

Student Referral Guide



NORTHEAST STATE

We're here to get you there



Northeast State Referral Guide

	Get Assistance With	Assistance Can Be Found	Location	When Information Can Be Obtained
Academic Advising	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	My.Northeast	N/A	Anytime
	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.
	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.

Please monitor the campus cable system televisions at the Bristol, Elizabethton, Gray, Johnson City, and Kingsport campuses for scheduled academic/student support services visits.

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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 Gray: G124A Kingsport: KCHE 211	Walk-ins welcome. Times posted each semester.
	Tutoring (funded by Vocational Rehabilitation through the CSD Office/Learning Lab)	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 rwlay@NortheastState.edu	Appointment recommended, walk-ins welcome.
Books	Textbooks, etextbooks, gear and supplies.	Northeast State Bookstore Follett	A218 Student Services Building 423.279.3340	Walk-ins welcome. Times posted each semester.

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	Get Assistance With	Assistance Can Be Found	Location	When Information Can Be Obtained
Campus Life	Campus Activities, Leadership Programs, Clubs and Organizations	Student Life Campus Activities Leadership Programs	A212 Student Services Building A103 Student Services Building 423.354.2416 StudentLife@NortheastState.edu	Walk-ins welcome.
	Campus Tour and General Information	Enrollment Services & 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 A103 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 Welcome Center Blountville Campus 423.323.0255 or 423.354.5119 Bristol, Elizabethton, Gray, Johnson City, and Kingsport Campuses: Please see the on-site police/security personnel.	
	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			
	Campus Prevention Advocate			

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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	Get Assistance With	Assistance Can Be Found	Location	When Information Can Be Obtained
Career	Resume, Cover Letters and Interviewing Techniques	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.
	Career Advising and Choosing a Major	Career Services	C2418 General Studies Building 423.354.5229 careersvcs@NortheastState.edu	Appointment recommended, walk-ins welcome.

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Computer	Get Assistance With	Assistance Can Be Found	Location	When Information Can Be Obtained
	Opening a Computer Account/Account Assistance	Computer Services	<p>P216B Pierce Building 423.354.5146 tjhuskisson@NortheastState.edu</p> <p>P218D Pierce Building 423.354.2492 msnickols@NortheastState.edu</p>	Walk-ins welcome.
	Basic Computer Skills Training	The Learning Center	<p>L103 Wayne G. Basler Library 423.354.5112 TLC@NortheastState.edu</p>	Walk-ins welcome. Times posted each semester.
	Desire2Learn (D2L)	Academic Computing	<p>H134 Humanities Building 423.354.2413 tbwallace@NortheastState.edu.</p>	Appointment recommended, walk-ins welcome.
	iPads	iNortheast	<p>P216 Pierce Building 423.354.2409 iPad@NortheastState.edu</p>	Walk-ins welcome.

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	Get Assistance With	Assistance Can Be Found	Location	When Information Can Be Obtained (When classes are in session)
Computer	Open Computer/Digital Research Labs	<u>Computer User Support</u>	<p><u>Blountville Campus</u> General Studies Building Room C2424</p>	<p>Hours of Operation Monday – Thursday, 8:00 am – 9:30 pm Friday, 8:00 am – 4:30 pm</p>
			<p>Wayne G. Basler Library Room L302</p>	<p>Hours of Operation Same as library unless otherwise posted.</p>
			<p><u>Bristol Campus</u> Room BR309</p>	<p>Hours of Operation Monday – Friday, 8:00 am – 4:30 pm Call for evening hours: 354.5214</p>
			<p><u>Elizabethton Campus</u> Room E100</p>	<p>Hours of Operation Monday – Thursday, 8:00 am – 9:30 pm Friday, 8:00 am – 4:30 pm</p>
			<p><u>Gray Campus</u> Room G104</p>	<p>Hours of Operation Monday – Friday, 8:00 am – 4:30 pm Call for evening hours: 354.5295</p>
			<p><u>Johnson City Campus</u> Room J1022</p>	<p>Hours of Operation Monday – Thursday, 8:00 am – 9:30 pm Friday, 8:00 am – 4:30 pm</p>
<p><u>Kingsport Campus</u> RCAM Building Room RM137 RCHP Building Room RH216 KCHE Building Room KC331</p>	<p>Hours of Operation Monday – Thursday, 8:00 am – 8:30 pm Friday, 8:00 am – 4:30 pm Saturday, 8:00 am – 3:00 pm</p>			

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	Get Assistance With	Assistance Can Be Found	Location	When Information Can Be Obtained
Evening and Distance Education	Directions to Campuses	Campus Locations	F100 Faculty Office Building 423.323.0221 EveDistEdu@NortheastState.edu	Walk-ins welcome.
	<u>Programs for High School Students</u> Career Technical Education - Articulation Credit (Credit by Assessment) - Dual Enrollment - Career Days University Parallel Dual Enrollment		F207 423.354.5166 cdrose@NortheastState.edu G107 423.354.2586 jgwidner@NortheastState.edu	Appointment recommended, walk-ins welcome.
	Evening Services and Adjunct Faculty Services	Evening Services Office	T101 Technical Education Building 423.354.5109 or 423.354.2468 sdbaker@NortheastState.edu or tdbartlett@NortheastState.edu Evening and Distance Education Office F100 Faculty Office Building 423.323.0221	Walk-ins welcome.

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Evening and Distance Education	College Access Programs	Evening & Distance Education Office	F218/F219 Faculty Office Building 423.323.0223 or 423.354.5209 anpierce@NortheastState.edu or addickson@NortheastState.edu	Appointment recommended, walk-ins welcome.
	Non-Traditional & Distance Learning (Assistance with Online Courses, Weekend College, Accelerated Studies & ITV)	Evening & Distance Education Office	F100B Faculty Office Building 423.354.2497 jmramey@NortheastState.edu	Walk-ins welcome.

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Financial	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.
	Obtaining a Scholarship	Office of Scholarship Programs and Student Needs	C2107 General Studies Building 423.279.7637 scholarships@NortheastState.edu	
	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.
	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	HOPE Scholarship Information	Financial Aid Office	C2406 General Studies Building 423.323.0252 FinancialAid@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.
	Applying for a Federal Work Study Job	Financial Aid Office	C2406 General Studies Building 423.323.0252 FinancialAid@NortheastState.edu	Walk-ins welcome.
	Tuition Payment Plan (QuikPAY)	Business Office or My.Northeast	<u>Blountville Campus</u> P203A Pierce Building <u>Johnson City Campus</u> Main Lobby <u>Elizabethton Campus</u> E132 (before 3:00 p.m.) E108 (after 3:00 p.m.) <u>Kingsport Campus</u> R107 Blazier-Wilson Hall 423.354.2511 nscbusoffar@NortheastState.edu	Walk-ins welcome.

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Financial	Paying Outstanding Bills (parking tickets, overdue library books, tuition, etc.)	Business Office	<p><u>Blountville Campus</u> P203A Pierce Building</p> <p><u>Elizabethton Campus</u> E132 (before 3:00 p.m.) E108 (after 3:00 p.m.)</p> <p><u>Johnson City Campus</u> Main Lobby</p> <p><u>Kingsport Campus</u> R107 Blazier-Wilson Hall</p> <p>423.354.2511 nscbusoffar@NortheastState.edu</p>	Walk-ins welcome.
Personal	Personal Counseling	Counseling Services	<p>C2101 General Studies Building 423.354.2587 or 423.323.0211 counseling@NortheastState.edu</p>	Appointment recommended, walk-ins welcome.
	Health Services and Referrals	<p>Health Services</p> <p>or</p> <p>Campus Police</p>	<p>C2112 General Studies Building 423.323.0212 healthservices@NortheastState.edu</p> <p>C2401 General Studies Building 423.677.7927 or 423.323.0255 jeedens@NortheastState.edu</p>	Appointment recommended, walk-ins welcome.

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Personal	Health Insurance	Health Services	C2112 General Studies Building 423.323.0212 healthservices@NortheastState.edu	Appointment recommended, walk-ins welcome.
	Advice from a Student Leader	Student Life Campus Activities Leadership Programs	A212 Student Services Building A103 Student Services Building 423.354.2416 StudentLife@NortheastState.edu	Appointment recommended, 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.
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: Bristol: BR309 Elizabethton: E100 Gray: G104 Johnson City: JC1022 Kingsport: KC331	Library Hours

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Specific Services	Disability Services (Includes academic & career advising for qualified students)	<u>Center for Students with Disabilities</u>	C1102 General Studies Building 423.279.7640 <u>csd@NortheastState.edu</u>	Appointment recommended, walk-ins welcome.
	Dislocated Workers AB&T, TAA, WIOA	<u>Advising Resource Center</u>	C2407 General Studies Building 423.323.0214 <u>Advising@NortheastState.edu</u>	Appointment recommended, walk-ins welcome.
	TRiO Student Support Services (Federally funded program – eligibility required)	<u>TRiO Student Support Services</u>	Blountville: C1107 Kingsport: KCHE211 Elizabethton: E110 423.323.0216 <u>rwlay@NortheastState.edu</u>	Appointment recommended, walk-ins welcome.
	VA Education Benefits	<u>Office of Veterans Affairs</u>	A102 Student Services Building 423.354.2527 <u>jkelso@NortheastState.edu</u>	Walk-ins welcome.
	Veterans Affairs	<u>Office of Veterans Affairs</u> Vet Center	A102 Student Services Building 423.354.2527 <u>jkelso@NortheastState.edu</u> A101 Student Services Building 423.354.2528 <u>jmadcox@NortheastState.edu</u>	Walk-ins welcome. Open to military veterans 7:00 am – 7:00 pm Monday – Friday

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Testing	<ul style="list-style-type: none"> • Placement Test • CLEP • Distance Learner and Employee Certification • Exit Exam for Graduates • High School Equivalency Testing • Make-Up Tests • Nursing Entrance Tests • NCRC WorkKeys • TN eCampus (formerly RODP) 	Testing Services	<p>C2106 General Studies Building 423.354.2587 Testing@NortheastState.edu</p>	<p>Testing schedule available on: www.NortheastState.edu/testing</p>