

Student Referral Guide



Northeast State Referral Guide

Academic Advising	Get Assistance With	Assistance Can Be Found	Location	When Information Can Be Obtained
	Change of Major Advising	Your assigned faculty advisor or Advising Resource Center	C2407 General Studies Building 423.323.0214 Advising@NortheastState.edu	Appointment recommended, walk-ins welcome.
	Course Selection	Your assigned faculty advisor or Advising Resource Center	P203 or P201 Pierce Building 423.323.0253 or 423.323.0243 C2407 General Studies Building 423.323.0214 Advising@NortheastState.edu	Call or walk-ins welcome. Appointment recommended, walk-ins welcome.
	Drop/Add Courses	MyNortheast	N/A	Anytime
	Processing of Change of Major	Admissions Forms		Anytime
	Transfer Advising	Transfer Advising Center	A208 Student Services Building 423.354.2542 Advising@NortheastState.edu	Appointment recommended, walk-ins welcome.

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	Get Assistance With	Assistance Can Be Found	Location	When Information Can Be Obtained
Academic Support	Tutoring (no charge for in-person tutoring or online tutorials)	The Learning Center	L103 Wayne G. Basler Library 423.354.5112 TLC@NortheastState.edu Elizabethton: E114 Johnson City: J1022 Kingsport: KCHE 211	Walk-ins welcome. Times posted each semester. Tutor Schedule
	Tutoring (peer tutoring is available for CSD students)	Center for Students with Disabilities	C1102 General Studies Building 423.279.7640 csd@NortheastState.edu	
	Tutoring (TRiO Student Support Services – eligibility required)	TRiO Student Support Services	Blountville: C1107 Kingsport: KCHE211 Elizabethton: E110 423.323.0216 rway@NortheastState.edu	Appointment recommended, walk-ins welcome.
Books	Textbooks, eTextbooks, gear and supplies.	Northeast State Bookstore Follett iOPTiN	A218 Student Services Building 423.279.3340	Walk-ins welcome. Times posted each semester.

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Campus Life	Get Assistance With	Assistance Can Be Found	Location	When Information Can Be Obtained
	Campus Activities, Leadership Programs, Clubs and Organizations	Student Life Campus Activities Leadership Programs	A212 Student Services Building 423.354.2416 StudentLife@NortheastState.edu	Walk-ins welcome.
	Campus Tours and General Information	Enrollment Services and Campus Information	P201 Pierce Building 423.323.0243 CollegeAnswers@NortheastState.edu	Appointment recommended.
	Meeting New Friends	Student Life Campus Activities Leadership Programs	A212 Student Services Building 423.354.2416 StudentLife@NortheastState.edu	Walk-ins welcome.

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	Get Assistance With	Assistance Can Be Found	Location	When Information Can Be Obtained
Campus Safety	Escort to Your Vehicle	Campus Police	P312B Pierce Building 423.677.7927 (emergency cell) 423.323.0255 jeedens@NortheastState.edu	
	Unlocking Your Vehicle			
	Dead Battery			
	Reporting Suspicious or Criminal Activity			
	Serious Illness or Injury			
	Crime Statistics (Clery Act)			
	Safe Northeast			
	Safe Campus Policy			
Title IX	campusadvocate@NortheastState.edu www.NortheastState.edu/EquityandCompliance	Welcome Center Blountville Campus 423.323.0255 or 423.354.5119		
Campus Prevention Advocate				Elizabethton, Johnson City, and Kingsport Campuses: Please see the on-site police/security personnel.
		L303A Wayne G. Basler Library 423.354.5296		

Northeast State Community College strives to maintain an environment that is free of intimidation and encourages education of students to their fullest extent. Therefore, the College will not tolerate acts or threats of acts of sexual assault, physical assault, or any type of violence. Please refer to www.NortheastState.edu/SafeNortheast for more information on campus safety programs.

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Career	Career Advising and Choosing a Major	Career Services	C2418 General Studies Building 423.354.5229 careersvcs@NortheastState.edu	Appointment recommended, walk-ins welcome.
	Cooperative Education	Advanced Technologies Division	A216 Student Services Building 423.279.7639 kmtipton@NortheastState.edu	Appointment recommended.
	Resume, Cover Letters and Interviewing Techniques	Career Services	C2418 General Studies Building 423.354.5229 careersvcs@NortheastState.edu	Appointment recommended, walk-ins welcome.
Computer	Computer Support Services	Computer User Support Services	P216 Pierce Building 423-354-5103, 423-354-5181 KCHE305 Kingsport Center for Higher Education 423-354-5533 RCHP245B Regional Center for Health Related Professions (Kingsport) 423-354-5510	Walk-ins welcome. Monday-Thursday 8:00 am – 9:00 pm Friday 8:00 am – 4:30 pm

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Computer	Get Assistance With	Assistance Can Be Found	Location	When Information Can Be Obtained
	Basic Computer Skills Training	The Learning Center	L103 Wayne G. Basler Library 423.354.5112 TLC@NortheastState.edu Elizabethton: E114 Johnson City: J1022 Kingsport: KCHE 211	Walk-ins welcome. Times posted each semester. Tutor Schedule
	Desire2Learn (D2L)	Academic Computing	H134 Humanities Building 423.354.2413 tbwallace@NortheastState.edu	Appointment recommended, walk-ins welcome.
	Mobile Technology	iNortheast	P216A Pierce Building 423.354.5103 Help Desk	Walk-ins welcome.
	Opening a Computer Account/Account Assistance	Computer Services	P216B Pierce Building 423.354.5146 P218D Pierce Building 423.354.2492 msnickols@NortheastState.edu	Walk-ins welcome.

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	Get Assistance With	Assistance Can Be Found	Location	When Information Can Be Obtained
Computer	Open Computer/Digital Research Labs	Computer User Support	<u>Blountville Campus</u> General Studies Building Room C2424	Hours of Operation Monday – Thursday, 8:00 am – 9:30 pm Friday, 8:00 am – 4:30 pm
			Wayne G. Basler Library Room L302	Hours of Operation Same as library unless otherwise posted.
			<u>Elizabethton Campus</u> Room E100	Hours of Operation Monday – Thursday, 8:00 am – 9:30 pm Friday, 8:00 am – 4:30 pm
			<u>Johnson City Campus</u> Room J1022	Hours of Operation Monday – Thursday, 8:00 am – 9:30 pm Friday, 8:00 am – 4:30 pm
			<u>Kingsport Campus</u> RCAM Building Room RM137 RCHP Building Room RH216 KCHE Building Room KC331	Hours of Operation Monday – Thursday, 8:00 am – 8:30 pm Friday, 8:00 am – 4:30 pm

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Financial	Get Assistance With	Assistance Can Be Found	Location	When Information Can Be Obtained
	Applying for a Federal Work Study Job	Financial Aid Office	C2406 General Studies Building 423.323.0252 FinancialAid@NortheastState.edu	Walk-ins welcome.
	Applying for Financial Aid	Financial Aid Office or www.fafsa.ed.gov	C2406 General Studies Building 423.323.0252 FinancialAid@NortheastState.edu	Appointment recommended, walk-ins welcome.
	Completing the Free Application for Federal Student Aid (FAFSA) Online	Financial Aid Help Center	C2406 General Studies Building fahelpcenter@NortheastState.edu	Appointment recommended.
	Educational Access and Diversity Scholarship	Office of Scholarship Programs and Student Needs	C2107 General Studies Building 423.354.5235 scholarships@NortheastState.edu	Walk-ins welcome.
	Finding a Job Off-Campus	Career Services	C2418 General Studies Building 423.354.5229 careersvcs@NortheastState.edu	Appointment recommended, walk-ins welcome. Self-help items available.
	HOPE Scholarship Information	Financial Aid Office	C2406 General Studies Building 423.323.0252 FinancialAid@NortheastState.edu	Walk-ins welcome.

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Financial	Get Assistance With	Assistance Can Be Found	Location	When Information Can Be Obtained
	Obtaining a Scholarship	Office of Scholarship Programs and Student Needs	C2107 General Studies Building 423.279.7637 scholarships@NortheastState.edu	Walk-ins welcome.
	Paying Outstanding Bills (parking tickets, overdue library books, tuition, etc.)	Business Office	<u>Blountville Campus</u> P105 Pierce Building <u>Elizabethton Campus</u> E132 (before 3:00 p.m.) E108 (after 3:00 p.m.) <u>Johnson City Campus</u> Main Lobby <u>Kingsport Campus</u> R108 Blazier-Wilson Hall 423.354.2511 nscbusoffar@NortheastState.edu	Walk-ins welcome.
	Tennessee Promise Scholarship	Office of Scholarship Programs and Student Needs Financial Aid Office	C2107 General Studies Building 423.354.5337 promise@NortheastState.edu C2406 General Studies Building 423.323.0252 FinancialAid@NortheastState.edu	Walk-ins welcome.

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Financial	Tennessee Reconnect Scholarship	Enrollment Management Financial Aid Office	P201 Pierce Building 423.323.0243 jahenrichs@NortheastState.edu C2406 General Studies Building 423.323.0252 labarnes@NortheastState.edu	Walk-ins welcome.
	Tuition Payment Plan (QuikPAY®)	Business Office or MyNortheast	Blountville Campus P105 Pierce Building Johnson City Campus Main Lobby Elizabethton Campus E132 (before 3:00 p.m.) E108 (after 3:00 p.m.) Kingsport Campus R108 Blazier-Wilson Hall 423.354.2511 nscbusoffar@NortheastState.edu	Walk-ins welcome.

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Multi-Campus Programs	Get Assistance With	Assistance Can Be Found	Location	When Information Can Be Obtained
	Directions to Campuses	<u>Campus Locations</u>	F100 Faculty Office Building 423.323.0221	Walk-ins welcome.
	Evening Services and Adjunct Faculty Services	<u>Evening Services Office</u>	T101 Technical Education Building 423.354.5109 or 423.354.2468 <u>sdbaker@NortheastState.edu</u> or <u>tdbartlett@NortheastState.edu</u>	Walk-ins welcome.
	<u>Programs for High School Students</u> Career Technical Education <ul style="list-style-type: none"> • Articulation Credit (Credit by Assessment) • Dual Enrollment • Career Days University Parallel Dual Enrollment		F207 423.354.5166 <u>cdrose@NortheastState.edu</u> F103 423.354.2586 <u>jgwidner@NortheastState.edu</u>	Appointment recommended, walk-ins welcome.

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Personal	Get Assistance With	Assistance Can Be Found	Location	When Information Can Be Obtained
	Advice from a Student Leader	Student Life Campus Activities Leadership Programs	A212 Student Services Building 423.354.2416 StudentLife@NortheastState.edu	Appointment recommended, walk-ins welcome.
	Medical Emergencies	Campus Police or Dial 9-1-1	Welcome Center 423.677.7927 or 423.323.0255 jeedens@NortheastState.edu	Walk-ins welcome.
	Personal Counseling	Counseling Services	C2101 General Studies Building 423.354.2587 or 423.323.0211 counseling@NortheastState.edu	Appointment recommended, walk-ins welcome.
	Student Health Insurance	Health and Wellness	C2110 General Studies Building 423.354.5120 www.NortheastState.edu/Insurance	Walk-ins welcome.
	Student Needs	Office of Scholarship Programs and Student Needs	C2107 General Studies Building 423.279.7637 studentneeds@NortheastState.edu	Appointment recommended, walk-ins welcome.

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Research	Research Assistance Ask-a-Librarian Library Resources	Wayne G. Basler Library	Wayne G. Basler Library 423.354.2429 Ask-a-Librarian Off-campus Learning Resource Centers: Elizabethton: E100 Johnson City: JC1022 Kingsport: KC331	Library Hours
Specific Services	Disability Services (Includes academic & career advising for qualified students)	Center for Students with Disabilities	C1102 General Studies Building 423.279.7640 csd@NortheastState.edu	Appointment recommended, walk-ins welcome.
	Dislocated Workers AB&T, TAA, WIOA	Advising Resource Center	C2407 General Studies Building 423.323.0214 Advising@NortheastState.edu	Appointment recommended, walk-ins welcome.
	TRiO Student Support Services (Federally funded program – eligibility required)	TRiO Student Support Services	Blountville: C1107 Kingsport: KCHE211 Elizabethton: E110 423.323.0216 rway@NortheastState.edu	Appointment recommended, walk-ins welcome.

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Testing	<ul style="list-style-type: none"> • ACCUPLACER® • CLEP® • Distance Learner and Employee Certification • Exit Exam for Graduates • Make-Up Tests • Nursing Entrance Tests • NCRC® WorkKeys • TN eCampus 	Testing Services	C2106 General Studies Building 423.354.2587 Testing@NortheastState.edu	Testing schedule available on: www.NortheastState.edu/Testing
	<ul style="list-style-type: none"> • High School Equivalency Testing 	Testing Services	C2106 General Studies Building 423.354.2587 Testing@NortheastState.edu	Testing schedule available on: www.NortheastState.edu/Testing
		Adult Education	Toll Free: 844.637.5697 adulded@NortheastState.edu	

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