WELCOME

Whether you want to get a jump on college, learn new skills to get a better job, or earn an associate degree or certificate, Northeast State Community College is the place to start.

Northeast State offers hundreds of online, video, and weekend courses from our locations in Blountville, Bristol, Elizabethton, Gray, Kingsport, Johnson City (2015), Mountain City, and Unicoi County. This means you can learn what you need to know, in whatever way you learn best.

Also, more than half of all Northeast State students receive financial aid. Between Tennessee state aid, federal aid, and private scholarships, there is a lot of help available for people who really want to get an education. Be sure and apply today.

Northeast State admissions, financial aid, and academic advisors are here to guide you through the registration process. If you have questions about registration or admission, please call the office of Admissions and Records at 423.323.0253 or toll free at 800.836.7822. You may also visit the Northeast State Web site at www.NortheastState.edu or the online catalog at http://catalog.NortheastState.edu.

LOCATIONS

Northeast State (Blountville campus)
423.323.3191 • 800.836.7822
2425 Highway 75
Blountville, TN 37617
admissions@NortheastState.edu

Northeast State at Bristol
423.354.5237
620 State Street
Bristol, TN 37620
jgthacker@NortheastState.edu

Northeast State at Elizabethton
423.547.8450
386 Highway 91N
Elizabethton, TN 37643
clhitechew@NortheastState.edu

Northeast State at Gray
423.354.5141
120 Dillon Court
Gray, TN 37615
ckyoung@NortheastState.edu

Coming soon:
Northeast State at Johnson City
423.354.5237
101 E. Market Street
Johnson City, TN 37601
ckyoung@NortheastState.edu

Northeast State at Kingsport
423.354.2525
222 W. Main Street
Kingsport, TN 37660
rdice@NortheastState.edu

Kingsport Center for Higher Education
423.354.5521
300 W. Market Street
Kingsport, TN 37660
kche@NortheastState.edu or
tadobb@NortheastState.edu

Pal Barger Regional Center for Automotive Programs
423.354.2401
337 W. Center Street
Kingsport, TN 37660
elmorelock@NortheastState.edu

Regional Center for Advanced Manufacturing
423.354.5149
305 W. Main Street
Kingsport, TN 37660
jmcyphers@NortheastState.edu

Regional Center for Health Professions
423.332.0248
300 W. Main Street
Kingsport, TN 37660
cjleavitt@NortheastState.edu

ITV Classroom, Mountain City
423.727.5223
2431 S. Shady Street
Mountain City, TN 37683
EveDistEdu@NortheastState.edu or
jmramey@NortheastState.edu

ITV Classroom, Unicoi County
423.743.1639
700 S. Mohawk Dr.
Erwin, TN 37650
EveDistEdu@NortheastState.edu or
jmramey@NortheastState.edu

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College That Works for the Working Adult

Results on Your Terms

To build a future for yourself and your family, you need one thing—education—and Northeast State is the place to start. We’re working hard to make college a convenient option for you.

We provide the education; you name the time and place. Enhance your job skills, work on a career change, or earn your degree. The results are all yours.

Northeast State also offers an automatic tuition payment plan that’s convenient, interest-free, and affordable.

Choices include
- Accelerated Studies
- Cohort Programs/NextStep
- Evening Classes
- Hybrid courses
- Interactive Television Courses (ITV)
- Internet Courses
- Off-Campus Classes
- Regents Online Degree Program (RODP)
- Weekend College

Office of Evening and Distance Education
423.323.0221
P.O. Box 246, Blountville, TN
www.NortheastState.edu/eveningdistance_ed
or EveDistEdu@NortheastState.edu

Advising Resource Center

423.323.0214
advising@NortheastState.edu
Advising Resource Center
Room C2407, General Studies Building

We’re Here for You!

Get Answers to Academic Advising Questions
Locate Your Advisor
Choose a Major
Stay on Track for Graduation
Succeed in College
Transfer Successfully
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 20</td>
<td>Fee Waivers Accepted</td>
</tr>
<tr>
<td>May 8</td>
<td>Fees Due for Intersession</td>
</tr>
<tr>
<td>May 11</td>
<td>Class Purge – Summer Intersession 2015 – 1:30 p.m. (Student schedules are deleted if fees are not paid.)</td>
</tr>
<tr>
<td>May 12</td>
<td>Open Registration</td>
</tr>
<tr>
<td>May 12</td>
<td>Last Day for 100% Refund</td>
</tr>
<tr>
<td>May 13</td>
<td>Late Registration/Late Payment Fee ($10) Charged Beginning Today</td>
</tr>
<tr>
<td>May 13</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>May 14</td>
<td>Last Day to Add a Class</td>
</tr>
<tr>
<td>May 15</td>
<td>Last Day to Drop a Class Without it Appearing on Official Transcript</td>
</tr>
<tr>
<td>May 25</td>
<td>Holiday - Memorial Day, College Closed</td>
</tr>
<tr>
<td>May 27</td>
<td>Last Day to Drop a Class, Withdraw, or Change to Audit</td>
</tr>
<tr>
<td>June 3</td>
<td>Classes End/Final Exams</td>
</tr>
<tr>
<td>June 5</td>
<td>All Grades Due</td>
</tr>
</tbody>
</table>

**RODP will follow Community College schedule**

**Summer – Full Session 2015**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 20</td>
<td>Fee Waivers Accepted</td>
</tr>
<tr>
<td>May 27</td>
<td>Fees Due for First and Full Summer 2015 Session</td>
</tr>
<tr>
<td>May 29</td>
<td>1st Class Purge – Summer Full Session – 1:30 p.m. (Student schedules are deleted if fees are not paid.)</td>
</tr>
<tr>
<td>June 1</td>
<td>RODP Classes Begin</td>
</tr>
<tr>
<td>June 1</td>
<td>Open Registration</td>
</tr>
<tr>
<td>June 3</td>
<td>Last Day for 100% Refund</td>
</tr>
<tr>
<td>June 4</td>
<td>Late Registration/Late Payment Fee ($10) Charged Beginning Today</td>
</tr>
<tr>
<td>June 4</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>June 5</td>
<td>Last Day to Add a Class</td>
</tr>
<tr>
<td>June 10</td>
<td>Last Day to Drop a Class Without it Appearing on Official Transcript</td>
</tr>
<tr>
<td>June 10</td>
<td>Last Day for 75% Refund</td>
</tr>
<tr>
<td>June 10</td>
<td>2nd Class Purge – Summer – 1:30 p.m. (Student schedules are deleted if fees are not paid.)</td>
</tr>
<tr>
<td>June 10</td>
<td>Deadline for Application for Graduation Summer 2015</td>
</tr>
<tr>
<td>June 10</td>
<td>Preferred Submission Date – Application for Graduation Fall Semester 2015</td>
</tr>
<tr>
<td>June 17</td>
<td>Last Day for 25% Refund</td>
</tr>
<tr>
<td>July 3</td>
<td>Holiday – Independence Day Observed, College Closed</td>
</tr>
<tr>
<td>July 6 – August 14</td>
<td>ETS Proficiency Profile – Exit Exam for Graduates</td>
</tr>
<tr>
<td>July 8</td>
<td>Final Class Purge – Summer – 1:30 p.m. (Student schedules are deleted if fees are not paid.)</td>
</tr>
<tr>
<td>July 13</td>
<td>Last Day to Drop a Class, Withdraw, or Change to Audit</td>
</tr>
<tr>
<td>August 7</td>
<td>Classes End/Final Exams</td>
</tr>
<tr>
<td>August 7</td>
<td>All Grades Due</td>
</tr>
</tbody>
</table>

**RODP will follow Community College schedule**

The Summer Semester 2015 is subject to change at any time prior to or during an academic term due to emergencies or causes beyond the reasonable control of the institution, including severe weather, loss of utility service, or orders by federal or state agencies.

**Please note the last day to add RODP classes is May 31 for Summer 2015.**
# Academic Calendar

## Summer – First Session 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 20</td>
<td>Fee Waivers Accepted</td>
</tr>
<tr>
<td>May 27</td>
<td>Fees Due for First and Full Summer 2015 Session after May 27 will be due same day as registration</td>
</tr>
<tr>
<td>May 29</td>
<td>1st Class Purge – Summer First Session – 1:30 p.m. (Student schedules are deleted if fees are not paid.)</td>
</tr>
<tr>
<td>June 1</td>
<td>Open Registration</td>
</tr>
<tr>
<td>June 3</td>
<td>Last Day for 100% Refund</td>
</tr>
<tr>
<td>June 4</td>
<td>Late Registration/Late Payment Fee ($10) Charged Beginning Today</td>
</tr>
<tr>
<td>June 5</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>June 8</td>
<td>Last Day to Add a Class</td>
</tr>
<tr>
<td>June 8</td>
<td>Last Day to Drop a Class Without it Appearing on Official Transcript</td>
</tr>
<tr>
<td>June 8</td>
<td>Last Day for 75% Refund</td>
</tr>
<tr>
<td>June 10</td>
<td>2nd Class Purge – Summer – 1:30 p.m. (Student schedules are deleted if fees are not paid.)</td>
</tr>
<tr>
<td>June 10</td>
<td>Deadline for Application for Graduation Summer 2015</td>
</tr>
<tr>
<td>June 11</td>
<td>Last Day for 25% Refund</td>
</tr>
<tr>
<td>June 16</td>
<td>Last Day to Drop a Class, Withdraw, or Change to Audit</td>
</tr>
<tr>
<td>July 3</td>
<td>Holiday – Independence Day Observed, College Closed</td>
</tr>
<tr>
<td>July 6 – August 14</td>
<td>ETS Proficiency Profile – Exit Exam for Graduates</td>
</tr>
<tr>
<td>July 7</td>
<td>Classes End/Final Exams</td>
</tr>
<tr>
<td>July 8</td>
<td>Final Class Purge – Summer – 1:30 p.m. (Student schedules are deleted if fees are not paid.)</td>
</tr>
<tr>
<td>July 9</td>
<td>All Grades Due</td>
</tr>
</tbody>
</table>

**RODP will follow Community College schedule**

## Summer – Second Session 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 20</td>
<td>Fee Waivers Accepted</td>
</tr>
<tr>
<td>May 29</td>
<td>1st Class Purge – Summer – 1:30 p.m. (Student schedules are deleted if fees are not paid.)</td>
</tr>
<tr>
<td>June 10</td>
<td>2nd Class Purge – Summer – 1:30 p.m. (Student schedules are deleted if fees are not paid.)</td>
</tr>
<tr>
<td>June 10</td>
<td>Deadline for Application for Graduation Summer 2015</td>
</tr>
<tr>
<td>July 2</td>
<td>Fees Due for Second Summer Session after July 2 will be due same day as registration.</td>
</tr>
<tr>
<td>July 6 – August 14</td>
<td>ETS Proficiency Profile – Exit Exam for Graduates</td>
</tr>
<tr>
<td>July 7</td>
<td>Open Registration</td>
</tr>
<tr>
<td>July 7</td>
<td>Last Day for 100% Refund</td>
</tr>
<tr>
<td>July 8</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>July 8</td>
<td>Late Registration/Late Payment Fee ($10) Charged Beginning Today</td>
</tr>
<tr>
<td>July 8</td>
<td>Final Class Purge – Summer 2015 – 1:30 p.m. (Student schedules are deleted if fees are not paid.)</td>
</tr>
<tr>
<td>July 9</td>
<td>Last Day to Add a Class</td>
</tr>
<tr>
<td>July 10</td>
<td>Last Day to Drop a Class Without it Appearing on Official Transcript</td>
</tr>
<tr>
<td>July 13</td>
<td>Last Day for 75% Refund</td>
</tr>
<tr>
<td>July 16</td>
<td>Last Day for 25% Refund</td>
</tr>
<tr>
<td>July 24</td>
<td>Last Day to Drop a Class, Withdraw, or Change to Audit</td>
</tr>
<tr>
<td>August 7</td>
<td>Classes End/Final Exams</td>
</tr>
<tr>
<td>August 7</td>
<td>All Grades Due</td>
</tr>
</tbody>
</table>

**RODP will follow Community College schedule**

The Summer Semester 2015 is subject to change at any time prior to or during an academic term due to emergencies or causes beyond the reasonable control of the institution, including severe weather, loss of utility service, or orders by federal or state agencies.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 24, 2015</td>
<td>Fee Waivers Accepted for Fall Semester 2015</td>
</tr>
<tr>
<td>August 10, 2015</td>
<td>Academic Year Contract Beginning Date</td>
</tr>
<tr>
<td>August 12, 2015</td>
<td>Fall Convocation/Faculty Report</td>
</tr>
<tr>
<td>August 12-18, 2015</td>
<td>Pre-Year Conference/Student Intake Sessions, Advising, Class Preparation</td>
</tr>
<tr>
<td>August 12, 2015</td>
<td>Fees Due for Fall Semester 2015 Fees for students registering for Fall Semester after August 12, 2015 will be due same day as registration.</td>
</tr>
<tr>
<td>August 14, 2015</td>
<td>1st Class Purge - Fall Semester 2015 – 1:30 p.m. (Student schedules are deleted if fees are not paid)</td>
</tr>
<tr>
<td>August 19, 2015</td>
<td>Open Registration</td>
</tr>
<tr>
<td>August 21, 2015</td>
<td>Last Day for Completed Application, Registration, Fee Payment for Fall 2015 Full Term and 1st Accelerated Term</td>
</tr>
<tr>
<td>August 22, 2015</td>
<td>Late Registration/Late Payment Fee Charged Beginning Today</td>
</tr>
<tr>
<td>August 23, 2015</td>
<td>Last Day for 100% Refund</td>
</tr>
<tr>
<td>August 24, 2015</td>
<td>Regular Classes Begin</td>
</tr>
<tr>
<td>August 26, 2015</td>
<td>Adding of Additional Fall 2015 Courses for Admitted/Enrolled Students Ends (Full Term and 1st Accelerated Term)</td>
</tr>
<tr>
<td>August 27, 2015</td>
<td>2nd Class Purge - Fall Semester 2015 – 1:30 p.m. (Student schedules are deleted if fees are not paid)</td>
</tr>
<tr>
<td>August 29, 2015</td>
<td>Weekend College Classes Begin</td>
</tr>
<tr>
<td>September 6, 2015</td>
<td>Deadline for Application for Graduation Fall 2015</td>
</tr>
<tr>
<td>September 6, 2015</td>
<td>Preferred Submission Date - Application for Graduation Spring 2016</td>
</tr>
<tr>
<td>September 6, 2015</td>
<td>Last Day to Drop a Class Without it Appearing on Official Transcript</td>
</tr>
<tr>
<td>September 6, 2015</td>
<td>Last Day for 75% Refund</td>
</tr>
<tr>
<td>September 7, 2015</td>
<td>Holiday – Labor Day, College Closed – Weekend College Will Meet</td>
</tr>
<tr>
<td>September 7-December 4, 2015</td>
<td>ETS Proficiency Profile – Exit Exam for Graduates</td>
</tr>
<tr>
<td>September 8, 2015</td>
<td>Final Class Purge – Fall Semester 2015 – 1:30 p.m. (Student schedules are deleted if fees are not paid)</td>
</tr>
<tr>
<td>September 20, 2015</td>
<td>Last Day for 25% Refund</td>
</tr>
<tr>
<td>October 12-13, 2015</td>
<td>Fall Break - Weekend College Will Meet</td>
</tr>
<tr>
<td>November 1, 2015 (tentative)</td>
<td>Tennessee Promise Application Deadline (<a href="http://www.TNPromise.gov">www.TNPromise.gov</a>)</td>
</tr>
<tr>
<td>November 1, 2015</td>
<td>Last Day to Drop a Class, Withdraw, or Change to Audit</td>
</tr>
<tr>
<td>November 9, 2015</td>
<td>Priority Registration for Spring Semester 2016 Begins</td>
</tr>
<tr>
<td>November 26-27, 2015</td>
<td>Thanksgiving Holiday/Administrative Closing – College Closed</td>
</tr>
<tr>
<td>November 26-27, 2015</td>
<td>Evening classes beginning at 4:30 p.m. or after on November 25 will not meet. Weekend College will not meet November 27-29.</td>
</tr>
<tr>
<td>December 4, 2015</td>
<td>Deadline for Completing Spring Semester 2015 Grade of “I”</td>
</tr>
<tr>
<td>December 5, 2015</td>
<td>Last Class Session Before Final Exams</td>
</tr>
<tr>
<td>December 7-12, 2015</td>
<td>Final Exam Period</td>
</tr>
<tr>
<td>December 14, 2015</td>
<td>Last Official Day for Faculty</td>
</tr>
<tr>
<td>December 14, 2015</td>
<td>All Grades Due in Student Information System (Banner)</td>
</tr>
<tr>
<td>December 21, 2015</td>
<td>College Closed to the Public, Optional Work/Annual Leave Day</td>
</tr>
<tr>
<td>December 22, 2015</td>
<td>College Closed to the Public, Optional Work/Annual Leave Day</td>
</tr>
<tr>
<td>December 23, 2015</td>
<td>College Closed to the Public, Optional Work/Annual Leave Day</td>
</tr>
<tr>
<td>December 24, 2015</td>
<td>Christmas Holiday/Administrative Closing - College Closed</td>
</tr>
<tr>
<td>December 25, 2015</td>
<td>Christmas Holiday/Administrative Closing - College Closed</td>
</tr>
<tr>
<td>December 28, 2015</td>
<td>Christmas Holiday/Administrative Closing - College Closed</td>
</tr>
<tr>
<td>December 29, 2015</td>
<td>Christmas Holiday/Administrative Closing - College Closed</td>
</tr>
<tr>
<td>December 30, 2015</td>
<td>Christmas Holiday/Administrative Closing - College Closed</td>
</tr>
<tr>
<td>December 31, 2015</td>
<td>College Closed to the Public, Optional Work/Annual Leave Day</td>
</tr>
<tr>
<td>Date to be determined</td>
<td>Academic Area Field Tests – To Be Determined</td>
</tr>
</tbody>
</table>

**RODP will follow Community College schedule**

The Fall Semester 2015 is subject to change at any time prior to or during an academic term due to emergencies or causes beyond the reasonable control of the College, including severe weather, loss of utility service, or orders by federal or state agencies.

**Please note the last day to add RODP classes is Aug. 23 for Fall 2015.**
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 18, 2015</td>
<td>Fee Waivers Accepted for Spring Semester 2016</td>
</tr>
<tr>
<td>January 1, 2016</td>
<td>Holiday - New Year’s Day, College Closed</td>
</tr>
<tr>
<td>January 4, 2016</td>
<td>College Re-opens</td>
</tr>
<tr>
<td>January 6, 2016</td>
<td>Fees Due for Spring Semester 2016</td>
</tr>
<tr>
<td></td>
<td>Fees for students registering for Spring semester after January 6, 2016 will be due same day as registration.</td>
</tr>
<tr>
<td>January 8, 2016</td>
<td>Faculty Report/Staff Preparation Day</td>
</tr>
<tr>
<td>January 8 and 11, 2016</td>
<td>In-Service Activities</td>
</tr>
<tr>
<td>January 11, 2016</td>
<td>1st Class Purge – Spring Semester 2016– 1:30 p.m. (Student schedules are deleted if fees are not paid)</td>
</tr>
<tr>
<td>January 13, 2016</td>
<td>Open Registration</td>
</tr>
<tr>
<td>January 15, 2016</td>
<td>Last Day for Completed Application, Registration, Fee Payment for Spring 2016 Full Term and 1st Accelerated Term</td>
</tr>
<tr>
<td>January 16, 2016</td>
<td>Late Registration/Late Payment Fee Charged Beginning Today</td>
</tr>
<tr>
<td>January 18, 2016</td>
<td>Last Day for 100% Refund</td>
</tr>
<tr>
<td>January 18, 2016</td>
<td>Holiday - Martin Luther King, Jr.’s Birthday Observed, College Closed</td>
</tr>
<tr>
<td>January 19, 2016</td>
<td>Regular Classes Begin</td>
</tr>
<tr>
<td>January 21, 2016</td>
<td>Adding of Additional Spring 2016 Courses for Admitted/Enrolled Students Ends (Full Term and 1st Accelerated Term)</td>
</tr>
<tr>
<td>January 22, 2016</td>
<td>2nd Class Purge – Spring Semester 2016 – 1:30 p.m. (Student schedules are deleted if fees are not paid)</td>
</tr>
<tr>
<td>January 23, 2016</td>
<td>Weekend College Classes Begin</td>
</tr>
<tr>
<td>February 1, 2016</td>
<td>Final Class Purge – Spring Semester 2016 1:30 p.m. (Student schedules are deleted if fees are not paid)</td>
</tr>
<tr>
<td>February 1, 2016</td>
<td>Last Day to Drop a Class Without it Appearing on Official Transcript</td>
</tr>
<tr>
<td>February 1, 2016</td>
<td>Deadline for Application for Graduation Spring Semester 2016</td>
</tr>
<tr>
<td>February 1, 2016</td>
<td>Preferred Submission Date - Application for Graduation Summer 2016</td>
</tr>
<tr>
<td>February 1, 2016</td>
<td>Last Day for 75% Refund</td>
</tr>
<tr>
<td>February 1- May 6, 2016</td>
<td>ETS Proficiency Profile - Exit Exam for Graduates</td>
</tr>
<tr>
<td>February 15, 2016 (tentative)</td>
<td>Deadline to Complete the FAFSA for Tennessee Promise</td>
</tr>
<tr>
<td>February 15, 2016</td>
<td>Last Day for 25% Refund</td>
</tr>
<tr>
<td>March 7-11, 2016</td>
<td>Spring Break for Students, Weekend College Will Not Meet</td>
</tr>
<tr>
<td>March 25, 2016</td>
<td>Administrative Closing Day, College Closed, Weekend College Will Not Meet</td>
</tr>
<tr>
<td>March 27, 2016</td>
<td>Last Day to Drop a Class, Withdraw, or Change to Audit</td>
</tr>
<tr>
<td>April 6, 2016</td>
<td>Priority Registration for Summer/Fall Semesters 2016 Begins</td>
</tr>
<tr>
<td>April 21, 2016</td>
<td>Honors Convocation</td>
</tr>
<tr>
<td>April 29, 2016</td>
<td>Deadline for Completing Fall Semester 2015 Grade of “I”</td>
</tr>
<tr>
<td>April 30, 2016</td>
<td>Last Class Session Before Final Exams</td>
</tr>
<tr>
<td>May 2-7, 2016</td>
<td>Final Exam Period</td>
</tr>
<tr>
<td>May 4, 2016</td>
<td>Fees Due for Intersession</td>
</tr>
<tr>
<td></td>
<td>Fees for students registering for Intersession after May 4, 2016 will be due same day as registration.</td>
</tr>
<tr>
<td>May 9, 2016</td>
<td>All Grades Due in Student Information System (Banner)</td>
</tr>
<tr>
<td>May 10, 2016 (tentative)</td>
<td>Commencement – Last Day for Faculty</td>
</tr>
<tr>
<td>May 10, 2016</td>
<td>Academic Year Contract Ending Date</td>
</tr>
<tr>
<td>Date to be determined</td>
<td>Academic Area Field Tests – To Be Determined</td>
</tr>
<tr>
<td>Date to be determined</td>
<td>Northeast State 50th Anniversary Celebration Activities</td>
</tr>
</tbody>
</table>

RODP will follow Community College schedule

The Spring Semester 2016 is subject to change at any time prior to or during an academic term due to emergencies or causes beyond the reasonable control of the College, including severe weather, loss of utility service, or orders by federal or state agencies.

Please note the last day to add RODP classes is Jan. 18 for Spring 2016.
## Final Exam Schedule

### Fall Semester 2015

**Monday, Dec. 7 – Saturday, Dec. 12**

**Day Classes:**

<table>
<thead>
<tr>
<th>Time Class Meets</th>
<th>Days Class Meets</th>
<th>Time of Test</th>
<th>Day of Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 – 8:50</td>
<td>MW</td>
<td>7:30 – 9:30</td>
<td>Monday, Dec. 7</td>
</tr>
<tr>
<td>9:00 – 10:20</td>
<td>MW</td>
<td>9:00 – 11:00</td>
<td>Wednesday, Dec. 9</td>
</tr>
<tr>
<td>12:00 – 1:20</td>
<td>MW</td>
<td>12:00 – 2:00</td>
<td>Wednesday, Dec. 9</td>
</tr>
<tr>
<td>1:30 – 2:50</td>
<td>MW</td>
<td>1:30 – 3:30</td>
<td>Monday, Dec. 7</td>
</tr>
<tr>
<td>3:00 – 4:20</td>
<td>MW</td>
<td>3:00 – 5:00</td>
<td>Wednesday, Dec. 9</td>
</tr>
<tr>
<td>4:30 – 5:50</td>
<td>MW</td>
<td>3:45 – 5:45</td>
<td>Monday, Dec. 7</td>
</tr>
<tr>
<td>7:30 - 8:50</td>
<td>TR</td>
<td>7:30 – 9:30</td>
<td>Thursday, Dec. 10</td>
</tr>
<tr>
<td>9:00 - 10:20</td>
<td>TR</td>
<td>9:00 – 11:00</td>
<td>Tuesday, Dec. 8</td>
</tr>
<tr>
<td>10:30 - 11:50</td>
<td>TR</td>
<td>10:30 – 12:30</td>
<td>Thursday, Dec. 10</td>
</tr>
<tr>
<td>12:00 - 1:20</td>
<td>TR</td>
<td>12:00 – 2:00</td>
<td>Tuesday, Dec. 8</td>
</tr>
<tr>
<td>1:30 - 2:50</td>
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<td>1:30 – 3:30</td>
<td>Thursday, Dec. 10</td>
</tr>
<tr>
<td>3:00 - 4:20</td>
<td>TR</td>
<td>3:00 – 5:00</td>
<td>Tuesday, Dec. 8</td>
</tr>
<tr>
<td>4:30 - 5:50</td>
<td>TR</td>
<td>3:45 – 5:45</td>
<td>Thursday, Dec. 10</td>
</tr>
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</table>

**MWF Day Classes:**

<table>
<thead>
<tr>
<th>Time Class Meets</th>
<th>Days Class Meets</th>
<th>Time of Test</th>
<th>Day of Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:05 - 9:00</td>
<td>MWF</td>
<td>8:00 – 10:00</td>
<td>Monday, Dec. 7</td>
</tr>
<tr>
<td>9:10 - 10:05</td>
<td>MWF</td>
<td>9:00 – 11:00</td>
<td>Wednesday, Dec. 9</td>
</tr>
<tr>
<td>10:15 - 11:10</td>
<td>MWF</td>
<td>10:30 – 12:30</td>
<td>Monday, Dec. 7</td>
</tr>
<tr>
<td>11:20 - 12:15</td>
<td>MWF</td>
<td>11:00 – 1:00</td>
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</tr>
<tr>
<td>12:25 - 1:20</td>
<td>MWF</td>
<td>12:00 – 2:00</td>
<td>Wednesday, Dec. 9</td>
</tr>
<tr>
<td>1:35 – 2:30</td>
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<td>1:30 – 3:30</td>
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</tr>
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**Evening Classes:**

<table>
<thead>
<tr>
<th>Time Class Meets</th>
<th>Days Class Meets</th>
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<th>Day of Test</th>
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</thead>
<tbody>
<tr>
<td>Class begins 5:00 pm or later</td>
<td>M (only)</td>
<td>6:00 – 8:00</td>
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</tr>
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<td>Wednesday, Dec. 9</td>
</tr>
<tr>
<td>Class begins between 5:00 &amp; 6:55</td>
<td>MW</td>
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<td>Monday, Dec. 7</td>
</tr>
<tr>
<td>Class begins 7:00 pm or later</td>
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<td>7:00 – 9:00</td>
<td>Wednesday, Dec. 9</td>
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<tr>
<td>Class begins 5:00 pm or later</td>
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<td>Tuesday, Dec. 8</td>
</tr>
<tr>
<td>Class begins 5:00 pm or later</td>
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</tr>
<tr>
<td>Class begins between 5:00 &amp; 6:55</td>
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<tr>
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<td>Thursday, Dec. 10</td>
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</table>

**Weekend College:**

- Friday night regular class time Friday, Dec. 11
- Saturday regular class time Saturday, Dec. 12

All full-time and adjunct faculty are required to follow this schedule. For classes not listed above, exams should be scheduled in consultation with the appropriate dean. Any deviations from the published exam schedule must be approved by the appropriate dean.
# FINAL EXAM SCHEDULE

## Spring Semester 2016

### Monday, May 2 – Saturday, May 7

#### Day Classes:

<table>
<thead>
<tr>
<th>Time</th>
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<th>Days</th>
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<th>Day of Test</th>
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<tbody>
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<td>MW</td>
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<td>7:30 – 9:30</td>
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</tr>
<tr>
<td>10:30 – 11:50</td>
<td>MW</td>
<td>MW</td>
<td>10:30 – 12:30</td>
<td>Monday, May 2</td>
</tr>
<tr>
<td>12:00 – 1:20</td>
<td>MW</td>
<td>MW</td>
<td>12:00 – 2:00</td>
<td>Wednesday, May 4</td>
</tr>
<tr>
<td>1:30 - 2:50</td>
<td>MW</td>
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<tr>
<td>7:30 - 8:50</td>
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<td>7:30 – 9:30</td>
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<tr>
<td>9:00 - 10:20</td>
<td>TR</td>
<td>TR</td>
<td>9:00 - 11:00</td>
<td>Tuesday, May 3</td>
</tr>
<tr>
<td>10:30 - 11:50</td>
<td>TR</td>
<td>TR</td>
<td>10:30 - 12:30</td>
<td>Thursday, May 5</td>
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<tr>
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<td>TR</td>
<td>TR</td>
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<td>Tuesday, May 3</td>
</tr>
<tr>
<td>1:30 - 2:50</td>
<td>TR</td>
<td>TR</td>
<td>1:30 – 3:30</td>
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<td>3:00 - 4:20</td>
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<td>3:00 – 5:00</td>
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Class that meet Friday only

<table>
<thead>
<tr>
<th>Time</th>
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<th>Day of Test</th>
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<tbody>
<tr>
<td>regular class time</td>
<td>F</td>
<td>regular class time</td>
<td>Friday, May 6</td>
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#### MWF Day Classes:

<table>
<thead>
<tr>
<th>Time</th>
<th>Class Meets</th>
<th>Days</th>
<th>Time of Test</th>
<th>Day of Test</th>
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<td>8:00 – 10:00</td>
<td>Monday, May 2</td>
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<tr>
<td>9:10 - 10:05</td>
<td>MWF</td>
<td>MWF</td>
<td>9:00 – 11:00</td>
<td>Wednesday, May 4</td>
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<tr>
<td>10:15 - 11:10</td>
<td>MWF</td>
<td>MWF</td>
<td>10:30 – 12:30</td>
<td>Monday, May 2</td>
</tr>
<tr>
<td>11:20 - 12:15</td>
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<td>MW</td>
<td>11:00 – 1:00</td>
<td>Friday, May 6</td>
</tr>
<tr>
<td>12:25 - 1:20</td>
<td>MWF</td>
<td>MWF</td>
<td>12:00 – 2:00</td>
<td>Wednesday, May 4</td>
</tr>
<tr>
<td>1:35 – 2:30</td>
<td>MWF</td>
<td>MWF</td>
<td>1:30 – 3:30</td>
<td>Monday, May 2</td>
</tr>
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</table>

#### Evening Classes:

<table>
<thead>
<tr>
<th>Time</th>
<th>Class Meets</th>
<th>Days</th>
<th>Time of Test</th>
<th>Day of Test</th>
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</thead>
<tbody>
<tr>
<td>Class begins 5:00 pm or later</td>
<td>M (only)</td>
<td>M (only)</td>
<td>6:00 – 8:00</td>
<td>Monday, May 2</td>
</tr>
<tr>
<td>Class begins 5:00 pm or later</td>
<td>W (only)</td>
<td>W (only)</td>
<td>6:00 – 8:00</td>
<td>Wednesday, May 4</td>
</tr>
<tr>
<td>Class begins between 5:00 &amp; 6:55</td>
<td>MW</td>
<td>MW</td>
<td>6:00 – 8:00</td>
<td>Monday, May 2</td>
</tr>
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<table>
<thead>
<tr>
<th>Time</th>
<th>Class Meets</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Class begins 5:00 pm or later</td>
<td>T (only)</td>
<td>T (only)</td>
<td>6:00 – 8:00</td>
<td>Tuesday, May 3</td>
</tr>
<tr>
<td>Class begins 5:00 pm or later</td>
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<td>R (only)</td>
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</table>

#### Weekend College:

<table>
<thead>
<tr>
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<tr>
<td>Saturday</td>
<td>regular class time</td>
<td>regular class time</td>
<td>Saturday, May 7</td>
<td></td>
</tr>
</tbody>
</table>

All full-time and adjunct faculty are required to follow this schedule. For classes not listed above, exams should be scheduled in consultation with the appropriate dean. Any deviations from the published exam schedule must be approved by the appropriate dean.
1. Apply to the College

Admission requirements:

- Earn a high school diploma or high school equivalency diploma and provide an official high school transcript that shows a graduation date or provide official high school equivalency transcripts.
- Complete and submit a Northeast State Application for Admission that is available online at www.NortheastState.edu/apply.
- Request that an official copy of all transcripts be sent to Northeast State from other colleges or universities attended.
- Provide proof of immunization with two (2) doses of Measles, Mumps, and Rubella (MMR) vaccine. This applies to all students born on or after Jan. 1, 1957.
- Provide proof of two (2) doses of the Varicella (chicken pox) vaccine, administered on or after the first birthday. This applies to all students born on or after Jan. 1, 1980.
- Complete and submit a Northeast State Hepatitis B Immunization Health History Form.
- Complete and submit a Northeast State Certificate of Immunization form.
- Present valid testing scores or undergo assessment for course placement. (See pages 24 and 25.)
- Submit proof of citizenship or lawful presence in the United States (Driver’s license/state ID or birth certificate).

All documents required for admission must be submitted prior to the first day of class.

2. Apply for Financial Aid

Complete the Free Application for Federal Student Aid (FAFSA). Forms are available online at www.fafsa.gov. Students and their parents (if dependent) should apply first for a PIN at www.pin.ed.gov so that they can sign the form electronically. The Northeast State school code is 005378.

Apply for internal scholarship programs at Northeast State by visiting www.NortheastState.edu/scholarshipprograms.

3. Schedule Orientation and Register for Your Classes

New Students — Once your admission file is complete call Enrollment Services at 423.323.0229 to schedule a time for registration/orientation.

Transfer Students — Students who have attended another college or university other than Northeast State. Once your admission file is complete, you may contact Enrollment Services at 423.323.0229 to schedule a registration date.

Returning Students — If you have previously attended Northeast State, you are considered a returning student. If it has been more than one semester since you attended Northeast State, you must submit an Application for Readmission. All returning students should meet with their advisor prior to registering for courses during the designated times for advisement and registration.

4. Pay Your Fees

Your fees must be paid. Please see “Payment of Tuition and Fees” on page 12 for more information.

5. Get Your Student ID

Student IDs are obtained in the lobby area of the Pierce Administration Building on the Blountville campus. You must present a photo ID, such as your driver’s license, to get your student ID.

6. Purchase Your Textbooks

The bookstore at Northeast State is operated for the convenience of faculty, staff, and students. Located in Room A218 of the Student Services Building, the bookstore stocks textbooks and educational supplies needed by students enrolled in an academic program. The store also maintains a supply of other items such as caps and shirts imprinted with the College’s logo.

7. Get Your Parking Hangtag

Every student must have a parking permit regardless of the site they attend. Parking permits can be obtained at the Welcome Center on the Blountville campus or primary teaching sites at Bristol, Elizabethton, Gray, Johnson City, and Kingsport. For information, call 423.354.5119. There is no additional cost for a parking permit.

8. Go to Class

Before your classes start, make sure you know where they are located. You are welcome to walk around the campus and locate your classes or call Campus Information at 423.323.0243 for a tour. Be sure to print out a copy of your schedule using My Northeast.
PAYMENT OF TUITION AND FEES

All fees are payable at the time of registration each semester. Registration dates and payment due dates are listed in this publication in the semester calendars (pages 5-8). Student schedules are deleted if fees are not paid by the applicable due date. Registration is not complete until all fees are paid and no student may attend class without having met all financial obligations.

A late registration/payment fee is accessed for accounts paid after the specified due date. See the Registration Guide or Academic Calendar for the date this fee goes into effect. Students whose fees are paid by an outside source must ensure that all appropriate paperwork from the paying agency is on file in the Business Office prior to the last day to pay for early registration.

No student may re-enroll, graduate, or receive a transcript or grades until all financial obligations to Northeast State are met. All charges are subject to subsequent audit. Errors will be corrected by refund or additional charge.

A cashiering office is located inside the office of Admissions and Records at the Northeast State campus in Blountville. Regular office hours are Monday-Thursday, 7:30 a.m. to 6:00 p.m., and Friday 7:30 a.m. to 5 p.m. when classes are in session. When classes are not in session, office hours are Monday-Friday, 7:30 a.m. to 5 p.m.

Methods of Payment
Students at Northeast State can pay their fees several different ways. Fees may be paid at the Business Office window or any of the kiosks located at all Northeast State locations, or by logging in to the MyNortheast registration system on the web. Northeast State accepts cash, checks, money orders, MasterCard, Visa, American Express, and Discover Card as methods of payment. Fees can be paid through the MyNortheast system by check or any major credit card.

By sending your completed, signed check to Northeast State Community College, you authorize Northeast State to copy your check and to use the account information from your check to make a one-time electronic fund transfer from your account for the same amount as the check. Funds will be withdrawn from your account within 24 hours and you will not receive your check back from your financial institution. The electronic fund transfer from your account will be on the account statement you receive from your financial institution. Copies will be held no longer than sixty (60) days.

Payment of Fees Online
Northeast State offers several different methods of payment online for your convenience. You can pay your fees online at www.NortheastState.edu. You may pay online using a check, MasterCard, Visa, American Express, or Discover card. To pay your fees online follow these steps:

2. Select the PayTuition/Fees link at the top of the page.
PAYMENT OF TUITION AND FEES

This will connect you with the NeSCC Bill + Payment Suite where you can pay by check or with any major credit card, view and print your bill, and store your payment method.

3. Enter your user ID (this number starts with a 9) PIN and log in.

To set up a Payment Plan (QuickPAY)

1. Select the “Payment Plan” link at the top of the page.
2. Follow the instructions on the page to complete the payment plan setup.
NSB/QuickPAY Payment Plans (Available fall and spring only)
To help meet educational expenses each semester, Northeast State is pleased to offer a convenient payment plan. It is not a loan; therefore, there is no debt, and no interest or finance charges are assessed. No credit check is required.

Payment Plan Overview
A $25.00 per semester nonrefundable fee is required. The enrollment fee is automatically deducted from your account WITHIN 14 days of the date of your agreement. Payments are automatically deducted on the 5th of each month from a designated checking or savings account, or you may also have your payment charged to a credit card. If you elect to use a credit card, only Visa, MasterCard, Discover, and American Express are accepted.

Fall 2015
QuickPAY is available on July 15, 2015
July 27, 25% down (3 payments beginning Aug.-Oct.)
Aug. 22, 50% down (2 payments beginning Sept. & Oct.)
Aug. 23, 50% down (1 payment in Oct. only)

Spring 2016
QuickPAY is available on Nov. 9, 2015
Nov. 25, 25% down (3 payments beginning Dec.-Feb.)
Dec. 23, 50% down (2 payments beginning Jan. & Feb.)
Jan. 18, 50% down (1 payment in Feb. only)
Note: 50% of the student’s account must be paid by the first day of class. NOTE: All down payments are processed immediately.

Residency Classification
Students are classified as resident or non-resident by the office of Admissions and Records for the purpose of assessing tuition charges. The definition of residency as determined by the Tennessee Board of Regents will apply. A student once classified as an out-of-state student will continue to be thus classified unless a change of legal residence is established by evidence other than presence as a student. The burden of proof of all conditions pertaining to residence is placed upon the student, including the responsibility for submission of documentation required by Northeast State. If there is any question as to in-state residency at the time of registration, the student will be classified as out-of-state and will be charged out-of-state tuition. Information about residency classification may be obtained from the office of Admissions and Records. If a student believes they have been incorrectly classified as out-of-state, they may complete and submit a Residency Information Form (available in the office of Admissions and Records).

Refund of Fees
Refunds are defined as that portion of maintenance fees and/or tuition due to be returned to the student when a student withdraws or is dismissed from college. The amount of refund is determined by the institutional refund policy. The refunded amount will reduce the amount of unpaid charges the student owes the institution. For additional information or clarification of this policy, please contact the Business Office at 423.354.2511.

Return of Title IV Funds for Financial Aid Recipients
Students who withdraw from all classes prior to completing more than 60 percent of an enrollment term or who have stopped attending all classes prior to completing 60% of an enrollment term will have their earned portion of Title IV aid (federal financial aid) calculated based on the percent of the term they complete. Students may owe a repayment to the U.S. Department of Education and a portion of the funds used to pay the student’s tuition and fees may have to be returned according to the Federal Return of Title IV Funds.

Title IV Funds Policy
Students will be responsible for any portion of their institutional charges that may remain unpaid after Title IV funds are returned. For additional information or clarification of this policy, please contact the Financial Aid Office at 423.323.0252.

Eligibility for Deferment of Payment of Tuition and Fees by Certain Eligible Students Receiving U.S. Department of Veterans Affairs or Other Governmentally Funded Educational Assistance Benefits
Service members, veterans, and dependents of veterans who are eligible beneficiaries of U. S. Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in Tennessee Code Annotated 49-7-104 as amended, may elect, upon formal application, to defer payment of required tuition and fees until the final day of the term for which the deferment has been requested. Application for the deferment must be made no later than 14 days after the beginning of each term, and the amount of the deferment shall not exceed the total monetary benefits to be received for the term. Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fees balance once education benefits are being delivered, and eligibility for such deferment shall terminate if the student fails to abide by any applicable rule or regulation, or to act in good faith in making timely payments. This notice is published pursuant to Public Chapter 279, Acts of 2003, effective July 1, 2003.
## TUITION AND FEES

Northeast State Community College
**Fees Information**

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<td>5,624.00</td>
<td>7,560.00</td>
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<td>8.00</td>
<td>23.00</td>
<td>2,132.00</td>
<td>5,808.00</td>
<td>7,882.00</td>
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<td>8.00</td>
<td>23.00</td>
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<td>5,900.00</td>
<td>8,084.00</td>
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<tr>
<td>17</td>
<td>2,850.00</td>
<td>204.00</td>
<td>8.00</td>
<td>23.00</td>
<td>2,396.00</td>
<td>6,084.00</td>
<td>8,286.00</td>
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<tr>
<td>18</td>
<td>3,100.00</td>
<td>216.00</td>
<td>8.00</td>
<td>23.00</td>
<td>2,528.00</td>
<td>6,264.00</td>
<td>8,488.00</td>
</tr>
</tbody>
</table>

Maintenance Fee
- 147.00 per credit hour for hours 1-12
- 29.00 per credit hour over 12 hours

Out-of-State Tuition
- 461.00 per credit hour up to 12 hours
- 92.00 per credit hour over 12 hours

Technology Fee
- 12.00 per credit hour up to 9 hours
- 92.00 (10 credit hours or more)

Campus Access Fee
- 8.00

Activity Fee
- 23.00

If fees are not paid before the first day of class, there will be a $10 late registration/payment fee assessed.

**Fees were current at the time of publication. Fees for the current academic year are established annually on July 1.**

### IMPORTANT DATES FOR REGULAR TERM CLASSES

<table>
<thead>
<tr>
<th></th>
<th>Fall 2015</th>
<th>Spring 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC 191 Fee Waivers Accepted</td>
<td>July 24, 2015</td>
<td>Dec. 18, 2015</td>
</tr>
<tr>
<td>Fees due for early registration</td>
<td>Aug. 12, 2015</td>
<td>Jan. 6, 2016</td>
</tr>
<tr>
<td>Late registration/payment fee starts</td>
<td>Aug. 22, 2015</td>
<td>Jan. 16, 2016</td>
</tr>
<tr>
<td>Last day for 100% refund</td>
<td>Aug. 23, 2015</td>
<td>Jan. 18, 2016</td>
</tr>
<tr>
<td>Last day for 75% refund</td>
<td>Sept. 6, 2015</td>
<td>Feb. 1, 2016</td>
</tr>
<tr>
<td>Last day for 25% refund</td>
<td>Sept. 20, 2015</td>
<td>Feb. 15, 2016</td>
</tr>
</tbody>
</table>

**It is essential to pay your fees on time to avoid having your schedule deleted. Students who register for the 2015 fall term on or before August 12, 2015 must pay by 4 p.m., Aug. 12, 2015. Students who register for the 2016 spring term on or before Jan. 6, 2016 must pay by 4 p.m., Jan. 6, 2016. Please refer to the Important Dates section of this registration guide for payment deadlines for summer terms. Fees for regular registration are due at the time of registration.**

Fees can be paid online through the MyNortheast system at www.NortheastState.edu with a check, MasterCard, Visa, American Express, or Discover Card.
### RODP TUTION AND FEES

#### Regents Online Degree Program at Northeast State Community College

<table>
<thead>
<tr>
<th>Fee Information</th>
<th>1 credit hour</th>
<th>2 or more credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance Fee</td>
<td>$70.00</td>
<td>$70.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$0.00</td>
<td>-</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$0.00</td>
<td>-</td>
</tr>
<tr>
<td>Total Service Fee</td>
<td>$70.00</td>
<td>$70.00</td>
</tr>
<tr>
<td>Campus Access Fee</td>
<td>$8.00</td>
<td>$8.00</td>
</tr>
<tr>
<td>Total Fees</td>
<td>$78.00</td>
<td>$78.00</td>
</tr>
</tbody>
</table>

Fees are subject to change without notice. All fees, with the exception of maintenance fees and tuition, are non-refundable.

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### FEES FOR DISABLED AND SENIOR CITIZENS

Individuals who are disabled or 60 years old or older who are domiciled in Tennessee may enroll in classes for “audit” without payment of maintenance, technology, or student activity fees. They are subject to the $8.00 campus access fee.

Individuals who are disabled or 65 years old or older who are domiciled in Tennessee may enroll in classes for “credit” for a fee equal to 50% of the per hour rate with a maximum of $70. This fee includes maintenance, technology, and student activity fees. Tuition and fees charged are as follows:

<table>
<thead>
<tr>
<th>Hours</th>
<th>1 credit hour</th>
<th>2 or more credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Maintenance Fee</td>
<td>$147.00</td>
</tr>
<tr>
<td></td>
<td>Technology Fee</td>
<td>$294.00</td>
</tr>
<tr>
<td></td>
<td>Student Activity Fee</td>
<td>$441.00</td>
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<tr>
<td></td>
<td>Total Service Fee</td>
<td>$882.00</td>
</tr>
<tr>
<td></td>
<td>Campus Access Fee</td>
<td>$1,029.00</td>
</tr>
<tr>
<td></td>
<td>Total Fees</td>
<td>$1,470.00</td>
</tr>
</tbody>
</table>

Tuition is $147.00 per credit hour.

Out-Of-State Tuition is $461.00 per credit hour.

Online Fee is $59.00 per credit hour.

Fees are subject to change without notice. All fees, with the exception of maintenance fees and tuition, are non-refundable.

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### IMPORTANT DATES FOR RODP CLASSES

<table>
<thead>
<tr>
<th>Date</th>
<th>Fall 2015</th>
<th>Spring 2016</th>
<th>Summer Full-Term 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC 191 Fee Waivers Accepted</td>
<td>July 24, 2015</td>
<td>Dec. 18, 2015</td>
<td>April 11, 2016</td>
</tr>
<tr>
<td>Fees due for early registration</td>
<td>Aug. 12, 2015</td>
<td>Jan. 6, 2016</td>
<td>May 26, 2016</td>
</tr>
<tr>
<td>Last day for 100% refund</td>
<td>Aug. 23, 2015</td>
<td>Jan. 18, 2016</td>
<td>June x, 2016</td>
</tr>
<tr>
<td>Last day for 75% refund</td>
<td>Sept. 6, 2015</td>
<td>Feb. 1, 2016</td>
<td>June 9, 2016</td>
</tr>
<tr>
<td>Last day for 25% refund</td>
<td>Sept. 20, 2015</td>
<td>Feb. 15, 2016</td>
<td>June 17, 2016</td>
</tr>
</tbody>
</table>

It is essential to pay your fees on time to avoid having your schedule deleted. Students who register for the 2015 fall term on or before August 12, 2015 must pay by 4 p.m., Aug. 12, 2015. Students who register for the 2016 spring term on or before Jan. 6, 2016 must pay by 4 p.m., Jan. 6, 2016. Please refer to the Important Dates section of this registration guide for payment deadlines for summer terms. Fees for regular registration are due at the time of registration.
Fees can be paid online through the MyNortheast system at www.NortheastState.edu with a check, MasterCard, Visa, American Express, or Discover Card. Individuals who are disabled or 60 years old and domiciled in Tennessee may enroll in class for “audit” without payment of maintenance, technology, or student activity fee. They are subject to the $8.00 campus access fee. The online fee is not waived.

**FEES FOR DISABLED AND SENIOR CITIZENS**

Individuals who are disabled or 65 years old or older and domiciled in Tennessee may enroll in classes for “credit” for a fee equal to 50% of the per hour rate with a maximum of $70. This fee includes tuition only. The online fee does not apply. The online fee is not waived.

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>1 credit hour</th>
<th>2 or more credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance Fee</td>
<td>70.00</td>
<td>70.00</td>
</tr>
<tr>
<td>Online fee</td>
<td>59.00</td>
<td>59.00 x number of hours</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Service Fee</td>
<td>129.00</td>
<td>70.00 plus online fee</td>
</tr>
<tr>
<td>Campus Access Fee</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Fees</td>
<td>129.00</td>
<td>70.00 plus online fee</td>
</tr>
</tbody>
</table>

Fees are subject to change without notice. All fees, with the exception of maintenance fees and tuition, are non-refundable.

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**STUDENT LIFE AT NORTHEAST STATE**

**Campus Activities**

- Intramural Sports
- Service
- Student Activities

**Leadership Programs**

- Leadership Training and Development
- Sanctioned Student Organizations
- Student Advocacy

For more information, please contact: Student Life [A212]  
studentlife@NortheastState.edu  
www.NortheastState.edu/studentlife  
423.354.2416
DO IT ALL
AT MYNORTHEAST

Admissions

Prospective Students: If you are interested in attending Northeast State enrolling is easy. You can apply for admission online, or if you prefer, you can print and mail your completed application to the Office of Admissions and Records.

Current Students: If you are a current Northeast State student, you have the advantage of accessing your student account to register for classes, pay your fees and check your grades. For your convenience, many of the forms from our office are available online.

Click Here to Learn More
Schedule a Campus Visit
Annual Security Report/Crime Statistics
SAILS

Need Your Grades?
Need to Find Your Advisor?
Want Copies of Your Transcript?
Want to Check for Holds on Your Account?
Want to Check Out Your Financial Aid Status?

MYNORTHEAST - YOUR LINK TO COLLEGE SUCCESS
HOW TO USE MYNORTHEAST TO REGISTER

To start getting the answers you need, click on the MyNortheast icon located on the Northeast State home page. Once you are logged on to MyNortheast, you will be able to access a variety of important information.

• Type in your username which can be found by clicking on the Need to Know your Student ID or Username link just below the Security Access Login box
• Type in your password which is your six digit birthdate (MMDDYY). Please change once you login
• Click “Login”
• Click “no” on all pop-up screens as you navigate through the system
• To search and register for classes, click on the NORSTAR tab
• In the Registration Tools box, click on “Add or Drop Classes”
• Choose the term for which you want to register and click “Submit”
• Click on “Class Search” to look for course offerings
• Select the subject and click on “Course Search”
• Select the course you want and click on “View Sections”
• Click the box beside the CRN of the course you want and click “Register” at the bottom of the screen
• Click on the “Back to NORSTAR” link located at the top right of your screen
• To view your semester bill, look at the My Account box located at the bottom right of your screen
• To view your schedule of classes, click on the “How do I view and print my schedule” link located in the Registration Frequently Asked Questions box located on the top right of your screen
• Go to File at top of the screen and choose “Print” and “Print” to print your schedule
• Be sure to click “Logout” at the top right when finished

If you have questions, please direct them to the Office of Enrollment Services and Student Information (P201) or the Advising Resource Center (C2407).

Tips

Be careful to notice the section codes on the courses which indicate location or delivery method:

A - Blountville campus
B - Northeast State at Bristol
C - Northeast State at Kingsport
E - Northeast State at Elizabethton
H - Hybrid course
G - Northeast State at Gray
I - Internet course
J - Northeast State at Johnson City
M - ITV Classroom, Mountain City
N - NextStep course
R - RODP (Regents Online Degree Program) course. For more information, see page 27, call 423.323.0214, or email rodp@NortheastState.edu.
U - ITV Classroom, Unicoi County
W - Weekend

Accelerated Studies Program (ASP) - Registration Rubric

The first digit will signify 7-week term (1 or 2).
The second digit/place will signify location (A = Blountville campus, B = Bristol, C = Kingsport, E = Elizabethton, G = Gray, and J = Johnson City)
The third digit will signify the instance of a course at a particular location during a particular term. For example: ENGL 1010 2A1 would be the first class offered in term 2 on the Blountville campus.
• Degree Works is located on My Northeast under the NORSTAR tab.
• Degree Works only shows students who are in the 2011-2012 catalog or later.
• See how coursework is applied to your major.
• Undecided? Try the “What If” option and see how your coursework is applied to another major.
• Determine what requirements you need to fulfill in order to complete your degree.
• Estimate how many semesters it will take you to graduate.
• View transfer credit, waivers, and exemptions applied toward your degree.

Check with your advisor to confirm an academic plan TODAY!
Complete the Free Application for Federal Student Aid (FAFSA). Forms are available online at www.fafsa.gov. Students and their parents (if dependent) should first apply for a personal identification number (PIN) at www.pin.ed.gov so that they can sign the form electronically. The Northeast State school code is 005378.

Students who have been awarded and have registered on a full-time basis will have their accounts credited up to the level of award(s). Awards may need to be adjusted for students enrolled less than full-time. Any adjustments will automatically be made by the Financial Aid Office.

Students who have a credit balance on their account after financial aid has been credited may be able to charge their books at the Northeast State bookstore during scheduled times each semester. The charges will then be deducted from the credit balance. Any remaining balance of aid will then either be mailed or direct deposited.

Students who have attended all classes and will be receiving a balance of aid check after fees are deducted will have their checks mailed to them or direct deposited after the census date each semester or mini-semester. These monies from Federal Pell, FSEOG, TSAA, Tennessee Education Lottery Scholarships (TELS), and other scholarships listed on the award letter. A student’s financial aid information may also be viewed on MyNortheast.

If a student becomes eligible for financial aid after the census date, a check or direct deposit for the total semester’s award minus any fees owed, will be disbursed to the student after attendance has been verified.

Federal Pell Grant, FSEOG, TSAA and TELS Awards will be adjusted up and down through the census date of each term. Awards will also be reduced for classes that have not been attended.

You may check the status of your account and the status of any balance of aid by going to your MyNortheast account under “My Account” or by contacting the Business Office.

Return of Federal Financial Aid
Your federal financial aid eligibility must be recalculated if you officially withdraw, drop out, are dismissed, or stop attending all classes prior to completing 60% of a semester. Federal financial aid includes Federal Pell Grant and Federal Supplemental Education Opportunity Grant (FSEOG).

The recalculation of eligibility is based on the percent of earned aid. Federal financial aid must be returned to the federal government based on the percent of unearned aid the student received for the semester. Any repayments made to the Department of Education must be repaid before becoming eligible to receive financial aid assistance for future terms at any institution.

Northeast State Scholarship Programs
Several scholarship programs are available to qualified Northeast State students. The Academic Work Scholarship Program, the Educational Access and Diversity Scholarship Program, and the Northeast State Foundation Scholarship Program as well as other individuals and organizations provide awards for qualified students. Competitive scholarship awards are based primarily on academic merit with consideration given to a student’s major, county of residence, demonstrated leadership skills, and motivation among other selection criteria. Financial need is not necessarily a prerequisite for receiving Northeast State scholarships.

Separate applications are required for each program, and additional eligibility criteria exist for each scholarship award. Submission deadlines vary for each program.

For additional information, contact the office of Scholarship Programs and Student Needs at 423.279.7637 or visit Room C2107 in the General Studies Building. Applications are available online at www.NortheastState.edu/scholarshipprograms.

The office of Scholarship Programs and Student Needs also serves as the main campus contact for the Tennessee Promise Scholarship Program. Tennessee Promise is both a scholarship and mentoring program that provides eligible students with a last-dollar scholarship that may be used to complete an associate degree program. For details about Tennessee Promise, visit www.tnpromise.gov or www.NortheastState.edu/promise or call 423.354.5337 (KEEP).
CAMPUS CONTACTS

**Academic advising or course selection:**
Call your faculty advisor or the Advising Resource Center at 423.323.0214 or e-mail advising@NortheastState.edu. Students may determine who their faculty advisor is by logging into their My Northeast account.

**Admission, testing, registration, transfer, or other college entrance information:**
Call the office of Admissions and Records 423.323.0253 or e-mail admissions@NortheastState.edu or Enrollment Services 423.323.0229 or e-mail jahrenrichs@NortheastState.edu or collegeanswers@NortheastState.edu.

**Alumni Information and Events:**
Call the office of Alumni Affairs at 423.279.7630 or e-mail alumni@NortheastState.edu.

**Campus Information Center:**
Northeast State’s Campus Information Center is located in the Pierce Administration Building on the Blountville campus. Students can pick up a registration guide, locate office numbers or classroom locations, obtain registration dates and times, and more. Campus tours are coordinated by the Information Center. To make an appointment, call 423.323.0243 or e-mail collegeanswers@NortheastState.edu.

**Campus Tours:**
Call the Campus Information Center at 423.323.0243 or e-mail collegeanswers@NortheastState.edu to make an appointment.

**Choice of college, major, or career:**
Call the Advising Resource Center at 423.323.0214 or e-mail advising@NortheastState.edu or Career Services Center at 423.354.5167 or e-mail careersvcs@NortheastState.edu.

**CLEP - College Level Examination Program:**
Call Counseling and Testing Services to learn more about earning college credits with CLEP exams at 423.323.0211 or e-mail testing@NortheastState.edu.

**College Access:**
Call the office of College Access Programs at 423.354.5209 or e-mail collegeaccess@NortheastState.edu.

**COMPASS testing information:**
Call Counseling and Testing Services at 423.323.0211 or e-mail testing@NortheastState.edu.

**Continuing Education:**
Call Continuing Education at 423.354.2570 or e-mail cmtauscher@NortheastState.edu.

**Counseling:**
Call Counseling and Testing Services at 423.323.0211 or e-mail counseling@NortheastState.edu.

**Disabilities information:**
Call the Center for Students with Disabilities at 423.354.2476 or e-mail CSD@NortheastState.edu.

**Dual Enrollment Programs:**
Call Chelsea Rose at 423.354.5166 or e-mail cdrose@NortheastState.edu or Gwen Widner at 423.354.3286 or e-mail jgwidner@NortheastState.edu.

**Evening Services:**
Call the office of Evening Services at 423.354.2468 or e-mail tobartlett@NortheastState.edu.

**Financial aid information:**
Call the office of Financial Aid at 423.323.0252 or 800.836.7822, or e-mail financialaid@NortheastState.edu. For help with FAFSA submission, call 423.354.5153 or e-mail fahelpcenter@NortheastState.edu.

**General information:**
Call the Campus Information Center at 423.323.0243 or visit Northeast State’s Web site at www.NortheastState.edu.

**Graduation information:**
Call the office of Admissions and Records at 423.323.0253 or e-mail admissions@NortheastState.edu.

**Health Services:**
Call 423.323.0212 or e-mail healthservices@NortheastState.edu.

**Articulation, Career Days, and CTE Dual Enrollment:**
For articulation, PC549, Career Days, Perkins IV, and Tech Track Dual Enrollment inquiries, call 423.354.5166 or e-mail cdrose@NortheastState.edu.

**Job Search Assistance:**
Call the Career Services Center at 423.354.5167 or e-mail careersvcs@NortheastState.edu.

**The Learning Center:**
Call The Learning Center at 423.354.5112 or e-mail jjbowers@NortheastState.edu.

**Learning Support general information:**
Malissa Trent, Dean of Mathematics/Developmental Studies Director at 423.323.3191, ext. 3515, or e-mail mbtrent@NortheastState.edu.

**New Student Orientation:**
Call Enrollment Services at 423.323.0229 or e-mail collegeanswers@NortheastState.edu.

**NextStep: Accelerated Studies Program - Cohort:**
Call Jennifer Thacker at 423.354.5187 or e-mail jgthacker@NortheastState.edu.

**Northeast State (Blountville):**
Phone: 423.323.3191
2425 Highway 75, Blountville, TN 37617
E-mail: admissions@NortheastState.edu

**Northeast State at Bristol**
Phone: 423.354.5187
620 State Street
Bristol, TN 37620
E-mail: jgthacker@NortheastState.edu
CAMPUS CONTACTS

Northeast State at Elizabethton:
Phone: 423.547.8450
386 Highway 91N, Elizabethton, TN 37643
E-mail: chitechew@NortheastState.edu

Northeast State at Gray:
Phone: 423.354.5141
120 Dillon Court, Gray, TN 37615
E-mail: ckyoung@NortheastState.edu

Coming soon:
Northeast State at Johnson City
Phone: 423.354.5237
101 E. Market Street
Johnson City, TN 37601
E-mail: ckyoung@NortheastState.edu

Northeast State at Kingsport
Blazier-Wilson Hall (formerly RCAT)
Phone: 423.354.2525
222 W. Main St., Kingsport, TN 37660
E-mail: rldice@NortheastState.edu

Kingsport Center for Higher Education:
Phone: 423.354.5521
300 W. Market Street
Kingsport, TN 37660
E-mail: kche@NortheastState.edu or tadobbs@NortheastState.edu

Pal Barger Regional Center for Automotive Programs:
Phone: 423.354.2401
337 W. Center Street, Kingsport, TN 37660
E-mail: elmorelock@NortheastState.edu

Regional Center for Advanced Manufacturing:
Phone: 423.354.5149
305 W. Main St., Kingsport, TN 37660
E-mail: jmcyphers@NortheastState.edu

Regional Center for Health Professions:
Phone: 423.323.0248
300 W. Main Street, Kingsport, TN 37660
E-mail: cjleavitt@NortheastState.edu

ITV Classroom, Mountain City:
Phone: 423.727.5223
2431 S. Shady Street, Mountain City, TN 37683
E-mail: EveDistEdu@NortheastState.edu or jmramey@NortheastState.edu

ITV Classroom, Unicoi County:
Phone: 423.743.1639
700 S. Mohawk Dr., Erwin, TN 37650
E-mail: EveDistEdu@NortheastState.edu or jmramey@NortheastState.edu

Off-campus, Evening, Cohort, Internet, Hybrids, Interactive Television (ITV) or Accelerated Studies information:
Call the office of Evening and Distance Education at 423.354.2497 or e-mail jmramey@NortheastState.edu.

Questions:
Call the Campus Information Center at 423.323.0243 or e-mail collegeanswers@NortheastState.edu; or Enrollment Services at 423.323.0229 or skjackson@NortheastState.edu.

Regents Online Degree Program (RODP) information:
Call the Advising Resource Center at 423.354.2542 or e-mail rodp@NortheastState.edu; or visit www.RODP.org.

Scholarship Opportunities and Applications:
Call the office of Scholarship Programs and Student Needs at 423.279.7637 or e-mail scholarships@NortheastState.edu.

Student Life:
Call the office of Student Life at 423.354.2416, e-mail studentlife@NortheastState.edu, or visit www.NortheastState.edu/studentlife.

Student Needs Project:
Call the office of Scholarship Programs and Student Needs at 423.279.7637 or e-mail studentneeds@NortheastState.edu.

Tennessee Promise information:
Call the office of Scholarship Programs and Student Needs at 423.354.5337 (KEEP) or e-mail promise@NortheastState.edu.

Testing:
Call Counseling and Testing Services at 423.323.0211 or e-mail counseling@NortheastState.edu.

Tutoring Services:
TRiO Student Support Services: Room C1107 (Blountville), KCHE211 (Kingsport), and E110 (Elizabethton) (Tutoring, Academic Advising, Transfer Advising, Peer Mentoring for eligible participants). See ad on page 36. Call the offices of Student Support Services at 423.323.0216 or e-mail TRIO@NortheastState.edu.

The Learning Center: L103 (Blountville), KCHE211 (Kingsport), and E110 (Elizabethton) (Free drop-in tutoring for most subjects). Call 423.354.5112 or e-mail TLC@NortheastState.edu.

Veterans information:
Call the office of Veterans Affairs at 423.354.2528 or 423.354.2527 or e-mail veteransaffairs@NortheastState.edu.

Weekend College information:
Call the office of Evening and Distance Education at 423.354.2497 or e-mail jmramey@NortheastState.edu.

Workforce Solutions:
Call Workforce Solutions at 423.354.5520 or e-mail dhlarrison@NortheastState.edu.
PLACEMENT AND TESTING

PLACEMENT
Degree-seeking students applying for admission to Northeast State undergo placement testing in English, Reading, and Algebra to ensure that each student is academically prepared to enter his or her chosen field of study. Based on placement test scores, a student may be placed in one or more learning support course(s). Students with transfer credit from another approved, regionally accredited postsecondary institution may waive the English and Reading placement tests with a satisfactory grade in English composition and/or waive the Algebra placement test with a satisfactory grade in an appropriate college-level mathematics course. Students with transfer credit will receive notification from the office of Admissions and Records when placement testing is required.

STUDENTS - 20 years old and younger
ACT and/or SAT scores are used for placement screening for students who are 20 years of age and younger. ACT and/or SAT scores must be earned within three years prior to the first day of a student’s entering term in college in order to be valid.

The following table lists the score ranges that require further assessment.

<table>
<thead>
<tr>
<th>ACT Subscores</th>
<th>COMPASS Writing Skills Test Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Subscore</td>
<td>1-17</td>
</tr>
<tr>
<td></td>
<td>18-36</td>
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<tr>
<td>Reading Subscore</td>
<td>1-18</td>
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<td></td>
<td>19-36</td>
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<tr>
<td>Math Subscore</td>
<td>1-18</td>
</tr>
<tr>
<td></td>
<td>19-36</td>
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</tbody>
</table>

*Placement screening by SAT subscores available when application submitted.

High school graduates or GED® or Tennessee High School Equivalency Diploma recipients without valid ACT or SAT scores are encouraged to take a national ACT or SAT test before enrolling at Northeast State. ACT tests are scheduled throughout the year from September through June. Students may go online to www.actstudent.org to register for the ACT or contact a local high school for ACT registration packets. Students who were unable to take a national ACT or SAT test may take COMPASS.

STUDENTS - 21 years and older
First time college students or transfer students without satisfactory grades in English and/or Math are required to take COMPASS Writing Skills and COMPASS Reading tests and/or COMPASS Algebra test. All placement testing must be completed before students may schedule a date for New Student Orientation.

COMPASS TEST
The COMPASS test is composed of three areas: Writing Skills, Reading, and Algebra. It is computerized and untimed. Students should plan up to 2.5 hours to take all three areas of COMPASS, and less time for only one or two of the areas. COMPASS is a placement test, not a pass/fail test.

Prospective students are encouraged to take practice tests for Writing and Reading, and review Algebra questions by going online to www.NortheastState.edu/compass.

MyMath TEST
MyMathTest is a computer-based math test. Northeast State uses this test to determine the level of math learning support needed by incoming students. Students with an ACT Math subscore of 18 or less or a COMPASS Algebra test of 37 or less will take the MyMath Test.

TESTING FEE
The Northeast State application for admission must be processed and the $5.00 testing fee must be paid before students may take COMPASS or MyMath Test. The fee may be paid on the day of the scheduled test at the cashiering office located inside the office of Admissions and Records in the Pierce Building, or at any Northeast State site. For additional information regarding payment, please call 423.354.2511.

COMPASS and MyMath Test are administered on the Blountville, Bristol, Elizabethton, and Kingsport campuses. Testing is by appointment only. The Testing Schedule listing specific open testing days is available online at www.NortheastState.edu/compass.

Students are allowed one retest for one or all three subject areas (Writing, Reading, and/or MyMath Test). A minimum two-week waiting period is required between the original test and the retest. Students are encouraged to review their Math study plan prior to retaking MyMath Test and the COMPASS Writing Skills and Reading practice tests. Once a student has enrolled in the required learning support course(s), retesting will not be allowed.
EVENING AND DISTANCE EDUCATION

Evening and Off-Campus

Evening Classes
The purpose of the office of Evening Services is to facilitate the offering of educational programs and services to evening students. Web address: www.NortheastState.edu/evening.

Off-Campus Classes
The purpose of off-campus classes is to expand access to the College’s educational programs and services to residents of Carter, Johnson, Unicoi, Sullivan, and Washington counties. Northeast State off-campus teaching sites are located at Bristol, Elizabethton, Gray, Johnson City, Kingsport, Mountain City, and Erwin. Off-campus course offerings: www.NortheastState.edu/offcampus.

Distance Education

Accelerated Studies
The Accelerated Studies Program (ASP) is designed to provide students an opportunity to “accelerate” course work in specified course(s) or program areas. ASP courses are organized utilizing a seven-week block schedule, therefore allowing students to complete two semesters of course work in one semester (example: HIST 2010 and 2020).

NextStep
Students may enroll in NextStep, an Accelerated Studies Program.

Cohort Program
Cohort students will work towards an associate degree (62 credit hours), adhering to the accelerated seven-week block format. ASP course offerings: www.NortheastState.edu/accelerated.

Hybrid Courses
These college-credit courses allow students some of the convenience of an online course while offering more time in class with the instructor. Half of the contact hours will be accounted for by online assignments. Hybrid course offerings: www.NortheastState.edu/hybridonline.

Interactive Television
Interactive television (ITV) courses are taught using two-way interactive audio and video (ITV) instruction. Students at all locations actively participate in class discussion and activities. The faculty member can instruct at either site, and the students can see and communicate with the instructor and other students. ITV course offerings: www.NortheastState.edu/itv.

Internet Courses
Internet courses offer students the opportunity to complete all or part of their coursework via the Internet. Northeast State Internet classes are designed around a synchronous format (students meet with their instructors on specified meeting dates throughout the semester). Internet course offerings: www.NortheastState.edu/online.

CREDIT BY EXAMINATION
Credit by examination can be earned for INFS 1010, CISP 1130, and some Office Administration courses. For more information, call 423.279.7639.

COUNSELING AND TESTING SERVICES

Northeast State recognizes that college students need a safe, confidential, and supportive place where they can talk to someone. Many students experience relationship problems, become anxious, depressed, or need help balancing work and/or families with their college studies. Counseling and Testing Services can provide support to students, as well as encourage them to develop healthy and positive behaviors that will help them achieve their academic goals.

Counseling Services provides assessment, referral, and free counseling on the Blountville campus. Counseling may be provided by a master’s level graduate student working as a counseling intern or a full-time staff member with a master’s degree in counseling. Students experiencing mental health issues outside of the counselors’ training and expertise or who need long-term therapy will be referred to community mental health agencies when appropriate.

Students are encouraged to make an appointment, but walk-ins will be seen when possible. Call 423.323.0211 or e-mail counseling@NortheastState.edu.

PLACEMENT AND TESTING

Review material, testing schedule, and other information about COMPASS and MyMath Test are available online at www.NortheastState.edu/compass. The Blountville Testing Center is located in Room C2106 in the General Studies Building. Contact Testing Services located in Room C2101 in the General Studies Building on the Blountville campus at 423.323.0211 or testing@NortheastState.edu.

CREDIT BY EXAMINATION
Credit by examination can be earned for INFS 1010, CISP 1130, and some Office Administration courses. For more information, call 423.279.7639.
Regents Online Degree Program
Northeast State and the Tennessee Board of Regents’ colleges, universities, and technical centers have joined to offer the Regents Online Degree Program (RODP). The Regents online course schedules are designed in interactive asynchronous format (students will not meet with instructors). RODP course offerings: www.NortheastState.edu/online.

Weekend College
The Weekend College Program is designed to provide a variety of credit courses for nontraditional or working adult students on Friday evening, Saturday, and Sunday. Weekend course offerings: www.NortheastState.edu/weekend.

University Parallel Dual Enrollment
The University Parallel Dual Enrollment Program is a cooperative effort between local high schools and Northeast State. This program provides qualified high school students an opportunity to earn college credit by enrolling in college classes while still in high school. Web address: www.NortheastState.edu/jumpstart.

Career Technical Education (CTE) Dual Enrollment
The Career Technical Education (CTE) Dual Enrollment program is a partnership between area high schools, local industries, and Northeast State. The program provides highly motivated high school students the opportunity to pursue a more challenging academic program in high school by completing 7-9 hours of college-level credit in a technical/career field prior to high school graduation. Web address: www.NortheastState.edu/techtrack.

College Access Programs
College Access Programs (CAP) are designed to facilitate the transition between high school and postsecondary opportunities and between community college and four-year institutions, thereby aiding in college enrollment, retention, and completion. For more information, e-mail CollegeAccess@NortheastState.edu.

For more information:
Office of Evening and Distance Education
P.O. Box 246, Blountville, TN 37617
423.323.0221 or EveDistEdu@NortheastState.edu
www.NortheastState.edu/eveningdistanceed

evening and distance education

The Honors Program offers able and highly motivated students the chance to do advanced work in smaller class sections and is open to all students. Admittance to the Honors Program as a first-semester freshman requires an ACT composite score of 25 or an SAT combined score of 1140. Students who have completed 12 hours of college-level course work with a grade point average of 3.25 or better may apply regardless of ACT or SAT scores.

Honors classes are marked as such on the student’s transcript. Students who complete 12 hours or more in the Honors Program will be recognized during the college’s Honors Convocation. A graduating student who completes 18 hours of Honors course work at Northeast State will receive a diploma that records completion of the Honors Program.

Honors course sections are offered to satisfy most of the general education requirements students will need for a degree:

- English Composition
- History
- Humanities
- Science
- Literature
- Mathematics
- Behavioral/Social Sciences
- Speech

For more information, contact Jane Bryan Honeycutt, the Honors Program Coordinator, room H203, by phone at 423.354.2596 or by e-mail at jbhoneycutt@NortheastState.edu
Regents Online Degree Program courses are another option for students to take a class at Northeast State. They are taught by instructors from Tennessee Board of Regents colleges and universities all across the state of Tennessee. You never have to physically attend a class, but you do have to be prepared to take a proctored (in person) mid-term and/or final exam. You do not have to be logged in to your RODP class at any certain time or day of the week. Courses are available for students to work in 24/7. However, RODP courses have assignment/test due dates just like in any other class. **The only contact that students have with their RODP course instructors is through the RODP class e-mail.**

Registration for these courses occurs by using the Northeast State MyNortheast system just like any other Northeast State class. RODP courses are designated in the “class look up” by sections beginning with “R.” **Please note:** Be careful when choosing your RODP class section. Section R50 is a full-semester class: Section R01 is an accelerated 7-week class beginning the first week of the semester and ending mid-semester; Section R25 is an accelerated 7-week class beginning mid-semester and ending at the end of the semester.

**The last day to register for RODP classes is the day before classes begin.**

**ATTENTION:** Students taking an online class section beginning with “R” (Regents Online Degree Program – RODP), or those considering taking an RODP class, PLEASE READ ON!

To make sure that your RODP learning experience is an enjoyable one, we would like to give you a few instructions on “What To Do Next” after you register for an RODP online course.

1. **Go as soon as possible to the RODP website, www.rodp.org, click on the “Find Textbooks” link located in the student access box on the right side of the page. Next click on the “drop-down” boxes link and follow the steps to order your textbook so that you will have it when class begins.** **NOTE:** THE NORTHEAST STATE BOOKSTORE DOES NOT HAVE RODP TEXTBOOKS AVAILABLE IN STOCK FOR PURCHASE.

2. **Be sure that you have paid your tuition and fees by the due date so that you will not be purged/dropped from your class(es).** **YOU WILL NOT RECEIVE A BILL IN THE MAIL.** Go to www.NortheastState.edu/accountsuite. Please note: RODP on-line course fees are non-refundable after classes begin.

3. **Tuition and fees for RODP courses are somewhat higher than tuition and fees for Northeast State courses.** You will need to check current semester campus literature for the current tuition and fees rates.

4. **You may have to come to campus for a proctored mid-term and final exam.** If your instructor states your exams must be proctored, go to www.NortheastState.edu/rodp to schedule an appointment with the Testing Center.

5. **Go to http://www.rodp.org/current-students/orientation and visit:** Orientation, Virtual Student Services, Tips for Success and Current Students frequently asked questions (FAQs). Familiarizing yourself with this material will prepare you for the first day of classes.

You will not be able to login to your RODP classes prior to the first day of classes as given in the semester calendar.

**Note:** The Northeast State D2L ID and password will not work for RODP log-in. **It is very important that you log in (go to class) for your RODP class the FIRST DAY of class! PLEASE NOTE:** In order to have attendance verified for students receiving financial aid, it is imperative that the student complete the **Student Participation Survey** (located on every course homepage) immediately upon logging in to EACH RODP class.

6. **For log-in instructions:** go to www.rodp.org and click on the “Go to Class” link located on the green tool bar on the top of the page. Read the instructions for your user name and password, then click “Go to University and Community College” courses.

If you need technical support (log-in problems, etc.), call 866.550.7637. Please feel free to contact us if you need further assistance.

Advising Resource Center
Northeast State Community College
rodp@NortheastState.edu • 423.323.0214
SUMMER SCHOOL AND STUDENT PARKING

How Does Summer School Work at Northeast State?

Students may choose to take courses during four different time frames for Summer 2015:

- **Intersession**  
  May 13 - June 3

- **First Summer Session**  
  June 4 - July 7

- **Second Summer Session**  
  July 8 - August 7

- **Full Summer Session**  
  June 4 - August 7

**Example:** A student could complete 12 credit hours by taking courses in the following format and never be enrolled in more than 2 courses at a time:

- one 3 credit hour course during Intersession
- one 3 credit hour course during First Summer Session
- one 3 credit hour course during Second Summer Session
- one 3 credit hour course during Full Summer Session

**Note:** Students should consult with the appropriate financial aid representative to ensure that financial aid eligibility requirements can be met prior to registering for the various summer semester sessions.

**Student Parking**

Parking permits are issued by the Campus Police upon presentation of a current, paid fee receipt. There is no cost for Northeast State parking permits, and replacement permits are also available at no cost with proper documentation. Only one permit will be issued per student. The parking permit is designed to hang on the rearview mirror of vehicles and can be conveniently transferred from one vehicle to another. If special parking considerations are required because of physical disabilities, either permanent or temporary, handicap parking permits can be obtained from the Welcome Center. Further information concerning traffic and parking on campus is included in the Northeast State Catalog and Student Handbook (www.NortheastState.edu). Questions can be addressed to the Northeast State Police Department, General Studies Building C2401, 423.323.0255.

**AA/EEO Information**

Northeast State Community College does not discriminate against students, employees or applicants for admission or employment on the basis of race, color, religion, creed, ethnic national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information or any other legally protected class with respect to all employment, programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Leigh Hornsby  
Equity and Compliance Officer/Chief Advancement Officer  
P. O. Box 246, Blountville, TN 37617-0246  
423.354.5255 or complianceofficer@northeaststate.edu

Northeast State Community College’s policy on nondiscrimination can be found at www.NortheastState.edu/AAEEO.

**Student Right to Know/Campus Crime Reporting Disclosure**

A copy of Northeast State’s Annual Security Report is available for review by all students, prospective students, staff, faculty, prospective employees, and the public. You can review the Annual Security Report at www.NortheastState.edu/securityreport or stop by the Northeast State Police Department, in Room C2401, for a copy.

A copy of the Northeast State Graduation/Completion and Transfer-out Rates is available for review to all students, prospective students, and the public. This information may be reviewed at www.NortheastState.edu/righttoknow, or a copy may be obtained from the office of Student Affairs (C2108).

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Workforce Solutions offers workforce training, professional development training, and short term career training. Participants are awarded continuing education units as a result of successfully completing the training.

The workforce training is offered through partnerships with regional business and industry to provide high quality, cost-effective training and services.

Training can be customized to focus on the needs of an individual organization. The organization is actively involved in the design, content, length, and location of the training.

Courses are offered in both instructor-led classroom courses and online courses formats.

The training includes advanced manufacturing and technical skills, management and professional development, workplace basic skills, world class manufacturing, computer software, and workplace safety. As a result of using Workforce Solutions, organizations increase their performance through solving problems more effectively, sharpening employee basic and technical skills, building leadership skills, and enhancing the computer literacy of staff while saving time, energy, and money. Training can be delivered on-site or at a Northeast State location.

Advanced Manufacturing and Technical Skills

World Class Manufacturing Techniques
Program Offerings: Six Sigma Training including Green Belt Training, and Black Belt Training. Lean Manufacturing Training includes: Value Stream Mapping, 5 – S, Total Productive Maintenance, Mistake Proofing, Quick Changeover/Setup, Kaizen Facilitator Training.

Health-related Training
Program offerings: Phlebotomy, ECG Tech, CPR, and Emergency First Responder.

Management and Professional Development
Program Offerings: Leadership skills, performance improvement, communication, delegation, managing change, managing conflict, and project management certification preparation.

Computer Software
Program Offerings: Microsoft Office Suite and Microsoft Project Management.

Safety Training

Online Professional Training

For additional information, contact Workforce@northeaststate.edu.
The Learning Center offers free drop in tutoring for all Northeast State students in most classes. TLC has both faculty and peer tutors available to help students. Simply check our tutor schedule online, or come by and speak with the Center’s coordinator.

TLC also has paper and online resources to help you succeed. All our services are completely free, there are no forms to fill out, and no appointment is needed. Simply drop in to receive help.

The Learning Center is located on the lower level of the Basler Library in L103.

Hours:

Fall-Spring:
- Mon.-Thur. 8 am - 8 pm • Fri. 8 am - 4:30 pm • Sat. 10 am - 1 pm

Summer:
- Mon.-Fri. 8 am - 4:30 pm

www.NortheastState.edu/tlc
423.354.5112

Scholarship Programs

- Academic Work Scholarships
- County and State Scholarships
- Educational Access and Diversity Scholarships
- Northeast State Foundation Scholarships

Available for qualified Northeast State students who apply by the submission deadlines. Additional eligibility criteria exist for each scholarship award.

Applications available online at www.NortheastState.edu/scholarshipprograms.

Contact the Office of Scholarship Programs and Student Needs at 423.279.7637

Apply & Achieve

Wayne G. Basler Library

www.NortheastState.edu/library

Hours of Operation

Monday - Thursday 7:30 am - 8:30 pm
Friday 7:30 am - 4:30 pm • Saturday 9 am - 5 pm

Circulation Desk 423.354.2429
Reference Desk 423.354.2458
Fax 423.323.0254
Library@NortheastState.edu

Safe Northeast
A Safe Campus Saves You!

www.NortheastState.edu/safenortheast
Health Services provides a range of confidential services for all students:

- Free medical clinic staffed by licensed nurse practitioners
- Women and Men’s Health and Family Planning Clinic coming soon
- Registered nurses discuss health concerns, assess wounds and illness, and help with accessing community resources
- Self-care stations with supplies for first aid and minor illness

Health Services office locations:
Blountville - C2112
Elizabethton - E112
Kingsport - RCHP148

Contact us:
423.323.0212
HealthServices@NortheastState.edu

Learn more about Health Services:
www.NortheastState.edu/HealthServices
Facebook.com/NortheastStateHealthServices

College Transitions Program
Drowning in paperwork to get ready for college? Overwhelmed with papers and assignments? Not sure where to get the help you need? Trying to decide on a career or four-year college? The College Transitions Program is your “ONE DOOR” to get the help you need, providing:

- College access and success support
- Assistance with applications, financial aid, & scholarships
- College days and open houses
- Student support and resource referral
- College success, graduation, and transfer facilitation

CAP Office
C2301, General Studies Building
423.354.5209
CollegeAccess@NortheastState.edu or addickson@NortheastState.edu
Students planning to graduate during the 2015-2016 academic year must:

- Pick up the Application for Graduation from the office of Admissions and Records or online at www.NortheastState.edu.
- Submit the Application for Graduation to the office of Admissions and Records no later than the deadline listed in the academic calendar for the semester you intend to complete requirements for graduation.

**Proficiency Profile Graduation Exam**

All students planning to graduate with an associate of arts, associate of science, associate of science in teaching, or associate of applied science degree are **required** to take the Proficiency Profile graduation exam. Students who have been approved to take the Proficiency Profile graduation exam will receive a letter from the office of Admissions and Records with registration information.

For more information, please contact the office of Admissions and Records at 423.323.0253 or Room P203 in the Pierce Administration Building.

**INCLEMENT WEATHER POLICY**

For the most current information about weather-related class cancellations and/or campus closings, please check the Northeast State Web site. Students also have the option to sign up for the e2Campus alert system and receive notifications via email and/or text message. Students may also monitor local TV and radio stations for announcements.

When weather conditions are questionable, but classes are not cancelled, students should consider safety a primary factor in determining attendance.

**Important Weather Terms**

**Cancellation of Classes**: Administrative offices are open, but classes do not meet.

**Closing of the College**: Administrative offices are closed, and classes do not meet.

**Alternate Schedule (Delay)**: Classes will begin at the time announced by the local media and posted on Northeast State’s Web site under Weather.

Decisions that affect the regular schedule will be announced at approximately 6 a.m. for day classes and 4 p.m. for evening classes.

**Radio and TV Stations**

| Blountville | WGOC (AM 640) |
| Bristol     | WCYB (Channel 5), WXBQ (FM 96.9) |
| Elizabethton| WBEJ (AM 1240) |
| Erwin       | WEMB (AM 1420) |
| Greeneville | WIKQ (FM 103.1), WGRV (AM 1340) |
| Johnson City| WJHL (Channel 11), WJCRW (AM 910), WQUT (FM 101.5), WCQR (FM 88.3) |
| Kingsport   | WKPT (Channel 9), WFTF (FM 98.5), WKOS (FM 104.9), WGIN (AM 1320) |

Northeast State Community College is part of the Tennessee Board of Regents (TBR) system, which consists of 46 institutions with a combined annual enrollment of over 200,000 students, making it among the nation’s largest systems of public higher education. TBR’s six state universities, 13 community colleges, and 27 colleges of applied technology offer classes in 90 of Tennessee’s 95 counties.

Northeast State is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Northeast State.

The Registration Guide is subject to change at any time prior to or during the academic term due to emergencies or causes beyond the reasonable control of the institution, including severe weather, loss of utility service, or orders by federal or state agencies.
Northeast State at Blountville

Interstate 81 from Kingsport
Exit right at Exit 63. Turn right onto Airport Parkway. Exit right at the Northeast State/Air Cargo (last) Exit. Turn left onto Highway 75. Northeast State is on the right past Tri-Cities Airport.

Interstate 81 from Bristol
Exit right at Exit 63. Turn left onto Airport Parkway. Follow directions for Kingsport travelers.

Interstate 26 from Johnson City
Exit right at Exit 13 onto Highway 75. Go right on Highway 75 about 10 miles (through intersection with Highway 36). Northeast State is on the right past Tri-Cities Airport.

Highway 36 from Kingsport
Turn left at intersection with Highway 75. Northeast State is on the right past Tri-Cities Airport (about 5 miles).

Highway 36 from Johnson City
Turn right at intersection with Highway 75. Northeast State is on the right past Tri-Cities Airport (about 5 miles).
**Northeast State at Bristol - 620 State Street**

Interstate 26
Take Exit 3 and merge on I381 South toward Bristol and continue on Commonwealth Avenue. Turn left onto State Street.

**Northeast State at Elizabethton - 386 Highway 91 N**

Interstate 26 from Johnson City
Take Exit 24 onto US 321 North toward Elizabethton (about 8.7 miles). Turn left onto Highway 19 and then exit right onto Highway 91 North toward Stoney Creek. Travel about 2.5 miles and turn right into the Northeast State at Elizabethton parking area.

Highway 19E from Bristol:
Turn left at intersection of Volunteer Parkway and Highway 19E and continue approximately 8 miles. Exit onto ramp for Highway 91 North and turn left. Drive about 2.5 miles and turn right into the Northeast State at Elizabethton parking area.

**Northeast State at Gray - 120 Dillon Court**

From Johnson City or Kingsport on I-126 take Exit 13 (Suncrest Drive, Gray Exit). Do not turn right as sign indicates, as that is direction to main Blountville campus. Turn left at light onto Suncrest Drive (Hwy 75) and drive about 1 mile. You will pass a Discount Bakery Shop on left. There is a sign indicating the Gray Industrial Park on Suncrest Drive. Turn left onto Dillon Court. The Gray site is the building on the right across the street from the Grand Furniture Warehouse.

**Northeast State at Johnson City - 101 East Market**

Interstate 26
Take Exit 23 for TN-91/Market Street. Turn onto Market Street.

**Northeast State at Kingsport**

222. W. Main Street (Regional Center for Applied Technology - Student Services)

From West Kingsport:
Proceed east on Stone Drive. Turn right on Fairview Avenue. Follow Fairview to the end, turn left on East Center Street. Proceed on Center Street until you come to the intersection at Clinchfield Street. Turn right at the traffic light. Domtar is on the corner to your right. Go one block and Northeast State at Kingsport is on your left at the corner of W. Main Street and Clay Street directly across the street from CSX Transportation.

From Sullivan Gardens, Rock Springs areas:
From Interstate 26, take the Wilcox Drive Exit. Proceed on Wilcox Drive toward downtown Kingsport. Turn left onto Sullivan Street after you go under the bridge overpass on Wilcox. Go one block, turn left on E. Main Street. Go seven blocks, you will pass Kingsport Chamber of Commerce on your left. Northeast State at Kingsport is on your right at the corner of W. Main Street and Clay Street directly across the street from CSX Transportation.

From Indian Springs, Cooks Valley, Skyland Drive areas:
Follow Memorial Boulevard to Ft. Henry Drive. Turn right on Ft. Henry Drive. You will pass Dobyns-Bennett High School on your right. Continue until you reach the intersection of Ft. Henry Drive and Center Street. Turn left on Center Street. Follow Center Street to downtown Kingsport. City Hall will be on your left. Turn left on Clay Street continuing for two blocks. Northeast State at Kingsport is at the corner of Clay Street and W. Main on your left.

**Kingsport Center for Higher Education (KCHE) - 300 W. Market Street**

From West Kingsport:
Proceed east on Stone Drive. Turn right on Fairview Avenue. Follow Fairview to the end, turn left on East Center Street. Proceed on Center Street until you come to the intersection at Clinchfield Street. Domtar is on the corner to your right. Proceed on Center Street for two blocks and turn right on Clay Street. The Kingsport Center for Higher Education will be on your right.

From Sullivan Gardens, Rock Springs areas:
From Interstate 26, take the Wilcox Drive Exit. Proceed on Wilcox Drive toward downtown Kingsport. Turn left on Sullivan Street after you go under the bridge overpass on Wilcox. Go one block, turn left on E. Main Street. Go seven blocks and turn right on Clay Street. Go one block and the Kingsport Center for Higher Education will be on your left.
From Indian Springs, Cooks Valley, Skyland Drive areas:
Follow Memorial Boulevard to Ft. Henry Drive. Turn right on Ft. Henry Drive. You will pass Dobyns-Bennett High School on your right. Continue until you reach the intersection of Ft. Henry Drive and Center Street. Turn left on Center Street. Follow Center Street to downtown Kingsport. City Hall will be on your left. Turn left on Clay Street. The Kingsport Center for Higher Education will be on your right.

Pal Barger Regional Center for Automotive Programs (RCAP) - 337 W. Center Street
From West Kingsport:
Proceed east on Stone Drive. Turn right on Fairview Avenue. Follow Fairview to the end, turn left on Center Street. Proceed on Center Street until you come to the intersection at Revere Street. The facility is at the corner of Revere and Center streets.

From Sullivan Gardens, Rock Springs areas:
From Interstate 26, take the Wilcox Drive Exit. Proceed on Wilcox Drive toward downtown Kingsport. Turn left on Sullivan Street after you go under the bridge overpass on Wilcox. Go one block, turn left on E. Main Street. Continue to Clay Street and make a right. Continue to Center Street and make a left. Proceed on Center Street until you come to the intersection at Revere Street. The facility is at the corner of Revere and Center streets.

Regional Center for Advanced Manufacturing (RCAM) - 305 W. Main Street
From West Kingsport:
Proceed east on Stone Drive. Turn right on Fairview Avenue. Follow Fairview to the end, turn left on East Center Street. Proceed on Center Street until you come to the intersection at Clinchfield Street. Turn right at the traffic light. Domtar is on the corner to your right. Go one block and the Regional Center for Advanced Manufacturing is on your left.

From Sullivan Gardens, Rock Springs areas:
From Interstate 26, take the Wilcox Drive Exit. Proceed on Wilcox Drive toward downtown Kingsport. Turn left on Sullivan Street after you go under the bridge overpass on Wilcox. Go one block, turn left on E. Main Street. Go seven blocks, you will pass Kingsport Chamber of Commerce on your left. The Regional Center for Advanced Manufacturing is on your left across from the Regional Center for Health Professions.

From Indian Springs, Cooks Valley, Skyland Drive areas:
Follow Memorial Boulevard to Ft. Henry Drive. Turn right on Ft. Henry Drive. You will pass Dobyns-Bennett High School on your right. Continue until you reach the intersection of Ft. Henry Drive and Center Street. Turn left on Center Street. Proceed on Center Street until you come to the intersection at Revere Street. The facility is at the corner of Revere and Center streets.

Regional Center for Health Professions (RCHP) - 300 W. Main Street
From West Kingsport:
Proceed east on Stone Drive. Turn right on Fairview Avenue. Follow Fairview to the end, turn left on East Center Street. Proceed on Center Street until you come to the intersection at Clinchfield Street. Turn right at the traffic light. Domtar is on the corner to your right. Go one block and the Regional Center for Health Professions is on your left across the street from CSX Transportation.

From Sullivan Gardens, Rock Springs areas:
From Interstate 26, take the Wilcox Drive Exit. Proceed on Wilcox Drive toward downtown Kingsport. Turn left on Sullivan Street after you go under the bridge overpass on Wilcox. Go one block, turn left on E. Main Street. Go seven blocks - the Regional Center for Health Professions is on your right on the corner of W. Main Street and Clay Street directly across the street from CSX Transportation.

From Indian Springs, Cooks Valley, Skyland Drive areas:
Follow Memorial Boulevard to Ft. Henry Drive. Turn right on Ft. Henry Drive. You will pass Dobyns-Bennett High School on your right. Continue until you reach the intersection of Ft. Henry Drive and Center Street. Turn left on Center Street. Follow Center Street to downtown Kingsport. City Hall will be on your left. Turn left on Clay Street continuing for two blocks. The Regional Center for Health Professions is on your right at the corner of Clay Street and W. Main.

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Echoes and Images Literary Magazine

Publication Opportunity for Northeast State Students

Prizes Awarded - First Place, $50; Second Place, $35

Echoes and Images, Northeast State’s student literary magazine, invites submissions of fiction, non-fiction, poetry, and visual art. The competition is open to current students at Northeast State. Students may enter up to five poems, up to five pieces of visual art, fiction up to 3,000 words, and non-fiction up to 3,000 words. Students may enter in all four categories. Each submission should be submitted in the Humanities Division Office, H129, and must be accompanied by a fully completed entry form, available in the Humanities Division Office.

Contact Any of the Faculty Editors for More Information: Tempi Hale 423.354.2594 or Christal Hensley 423.354.2595
**EVENING SERVICES**

The Evening and Distance Education division offers a wide range of credit courses in a variety of formats that can be taken in the evenings. Traditional, Internet, hybrid, and accelerated studies classes are offered during the evenings to assist nontraditional and working adult students achieve their educational goals.

Evening courses are available Monday through Friday. Go to www.NortheastState.edu for a complete listing of classes or visit www.NortheastState.edu/Evenings to view a complete listing of Blountville campus classes. Evening Services is located in Room T101 of the Technical Education Building on the Blountville campus.
The staff of the Career Services Center is dedicated to assisting Northeast State’s students and alumni in all aspects of career development as they make decisions for the future.

Services offered include assistance with:

- Choice of major
- Resume writing
- Job search skills
- Internship/job preparation
- Soft skills training
- Job market information
- and regional listings

A menu of workshops and services is available to assist students in a variety of career-related topics. We encourage students to utilize our services early in their college experience to better prepare for their entry into the labor market.
I have a disability. How can you help me?
The Center for Students with Disabilities can help you once you have provided
current documentation of your disability (current is defined as documentation
within the past three years).

What types of disabilities do you work with?
Some examples are: Visual Impairments, Hearing Impairments, Chronic Illness,
ADD/ADHD, Bi-Polar Disorder, Learning Disabilities, Mobility Impairments,
Traumatic Brain Injuries, Obesity, and Wheelchair Users.

When do I need to seek services through your office?
As soon as possible! The sooner you make contact with our office, the sooner we
can start the process to help you. If you have a disability, make the Center for Stu-
dents with Disabilities one of your first priorities when you register with Northeast
State.

Visit the Center for Students with Disabilities today and find out what we can do for you!

Contacts: Betty Mask, Director, 423.354.2476 • Mitzi Daniel, Secretary, 423.279.7640
Amanda Baldwin-Estep, Learning Specialist, 423.354.5226
Department e-mail: CSD@NortheastState.edu