
</tbody>
</table>

*Please note that some of the enclosed forms will require the signature of your parents or guardian if you are under the age of 18.*

*Items with an asterisk (*) need to be submitted if you have available. Dual enrollment staff will request from guidance if not included.*

Questions? Contact Chelsea Rose at 423-354-5166 or cdrose@northeaststate.edu
NeSCC, Attn: Chelsea Rose, P.O. Box 246, Blountville, TN 37617
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](http://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:

   ![Image of Northeast State Admissions Login](image1)

   ![Image of Northeast State Select Application Type](image2)

7. You will then need to choose option **#5 – High School – Dual Enrolled** from the drop-down menu as indicated below:
8. Then you will want to choose Fall Term 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.
Spring 2015 Online Dual Enrollment Grant Instructions

DEADLINE: September 15, 2015

*Eligibility—Student eligibility will be determined after class registration and each student’s file has been evaluated in accordance with TSAC funding guidelines. All Dual Enrollment coursework at current and previous institutions will be reviewed to determine the exact amount of grant money for which each student is eligible.

Please follow all steps in yellow in order to successfully apply online.

1. Go to website: http://www.tn.gov/collegepays/

2. Choose the Students and Parents link in the box at the bottom of the screen

3. Choose the Dual Enrollment Grant link in the box on the right of the screen

4. Choose the On-line Application link at the top of the screen

5. If you are a returning Dual Enrollment student or have previously applied for the Tennessee Promise, the system will require you to use the username** setup previously from the original account creation. If successful, enter your password and then skip to step # 10.

   (** Note: If you cannot remember the username and password that you created there is a username and password recovery link feature that has been added. If this feature does not work, you can also call: 1-800-342-1663 and choose option #1 and they will clear your account so that you can start over and set up a new account and complete steps 6-11).

6. If you are a new Dual Enrollment student, choose: Create a Log in

7. Fill out the Create Your Account form in its entirety in order to create your TSAC Student Portal account

8. After completing the form click on “Create My Account”.

9. Below is the message that should appear. Click on the blue link: Click here to log in, and use the username and password you just setup

You have successfully created your account. To apply for a TSAC grant or scholarship or view your financial aid summary, select the link below.

   Click here to log in.

10. After successfully logging in, you will then need to click Accept on the TSAC Student Portal User Agreement Screen.

11. Choose the: “Apply for Scholarships” in green at the top of the screen and then choose the “Dual Enrollment Grant Fall 2015” link located at the bottom of the list. On the next screen choose “I agree.”

12. The Dual Enrollment Grant Application then needs to be completed. Be sure and choose Northeast State Community College in the College/University Section Information so that the money will be appropriated correctly. (This has no bearing on where they attend college after high school). After completing the application, click on “Continue.” If documents are created on the screen for you to print, they are for your records only. You do not need to submit anything to us. We will be able to see what you have completed within the TSAC Portal.

13. This should complete the online dual enrollment grant process for Fall 2015.
WEB APPLICATION SIGNATURE PAGE
(Submitted in lieu of online printed page)

Name ________________________________

Last ________________ First ________________ MI ________________

Date of Birth ____________ Soc. Sec. No. ________________ Phone (____)__________

Month/Day/Year

Your Application for Admission has been received. It will be processed when we receive your application fee of $10.00 and this signature page.

Please read the following statements, then sign and date at the bottom of the page.

***PLEASE READ CAREFULLY***

If you are accepted as a student at this institution, there are certain performance tests you will be required to take during your academic career. It is a requirement of admission that you agree to take any tests deemed necessary by the College. In those instances where tests are administered by an external entity, you hereby agree for the results of such tests to be released to the institution. The purpose of this requirement is to comply with the legislature’s expressed intent that institutions regularly evaluate and improve instruction at all levels. If you are under twenty-one years of age and are required by institutional policy to complete the COMPASS test, your scores on this test and course placement may be reported to your high school for research purposes. Any test scores will be treated confidentially as required by law.

***PLEASE READ AND SIGN***

I certify that all of the information on the Application for Admission is true and that no information has been intentionally withheld. I further certify that I understand that giving false information may make me ineligible for admission to or continuation as a student at Northeast State Community College.

__________________________________________   __________________________
Signature                                             Date
Dual Enrollment or Early Admission Authorization To Release Educational Information to a Third Party

__________________________________________________________  ____________________________
Student's Legal Name                                              SSN

I authorize Northeast State Community College to release my academic and business office related information to my high school, school board, and parent(s)/guardian(s) while attending Northeast State as a Dual Enrolled or Early Admission student. I understand this permission form only applies while attending Northeast State under the status of Dual or Early admissions.

__________________________________________________________  ____________________________
Student's Signature                                              Date

PLEASE COMPLETE THE FOLLOWING:

High School: ________________________________________________

Counselor: _________________________________________________

Parents/Guardians: _________________________________________
Hepatitis B Immunization Health History Form

Name: ____________________________ First ____________________________ MI ____________________________

Date of Birth: ______/______/______ SSN or Student ID*: ____________________________ Phone: (____) ________________

The General Assembly of the State of Tennessee mandates that each public or private postsecondary institution in the state provide information concerning Hepatitis B infection to all students matriculating for the first time. Tennessee law requires that such students complete and sign a waiver form provided by the institution that includes detailed information about the disease. The required information below includes the risk factors and dangers of the disease as well as information on the availability and effectiveness of the vaccine for persons who are at-risk for the disease. The information concerning this disease is from the Centers for Disease Control and the American College Health Association.

The law does not require that students receive vaccination for enrollment. Furthermore, the institution is not required by law to provide vaccination and/or reimbursement for the vaccine.

A. Hepatitis B (HBV)
[TO BE COMPLETED BY ALL NEW STUDENTS]
Hepatitis B (HBV) is a serious viral infection of the liver that can lead to chronic liver disease, cirrhosis, liver cancer, liver failure, and even death. The disease is transmitted by blood and/or body fluids and many people will have no symptoms when they develop the disease. The primary risk factors for Hepatitis B are sexual activity and injecting drug use. This disease is completely preventable. Hepatitis B vaccine is available to all age groups to prevent Hepatitis B viral infection. A series of three (3) doses of vaccine are required for optimal protection. Missed doses may still be sought to complete the series if only one or two have been acquired. The HBV vaccine has a record of safety and is believed to confer lifelong immunity in most cases.

_____ I hereby certify that I have read this information and I have received the complete three-dose series of the Hepatitis B vaccine.

Date of completion of the Hepatitis B vaccination series: ________/______/______

_____ I hereby certify that I have read this information and I have elected not to receive the Hepatitis B vaccine.

Signature of Student or Parent/Guardian (if student is under 18): ____________________________ Date: __________

For more information about the Hepatitis B disease and its vaccine, please contact your local health care provider or consult the Center for Disease Control and Prevention website at [www.cdc.gov/health/default.htm].

* In accordance with the Privacy Act of 1974, please be advised that the requested disclosure of your Social Security Number is voluntary and optional. Your Social Security Number will not be disclosed to individuals or agencies outside of the institution except in accordance with the institutional policy on student records.

Complete this form and return it to:

Office of Admissions and Records
Northeast State Community College
P.O. Box 246
Blountville, TN 37617

Fax: 423.323.0215