

# REGISTRATION GUIDE



**NORTHEAST  
STATE**

*We're here to get you there*



**2010 - 2011**



# 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 is designed to fit your life. In addition to traditional classroom courses, we offer hundreds of online, video, and weekend courses from our locations in Blountville, Elizabethton, Gray, and Kingsport. 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's 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 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](http://www.NortheastState.edu) or the online catalog at <http://catalog.NortheastState.edu>.

## LOCATIONS

### **Northeast State (Main Campus)**

423.323.3191  
2425 Highway 75  
Blountville, TN 37617  
[admissions@NortheastState.edu](mailto:admissions@NortheastState.edu)

### **Northeast State at Elizabethton**

423.547.8450  
386 Highway 91  
Elizabethton, TN 37643  
[ckyoung@NortheastState.edu](mailto:ckyoung@NortheastState.edu)

### **Northeast State at Kingsport**

423.354.2525  
222 W. Main St.  
Kingsport, TN 37660  
[rldice@NortheastState.edu](mailto:rldice@NortheastState.edu)

### **Northeast State at Gray**

423.323.0221  
104 Dillon Court  
Gray, TN 37615

### **Kingsport Center for Higher Education**

423.354.5521  
300 W. Market St.  
Kingsport, TN 37660  
[kcche@NortheastState.edu](mailto:kcche@NortheastState.edu)

### **Regional Center Advanced Manufacturing**

423.354.5149  
305 W. Main St.  
Kingsport, TN 37660  
[dlharrison@NortheastState.edu](mailto:dlharrison@NortheastState.edu)

### **Regional Center for Health Professions**

423.323.0248  
300 W. Main St.  
Kingsport, TN 37660  
[trmullins@NortheastState.edu](mailto:trmullins@NortheastState.edu)

### **ITV Classroom, Mountain City**

423.727.5223  
[evedistedu@NortheastState.edu](mailto:evedistedu@NortheastState.edu)

### **ITV Classroom, Unicoi County**

423.743.1639  
[evedistedu@NortheastState.edu](mailto:evedistedu@NortheastState.edu)



**NORTHEAST  
STATE**

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# COLLEGE THAT WORKS FOR THE WORKING ADULT

## RESULTS ON YOUR TERMS

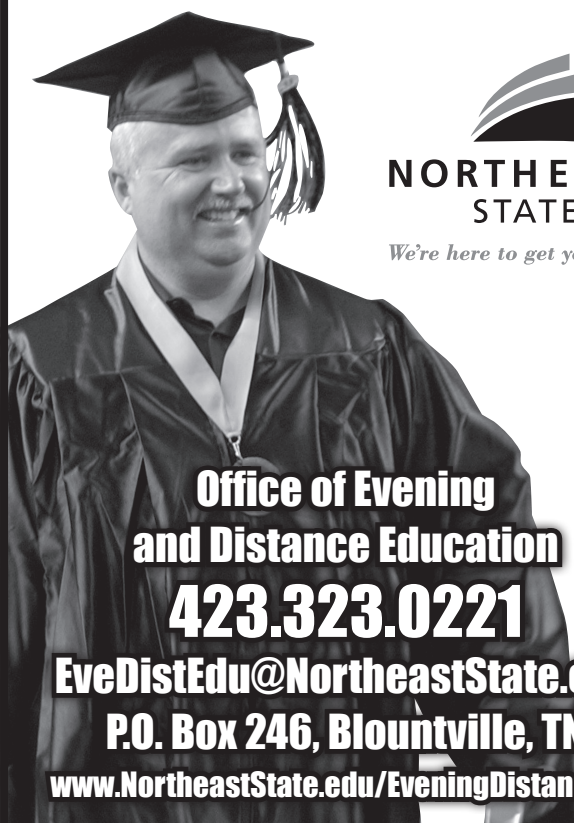
To build a future for yourself and your family, you need one thing - education - and Northeast State is the place to start. We're working hard to make college a convenient option for you.

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:

- Evening Classes
- Off-Campus Classes
- Weekend College
- Interactive Television Courses (ITV)
- Telecourses
- Internet Courses
- Regents Online Degree Program (RODP)
- Accelerated Studies



**NORTHEAST  
STATE**

*We're here to get you there*

**Office of Evening  
and Distance Education**

**423.323.0221**

**EveDistEdu@NortheastState.edu**

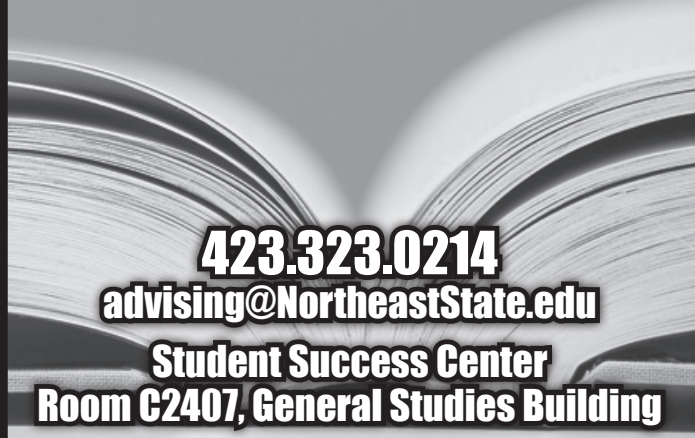
**P.O. Box 246, Blountville, TN**

**[www.NortheastState.edu/EveningDistanceEd](http://www.NortheastState.edu/EveningDistanceEd)**

# STUDENT SUCCESS CENTER



- **Get Answers to Academic Advising Questions**
- **Locate Your Advisor**
- **Choose a Major**
- **Stay on Track for Graduation**
- **Succeed in College**
- **Transfer Successfully**



**423.323.0214**

**[advising@NortheastState.edu](mailto:advising@NortheastState.edu)**

**Student Success Center**

**Room C2407, General Studies Building**

# WE'RE HERE FOR YOU!



## IMPORTANT DATES

Priority registration for Summer/Fall 2010 .....	April 5
Spring 2010 grades available through NORSTAR .....	May 19
COMPASS placement test .....	Ongoing

## Summer 2010 Academic Calendar

### Intersession

Fee waivers accepted .....	April 19
Fees due for Intersession .....	May 10
Fees for students registering for Intersession classes <b>after</b> May 10 will be due same day as registration.	
Open registration .....	May 13
Last day for 100% refund* .....	May 16
Late registration/late payment fee (\$10) charged beginning today .....	May 17
Classes begin .....	May 17
Last day to add a class .....	May 18
Last day for 75% refund* .....	May 19
Last day for 25% refund* .....	May 22
Holiday – Memorial Day, College closed, classes will not meet .....	May 31
Last day to drop a class, withdraw, or change to audit .....	June 1
Classes end/final exams .....	June 7
All grades due .....	June 8
Summer 2010 grades for Intersession available through NORSTAR .....	June 15

### Full Session

Fee waivers accepted .....	May 11
Fees due for First and Full Summer sessions .....	May 26
Fees for students registering for First or Full Summer sessions <b>after</b> May 26 will be due same day as registration.	
Open registration .....	June 3
Last day for 100% refund* .....	June 7
Late registration/late payment fee (\$10) charged beginning today .....	June 8
Classes begin .....	June 8
Last day to add a class .....	June 11
Deadline for application for graduation Summer 2010 .....	June 18
Preferred submission date – application for graduation Fall 2010 .....	June 18
Last day for 75% refund* .....	June 21
Last day for 25% refund* .....	June 24
Holiday – Independence Day, College closed, classes will not meet .....	July 5
Last day to drop a class, withdraw, or change to audit .....	July 16
ETS Proficiency Profile - Exit exam for graduates .....	July 19-23
Classes end/final exams .....	Aug. 12
All grades due .....	Aug. 16
Summer 2010 grades for Full Summer session available through NORSTAR .....	Aug. 23

\*Please see page 16 for Regents Online Degree Program Refund dates.

## First Session

Fee waivers accepted .....	May 11
Fees due for First and Full Summer sessions .....	May 26
Fees for students registering for First or Full Summer sessions <b>after</b> May 26 will be due same day as registration.	
Open registration .....	June 3
Last day for 100% refund* .....	June 7
Late registration/late payment fee (\$10) charged beginning today .....	June 8
Classes begin .....	June 8
Last day to add a class .....	June 9
Last day for 75% refund* .....	June 11
Last day for 25% refund* .....	June 15
Deadline for application for graduation Summer 2010 .....	June 18
Preferred submission date – application for graduation Fall 2010 .....	June 18
Last day to drop a class, withdraw, or change to audit .....	June 26
Holiday – Independence Day, College closed, classes will not meet .....	July 5
Classes end/final exams .....	July 9
All grades due .....	July 12
Summer 2010 grades for First Summer session available through NORSTAR .....	July 19

## Second Session

Fee waivers accepted .....	May 11
Fees due for Second Summer session .....	May 26
Fees for students registering for the Second Summer session <b>after</b> May 26 will be due same day as registration.	
Open registration .....	July 8
Last day for 100% refund* .....	July 11
Late registration/late payment fee (\$10) charged beginning today .....	July 12
Classes begin .....	July 12
Last day to add a class .....	July 13
Last day for 75% refund* .....	July 15
Last day for 25% refund* .....	July 19
ETS Proficiency Profile – Exit exam for graduates .....	July 19-23
Last day to drop a class, withdraw, or change to audit .....	July 30
Classes end/final exams .....	Aug. 12
All grades due .....	Aug. 16
Summer 2010 grades for Second Summer session available through NORSTAR .....	Aug. 23

The Summer Semester 2010 calendar 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.

\*Please see page 16 for Regents Online Degree Program refund dates.

# IMPORTANT DATES

## Summer and Fall 2010

Priority registration for Summer/Fall 2010 .....	April 5
Open registration for Intersession 2010 .....	May 13
Open registration for Full and First sessions Summer 2010 .....	June 3
Summer 2010 grades of Intersession available through NORSTAR .....	June 15
Open registration for Second session Summer 2010 .....	July 8
Summer 2010 grades for First session available through NORSTAR .....	July 19
Summer 2010 grades for Second/Full session available through NORSTAR .....	Aug. 23

## Fall 2010 Academic Calendar

Fee waivers accepted .....	July 30
Fees due for Fall term 2010 .....	Aug. 18
Fees for students registering for fall class <b>after</b> Aug. 18 will be due same day as registration.	
First Class Purge - Fall Semester 2010 - 1:30 p.m. ....	Aug. 24
Open registration .....	Aug. 25
Last day for 100% refund* .....	Aug. 27
Classes begin .....	Aug. 28
Late registration/late payment fee (\$10) charged beginning today .....	Aug. 28
Second Class Purge - Fall Semester 2010 - 1:30 p.m. ....	Sept. 1
Last day to add a class .....	Sept. 3
Holiday – Labor Day, College closed .....	Sept. 6
Final Class Purge - Fall Semester 2010 - 1:30 p.m. ....	Sept. 9
Last day for 75% refund* .....	Sept. 10
Deadline for application for Fall 2010 graduation .....	Sept. 10
Preferred submission date – application for graduation in Spring 2011 .....	Sept. 10
Last day for 25% refund* .....	Sept. 24
ETS Proficiency Profile – Exit exam for graduates .....	Oct. 1 - Dec. 3
Last day to drop EDUC 1010 .....	Oct. 15
Fall Break – <b>Weekend College will meet</b> .....	Oct. 18-19
Last day to drop a class, withdraw, or change to audit .....	Nov. 5
Priority Registration for Spring Semester 2011 begins .....	Nov. 8
Academic area field tests .....	Nov. 11
Holiday – Thanksgiving, College closed .....	Nov. 25-28
<b>Weekend College will not meet. Wednesday Evening classes will not meet Nov. 24</b>	
Deadline for completing Spring Semester 2010 grade of “I” .....	Dec. 3
Last class session before final exams .....	Dec. 10
Final exam period .....	Dec. 11-17
All grades due .....	Dec. 20
College closed .....	Dec. 24 – Jan. 2

The Fall Semester 2010 calendar 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.

\*Please see page 16 for Regents Online Degree Program refund dates.

Fall 2010 grades available through NORSTAR .....	Dec. 23, 2010
Priority registration for Spring 2011 .....	Nov. 8, 2010
Priority registration for Summer/Fall semester 2011 .....	April 4, 2011
Open registration for Intersession 2011 .....	May 11, 2011
Spring 2010 grades available through NORSTAR .....	May 18, 2010
Open registration for Full and First session Summer 2011 .....	June 1, 2011
Open registration for Second session Summer 2011 .....	July 7, 2011

## Spring 2011 Academic Calendar

Fee waivers accepted .....	Dec. 16, 2010
Fees due for Spring Term 2011 .....	Jan. 4
Fees for students registering for Spring classes <b>after</b> Jan. 4 will be due same day as registration.	
First Class Purge - Spring Semester 2011 - 1:30 P.M. ....	Jan. 7
Open registration .....	Jan. 11
Last day for 100% refund* .....	Jan. 12
Late registration/late payment fee (\$10) charged beginning .....	Jan. 13
Classes begin .....	Jan. 13
Holiday - Martin Luther King Day, College closed .....	Jan. 17
Second Class Purge - Spring Semester 2011 - 1:30 P.M. ....	Jan. 18
Last day to add a class .....	Jan. 19
Last day for 75% refund* .....	Jan. 26
Deadline for submission of application for graduation for Spring 2011 .....	Jan. 26
Preferred submission date – application for graduation for Summer 2011 .....	Jan. 26
Last day for 25% refund* .....	Feb. 9
ETS Proficiency Profile – Exit exam for graduates .....	March 1 - April 29
Last day to drop EDUC 1010 .....	March 4
Spring Break ( <b>Weekend College will <u>not</u> meet</b> ) .....	March 7 -13
Last day to drop a class, withdraw, or change to audit .....	April 1
Priority registration for Summer/Fall semester 2011 .....	April 4
Academic area field tests .....	April 14
Honors Convocation .....	April 19
Administrative Closing Day, College Closed ( <b>Weekend College will <u>not</u> meet</b> ) .....	April 22
Deadline for completing Fall semester 2010 grade of "I" .....	April 29
Last class session before final exams .....	May 2
Final exams .....	May 3 - 7
Fees due for Intersession .....	May 5
Fees for students registering for Intersession <b>after</b> May 5 will be due same day as registration.	
Commencement .....	May 10
All Grades Due .....	May 11
Intersession 2011 classes begin .....	May 12
Spring 2011 grades available through NORSTAR .....	May 18

The Spring Semester 2011 calendar 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.

\*Please see page 16 for Regents Online Degree Program refund dates.

## FINAL EXAM SCHEDULE

# Fall Semester 2010

Saturday, Dec. 11 - Friday, Dec. 17

### Day Classes:

<u>Time Class Meets</u>	<u>Days Class Meets</u>	<u>Time of Exam</u>	<u>Day of Exam</u>
7:30 - 8:50	MW	7:30 - 9:30	Monday, Dec. 13
9:00 - 10:20	MW	9:00 - 11:00	Wednesday, Dec. 15
10:30 - 11:50	MW	10:30 - 12:30	Monday, Dec. 13
12:00 - 1:20	MW	12:00 - 2:00	Wednesday, Dec. 15
1:30 - 2:50	MW	1:30 - 3:30	Monday, Dec. 13
3:00 - 4:20	MW	3:00 - 5:00	Wednesday, Dec. 15
4:30 - 5:50	MW	3:45 - 5:45	Monday, Dec. 13
7:30-8:50	TR	7:30 - 9:30	Thursday, Dec. 16
9:00-10:20	TR	9:00 - 11:00	Tuesday, Dec. 14
10:30-11:50	TR	10:30 - 12:30	Thursday, Dec. 16
12:00-1:20	TR	12:00 - 2:00	Tuesday, Dec. 14
1:30-2:50	TR	1:30 - 3:30	Thursday, Dec. 16
3:00-4:20	TR	3:00 - 5:00	Tuesday, Dec. 14
4:30-5:50	TR	3:45 - 5:45	Thursday, Dec. 16
Classes that meet Friday only	F	regular class time	Friday, Dec. 17

### Evening Classes:

<u>Time Class Meets</u>	<u>Days Class Meets</u>	<u>Time of Exam</u>	<u>Day of Exam</u>
6:00-9:00 (or 5:40-8:40)	M	6:00-8:00	Monday, Dec. 13
6:00-9:00 (or 5:40-8:40)	W	6:00-8:00	Wednesday, Dec. 15
Class begins 5:00-6:55	MW	6:00-8:00	Monday, Dec. 13
Class begins 7:00 pm or later	MW	7:00-9:00	Wednesday, Dec. 15
6:00-9:00 (or 5:40-8:40)	T	6:00-8:00	Tuesday, Dec. 14
6:00-9:00 (or 5:40-8:40)	R	6:00-8:00	Thursday, Dec. 16
Class begins 5:00-6:55	TR	6:00-8:00	Tuesday, Dec. 14
Class begins 7:00 pm or later	TR	7:00-9:00	Thursday, Dec. 16

### Weekend College:

Friday night	regular class time	Friday, Dec. 17
Saturday	regular class time	Saturday, Dec. 11
Sunday	regular class time	Sunday, Dec. 12

### MWF Day Classes:

<u>Time Class Meets</u>	<u>Days Class Meets</u>	<u>Time of Exam</u>	<u>Day of Exam</u>
8:05 - 9:00	MWF	8:00 - 10:00	Monday, Dec. 13
9:10 - 10:05	MWF	9:00 - 11:00	Wednesday, Dec. 15
10:15 - 11:10	MWF	10:30 - 12:30	Monday, Dec. 13
11:20 - 12:15	MWF	11:00 - 1:00	Friday, Dec. 17
12:25 - 1:20	MWF	12:00 - 2:00	Wednesday, Dec. 15

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 2011

Tuesday, May 3 – Saturday, May 7

S  
P  
R  
I  
N  
G

### Day Classes:

<u>Time Class Meets</u>	<u>Days Class Meets</u>	<u>Time of Exam</u>	<u>Day of Exam</u>
7:30 - 8:50	MW	7:30 - 9:30	Wednesday, May 4
9:00 - 10:20	MW	9:00 - 11:00	Friday, May 6
10:30 - 11:50	MW	10:00 - 12:00	Wednesday, May 4
12:00 - 1:20	MW	11:30 - 1:30	Friday, May 6
1:30 - 2:50	MW	1:00 - 3:00	Wednesday, May 4
3:00 - 4:20	MW	2:30 - 4:30	Friday, May 6
4:30 - 5:50	MW	2:30 - 4:30	Wednesday, May 4
7:30 - 8:50	TR	7:30 - 9:30	Thursday, May 5
9:00 - 10:20	TR	9:00 - 11:00	Tuesday, May 3
10:30 - 11:50	TR	10:00 - 12:00	Thursday, May 5
12:00 - 1:20	TR	11:30 - 1:30	Tuesday, May 3
1:30 - 2:50	TR	1:00 - 3:00	Thursday, May 5
3:00 - 4:20	TR	2:30 - 4:30	Tuesday, May 3
4:30 - 5:50	TR	2:30 - 4:30	Thursday, May 5
8:00 - 10:50	F	9:00 - 11:00	Friday, May 6
11:00 - 1:50	F	13:30 - 1:30	Friday, May 6
2:00 - 4:50	F	2:30 - 4:30	Friday, May 6

### Evening Classes:

<u>Time Class Meets</u>	<u>Days Class Meets</u>	<u>Time of Exam</u>	<u>Day of Exam</u>
6:00-9:00 (or 5:40-8:40)	M	6:00-8:00	Monday, May 2*
6:00-9:00 (or 5:40-8:40)	W	6:00-8:00	Wednesday, May 4
Class begins 5:00-6:55	MW	5:30-7:30	Wednesday, May 4
Class begins 7:00 p.m. or later	MW	7:40-9:40	Wednesday, May 4
6:00-9:00 (or 5:40-8:40)	T	6:00-8:00	Tuesday, May 4
6:00-9:00 (or 5:40-8:40)	R	6:00-8:00	Thursday, May 6
Class begins 5:00-6:55	TR	5:30-7:30	Tuesday, May 4
Class begins 7:00 p.m. or later	TR	7:40-9:40	Thursday, May 6

### Weekend College:

Friday night	regular class time	Friday, May 6
Saturday	regular class time	Saturday, May 7
Sunday	regular class time	Sunday, May 1*

### MWF Day Classes:

<u>Time Class Meets</u>	<u>Days Class Meets</u>	<u>Time of Exam</u>	<u>Day of Exam</u>
8:05 - 9:00	MWF	7:30 - 9:30	Wednesday, May 4
9:10 - 10:05	MWF	9:00 - 11:00	Friday, May 6
10:15 - 11:10	MWF	10:00 - 12:00	Wednesday, May 4
11:20 - 12:15	MWF	11:30 - 1:30	Friday, May 6
12:25 - 1:20	MWF	1:00 - 3:00	Wednesday, May 4

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.

\* Approved exception to final exam schedule.

# HOW TO ENROLL FOR CLASSES AT NORTHEAST STATE

## 1. Apply to the College

Admission requirements:

- Earn a high school diploma or GED and provide an official high school transcript that shows a graduation date or provide official GED scores.
- Complete and submit a Northeast State Application for Admission that is available online at [www.NortheastState.edu/apply](http://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 after Jan. 1, 1957.
- Submit a completed Northeast State Hepatitis B Immunization Health History Form.
- Present valid testing scores or undergo assessment for course placement. (See page 20.)

## 2. Apply for Financial Aid

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

## 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 that 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 13 for more information.

## 5. Get Your Student ID

Student IDs are obtained in the Admissions and Records Office in the Pierce Building on the main campus in Blountville. To get your student ID, you must present a photo ID, such as your driver’s license.

## 6. Purchase Your Textbooks

The bookstore at Northeast State is operated for the convenience of faculty, staff, and students. 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. There is no additional cost for a parking tag.

## 8. Go to Class

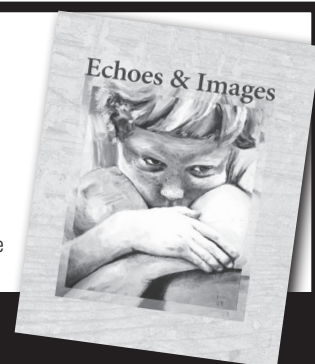
Before your classes start, make sure you know where they are located. You are welcome to walk around the campus and locate your classes or call Campus Information at 423.323.0243 for a tour. Be sure to print out a copy of your schedule using our NORSTAR system.

## 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: Tamara Baxter 423.354.2563, Tempi Hale 423.354.2594, Christal Hensley 423.354.2595, Gretchen McCroskey 423.354.2417,



## HOW TO SEARCH FOR CLASSES

1. Go to the Northeast State Web site at [www.NortheastState.edu](http://www.NortheastState.edu).
2. Click on the NORSTAR icon at the bottom of the Northeast State home page.
3. Click on Class Schedule.
4. Select the appropriate term and click "Submit."
5. Highlight the subject and type in the course number you want to look for (example: ENGL 1010).
6. Start/End Time – If you have specific times that you need to arrive and depart from campus, select a starting and ending time; however, for best results, leave this area blank and it will bring up all classes.
7. Days – If you have specific days you wish to attend class, click those; however, for best results, leave this area blank and it will bring up all classes.
8. Click on "Class Search" and this screen will show information for the class you have chosen.
9. The Class Schedule Listing page will show meeting information, instructor name, and the location where the class is taught.
10. By clicking on the course title, highlighted in blue (example: ENGL 1010), you will view the availability of seats in this class.
11. By clicking on the "View Catalog Entry" you may view a brief description of the class and any required prerequisites.

### Tips

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

- A - Blountville Main Campus
- C - Northeast State at Kingsport
- E - Northeast State at Elizabethton
- I - Internet course
- M - ITV Classroom, Mountain City
- V - Telecourse
- R - RODP (Regents Online Degree Program) course. For more information, see page 23, call 423.323.0214, or email [rodp@NortheastState.edu](mailto:rodp@NortheastState.edu).
- U - ITV Classroom, Unicoi County
- W - Weekend



## NORTHEAST STATE HONORS PROGRAM

The Honors Program offers able and highly motivated students the chance to do advanced work in smaller class sections and is open to first-time, transfer, and returning 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



**Honors Degree**

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](mailto:jbhoneycutt@NortheastState.edu)

## 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. 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.

The Late Registration/Payment fee goes into effect on the first day of classes as noted in the semester calendars. 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.

The Business Office is located on the first floor of the Pierce Administration Building at the Northeast State campus in Blountville. Regular office hours are Monday-Thursday, 8 a.m. to 6:00 p.m., and Friday 8 a.m. to 4:30 p.m. when classes are in session. When classes are not in session, office hours are Monday-Friday, 8 a.m. to 4:30 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, which is on the first floor of the Pierce Administration Building on the main campus in Blountville, or by logging in to the NORSTAR 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 NORSTAR 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 and/or set up a payment plan at [www.NortheastState.edu](http://www.NortheastState.edu) through the NORSTAR system. You may pay online using a check, MasterCard, Visa, American Express, or Discover Card. To pay your fees online follow the steps below:

1. Visit [www.NortheastState.edu](http://www.NortheastState.edu).
2. Select the link at the bottom of the page for the NORSTAR system.
3. Select "Enter Secure Area (\*For Student Services)".
4. Enter your user ID and PIN and log in to the NORSTAR system.
5. Select "Student and Financial Aid".
6. Select "Student Account".
7. Choose your payment type:
  - a. Pay by Check
    - i. Select the correct term and click on "Submit."
    - ii. Enter your payment information according to the instructions on the page.
    - iii. Click on the "Continue" button at the bottom of the page. Please only click on this button one time.
  - b. Pay by Credit Card
    - i. Select the correct term and click on "Submit."
    - ii. Enter your payment information according to the instructions on the page.
    - iii. Click on the "Submit Payment" button. Please only click this button one time.
  - c. Set up a Payment Plan (FACTS)
    - i. Select the correct term and click "Submit."
    - ii. Review the summary and click the e-Cashier logo at the bottom of the page.
    - iii. Follow the instructions within e-Cashier to complete the payment plan setup.

## FACTS/e-CASHIER TARGET DATES

### FACTS/e-Cashier Payment Plans (Available fall and spring only)

To help meet educational expenses each semester, Northeast State is pleased to offer FACTS, 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 FACTS Enrollment Fee is automatically deducted from your account WITHIN 14 days of the date of your agreement. Payments are automatically deducted on the 5<sup>th</sup> 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 2010

e-Cashier is available on April 5, 2010.

July 1, 0% down (4 payment option).

July 23, 25% down (3 payment option).

Aug. 20, 50% down (2 payment option).

Aug. 27, 50% down (1 payment option).

### Spring 2011

e-Cashier is available on Nov. 8, 2010.

Nov. 22, 25% down (3 payment option).

Dec. 21, 50% down (2 payment option).

Jan. 12, 50% down (1 payment option).

Note: 50% of the student's account must be paid by the first day of class.

## MISCELLANEOUS INFORMATION

### 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 expelled 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 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

Hours	Maintenance Fee	Technology Fee	Campus Access Fee	Activity Fee	Total In-state	Out-of-State Tuition	Total Out-of-State
1	118.00	12.00	5.00	23.00	158.00	369.00	527.00
2	236.00	24.00	5.00	23.00	288.00	738.00	1,026.00
3	354.00	36.00	5.00	23.00	418.00	1,107.00	1,525.00
4	472.00	48.00	5.00	23.00	548.00	1,476.00	2,024.00
5	590.00	60.00	5.00	23.00	678.00	1,845.00	2,523.00
6	708.00	72.00	5.00	23.00	808.00	2,214.00	3,022.00
7	826.00	84.00	5.00	23.00	938.00	2,583.00	3,521.00
8	944.00	96.00	5.00	23.00	1,068.00	2,952.00	4,020.00
9	1,062.00	108.00	5.00	23.00	1,198.00	3,321.00	4,519.00
10	1,180.00	113.00	5.00	23.00	1,321.00	3,690.00	5,011.00
11	1,298.00	113.00	5.00	23.00	1,439.00	4,059.00	5,498.00
12	1,416.00	113.00	5.00	23.00	1,557.00	4,428.00	5,985.00
13	1,434.00	113.00	5.00	23.00	1,575.00	4,483.00	6,058.00
14	1,452.00	113.00	5.00	23.00	1,611.00	4,538.00	6,131.00
15	1,470.00	113.00	5.00	23.00	1,629.00	4,593.00	6,204.00
16	1,488.00	113.00	5.00	23.00	1,647.00	4,648.00	6,277.00
17	1,506.00	113.00	5.00	23.00	1,665.00	4,703.00	6,350.00
18	1,524.00	113.00	5.00	23.00	1,665.00	4,758.00	6,423.00

Maintenance Fee	118.00	per credit hour
	18.00	Per credit hour over 12 hours
Out-of-State Tuition	369.00	per credit hour up to 12 hours
	18.00	Per credit hour over 12 hours
Technology Fee	12.00	per credit hour up to 9 hours
	113.00	(10 credit hours or more)
Campus Access Fee	5.00	
Activity Fee	23.00	

All Telecourses will be assessed an additional \$10.00 per course.  
If fees are not paid before the first day of class, there will be a \$10 late registration/payment fee assessed.

Fees are subject to change without notice.

IMPORTANT DATES FOR REGULAR TERM CLASSES	Fall 2010	Spring 2011
Last day to pay	<b>Aug. 18, 2010</b>	<b>Jan. 4, 2011</b>
Last day for 100% refund	<b>Aug. 27, 2010</b>	<b>Jan. 12, 2011</b>
PC 191 Fee Waivers Accepted	<b>July 30, 2010</b>	<b>Dec., 16, 2010</b>
Classes Begin	<b>Aug. 28, 2010</b>	<b>Jan. 13, 2011</b>
\$10 late registration/payment fee starts	<b>Aug. 28, 2010</b>	<b>Jan. 13, 2011</b>
Last day for 75% refund	<b>Sept. 10, 2010</b>	<b>Jan. 26, 2011</b>
Last day for 25% refund	<b>Sept. 24, 2010</b>	<b>Feb. 9, 2011</b>
Classes End	<b>Dec. 17, 2010</b>	<b>May 7, 2011</b>

It is essential to pay your fees on time to avoid having your schedule deleted. Students who register for the 2010 fall term on or before Wednesday, August 18, 2010 must pay by 4 p.m., Wednesday, Aug. 18, 2010. Students who register for the 2011 spring term on or before Tuesday, Jan. 4, 2011 must pay by 4 p.m., Tuesday, Jan. 4, 2011. 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 NORSTAR system at [www.NortheastState.edu](http://www.NortheastState.edu) with a check, MasterCard, Visa, American Express, or Discover Card.

## 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 \$5.00 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:

	1 credit hour	2 or more credit hours
Maintenance Fee	55.50	70.00
Technology Fee	6.00	-
Student Activity Fee	8.50	-
Total Service Fee	70.00	70.00
Campus Access Fee	5.00	5.00
Total Fees	75.00	75.00

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

## RODP TUITION AND FEES

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

Hours	RODP Maintenance Fee	RODP Online Fee	Total In-State	Out-of-State Tuition	Total Out-of-State
1	118.00	47.00	165.00	369.00	534.00
2	236.00	94.00	330.00	738.00	1,068.00
3	354.00	141.00	495.00	1,107.00	1,602.00
4	472.00	188.00	660.00	1,476.00	2,136.00
5	590.00	235.00	825.00	1,845.00	2,670.00
6	708.00	282.00	990.00	2,214.00	3,204.00
7	826.00	329.00	1,155.00	2,583.00	3,738.00
8	944.00	376.00	1,320.00	2,952.00	4,272.00
9	1,062.00	423.00	1,485.00	3,321.00	4,806.00
10	1,180.00	470.00	1,650.00	3,690.00	5,340.00
11	1,298.00	517.00	1,815.00	4,059.00	5,874.00
12	1,416.00	564.00	1,980.00	4,428.00	6,408.00

Tuition	118.00 per credit hour
Out-of-State Tuition	369.00 per credit hour
Online Fee	47.00 per credit hour

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

There is no maximum maintenance fee or out-of-state tuition fee charge for Regents Online Degree courses.

All fees are calculated on the per hour charges per credit hours taken.

Fees are subject to change without notice.

### IMPORTANT DATES FOR REGULAR TERM CLASSES

Last day to pay  
Last day for 100% refund  
Classes Begin  
\$10 late registration/payment fee starts  
Last day for 75% refund  
Last day for 25% refund  
Classes End

### Fall 2010

**Aug. 18, 2010**  
**Aug. 27, 2010**  
**Aug. 28, 2010**  
**Aug. 28, 2010**  
**Sept. 10, 2010**  
**Sept. 24, 2010**  
**Dec. 17, 2010**

### Spring 2011

**Jan. 4, 2011**  
**Jan. 12, 2011**  
**Jan. 13, 2011**  
**Jan. 13, 2011**  
**Jan. 26, 2011**  
**Feb. 9, 2011**  
**May 7, 2011**

It is essential to pay your fees on time to avoid having your schedule deleted. Students who register for the 2010 fall term on or before Wednesday, August 18, 2010 must pay by 4 p.m., Wednesday, Aug. 20, 2010. Students who register for the 2011 spring term on or before Tuesday, Jan. 4, 2011 must pay by 4 p.m., Tuesday, Jan. 1, 2011. 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 NORSTAR system at [www.NortheastState.edu](http://www.NortheastState.edu) with a check, MasterCard, Visa, American Express, or Discover Card.

## FEES FOR DISABLED AND SENIOR CITIZENS

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 \$5.00 campus access fee. The online fee is not waived.

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.

	1 credit hour	2 or more credit hours
Maintenance Fee	55.50	70.00
Online fee	44.00 x number of hours	44.00 x number of hours
Student Activity Fee	0.00	0.00
Total Service Fee	99.50 plus online fee	70.00 plus online fee
Campus Access Fee	0.00	0.00
Total Fees	99.50 plus online fee	70.00 plus online fee

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



**STEP by STEP**  
*We're here to get you there*

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**ENROLL NOW!**  
**NORTHEAST STATE**

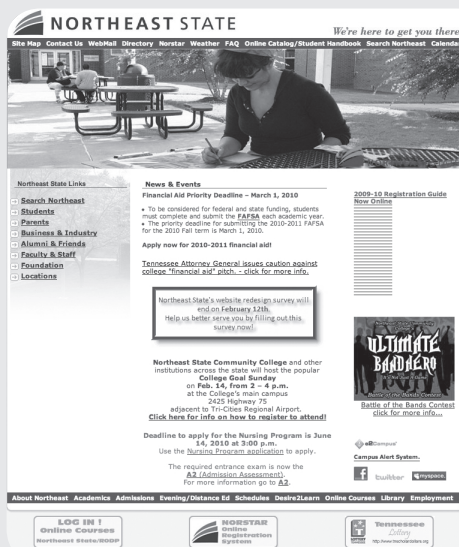
Whether you want to get a jump on college, learn new skills, or earn an associate degree or certificate, Northeast State is the place to start for a better job...better pay...a better life.

# DO IT ALL AT WWW.NORTHEASTSTATE.EDU

The screenshot shows the Northeast State website homepage. At the top is the Northeast State logo and the tagline "We're here to get you there". Below this is a navigation bar with links: Site Map, Contact Us, WebMail, Directory, Norstar, Weather, FAQ, Online Catalog/Student Handbook, Search Northeast, and Calendar. The main header image shows a student sitting at a picnic table outdoors, writing in a notebook. Below the header, the page is divided into several sections. On the left is a "Northeast State Links" sidebar with links to Search Northeast, Students, Parents, Business & Industry, Alumni & Friends, Faculty & Staff, Foundation, and Locations. The main content area has a "News & Events" section with a "Financial Aid Priority Deadline - March 1, 2010" announcement. It includes bullet points about FAFSA completion and a link to apply for 2010-2011 financial aid. Below this is a "Tennessee Attorney General issues caution against college 'financial aid' pitch" link. A survey announcement states that the website redesign survey will end on February 12th and asks users to help by filling out the survey. Further down, an announcement for "College Goal Sunday" on Feb. 14, from 2-4 p.m. at the College's main campus (2425 Highway 75, adjacent to Tri-Cities Regional Airport) is shown, with a link to register. A deadline for the Nursing Program application is set for June 14, 2010, at 3:00 p.m., with a link to the application. The required entrance exam is noted as the A2 (Admission Assessment), with a link for more information. On the right side, there is a "2009-10 Registration Guide Now Online" link and a "Battle of the Bands Contest" link. At the bottom of the page is a footer with links to About Northeast, Academics, Admissions, Evening/Distance Ed, Schedules, Desire2Learn, Online Courses, Library, and Employment. Below the footer are three boxes: "LOG IN! Online Courses" with a link to Northeast State/RODP, "NORSTAR Online Registration System", and "Tennessee Lottery" with a link to http://www.tnlottery.com.

**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?**  
**NORSTAR - YOUR LINK TO COLLEGE SUCCESS**

# HOW TO USE NORSTAR TO REGISTER



**Click Here**

To start getting the answers you need, click on “NORSTAR” located on the black tool bar or the icon at the bottom of the Northeast State home page screen. Once you are at the NORSTAR home page you are able to access a variety of information. Only students that have submitted a Northeast State application can log on to the student services icon.

- Click the appropriate registration session (i.e. Spring, Fall)
- Enter Secure Area for Student Services
- Type in your Student ID number
- Type in your PIN which is your six-digit birthdate (MMDDYY). You will be required to change your PIN after your initial log-in.
- Click “Log-in” and you will be asked to provide a log-in verification security question and answer – click “Submit”
- Click “Student”
- Click “Registration”
- Click “Add or Drop Classes”
- Choose the term for which you want to register and click “Submit”
- Click on “Class Search” to look for the course offerings
- Select the subject and type in the course number you want to look for (ex: ENGL1010)
- Click “Class Search”
- Click the box beside the CRN of the course you want and click “Register” at the bottom of the screen
- Click “Registration Fee Assessment” located at the bottom of the screen for your semester bill
- Click “Student Detail Schedule” or “Week at a Glance” to view your schedule
- Go to File (at top of screen) and choose “Print” and “Ok” to print your schedule
- Click “Account Summary/Credit Card Payment” to view your account
- Be sure to click “Exit” at the bottom of your screen when finished

## Where to go for General Student Information:

On NORSTAR you will find a variety of information right at your finger tips. Students have access to their semester grades, faculty advisor, holds on their record, account summary, personal financial aid information, and much more. Students also have access to their unofficial transcript. If you have questions, please direct them to the Office of Enrollment Services and Student Information (P201 - 423.323.0243) or the Student Success Center (C2407 - 423.323.0214).



## FINANCIAL AID

Complete the Free Application for Federal Student Aid (FAFSA). Forms are available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students and their parents (if dependent) should apply first for a PIN at [www.pin.ed.gov](http://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 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 (14th day of the semester). These are monies from Federal Pell, Academic Competitiveness Grant (ACG), FSEOG, TSAA, student loans, Tennessee Education Lottery Scholarships (TELS), and other scholarships listed on your award letter. You may also view your financial aid information on Norstar.

Students who have a credit balance on their account after financial aid has been credited may be able to charge their books 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.

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 for funds has been verified.

Federal Pell Grant, FSEOG, TSAA and TELS Awards will be adjusted up and down through the census date of each semester.

You may check the status of your account and the status of any balance of aid by going to your NORSTAR account under "Account Summary" or by contacting the Business Office. No one else can pick up your check for you.

If your fees will be covered by Direct Stafford Loan funds, you will need to check with the Financial Aid Office each semester prior to the fee due date to get a deferment put on your account until the loan funds are received by the College.

### **Return of Federal Financial Aid**

Your federal financial aid eligibility must be recalculated if you withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a semester. Federal financial aid includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Academic Competitiveness Grant (ACG), Direct Stafford Loans, and Federal Work Study.

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 owed 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 Educate and Grow Scholarship Program, the Educational Access and Diversity Scholarship Program, and the Northeast State Foundation Scholarships 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 Alumni Affairs at 423.354.5120 or visit Room P313 in the Pierce Administration Building. Applications are available online at [www.NortheastState.edu](http://www.NortheastState.edu). Follow the Foundation links.

## CAMPUS CONTACTS

### **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](mailto:admissions@NortheastState.edu)  
or Enrollment Services 423.323.0229  
or e-mail [jahrenrichs@NortheastState.edu](mailto:jahrenrichs@NortheastState.edu)  
or [CollegeAnswers@NortheastState.edu](mailto:CollegeAnswers@NortheastState.edu).

### **Business and Industry:**

Call the Institute for Business and Industry Services at  
423.354.2570 or e-mail [cmtauscher@NortheastState.edu](mailto:cmtauscher@NortheastState.edu).

### **Campus Information Center:**

Northeast State's Campus Information Center is located in the Pierce Administration Building on the main 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](mailto:collegeanswers@NortheastState.edu).

### **Campus Tours:**

Call the Campus Information Center at 423.323.0243 or  
e-mail [collegeanswers@NortheastState.edu](mailto:collegeanswers@NortheastState.edu) to make an appointment.

### **Choice of college, major, or career:**

Call the Student Success Center at 423.323.0214 or  
e-mail [advising@NortheastState.edu](mailto:advising@NortheastState.edu).

### **CLEP - College Level Examination Program:**

Call Testing Services to learn more about earning college credits with CLEP exams at 423.354.0211 or e-mail [testing@NortheastState.edu](mailto:testing@NortheastState.edu).

### **College Readiness:**

Call the office of Evening and Distance Education at 423.354.2423 or  
e-mail [lwcavert@NortheastState.edu](mailto:lwcavert@NortheastState.edu).

### **COMPASS testing information:**

Call the Testing Services at 423.354.0211 or  
e-mail [testing@NortheastState.edu](mailto:testing@NortheastState.edu).

### **Continuing Education**

Call Continuing Education at 423.354.2570  
or e-mail [cmtauscher@NortheastState.edu](mailto:cmtauscher@NortheastState.edu).

### **Developmental Studies general information:**

Nancy Forrester, Dean of Mathematics/Developmental Studies Director  
at 423.323.3191, ext. 3515, or e-mail [nforrester@NortheastState.edu](mailto:nforrester@NortheastState.edu).

### **Disabilities information:**

Call the Center for Students with Disabilities at 423.354.2476 or  
e-mail [memask@NortheastState.edu](mailto:memask@NortheastState.edu).

### **Financial aid information:**

Call the office of Financial Aid at 423.323.0252, 800.836.7822,  
423.323.3191, ext. 3252 or  
e-mail [financialaid@NortheastState.edu](mailto:financialaid@NortheastState.edu).

### **General information:**

Call the Campus Information Center at 423.323.0243 or visit Northeast State's Web site at [www.NortheastState.edu](http://www.NortheastState.edu).

### **Graduation information:**

Call the office of Admissions and Records at 423.323.0253 or  
e-mail [admissions@NortheastState.edu](mailto:admissions@NortheastState.edu).

### **Help with academic advising or course selection:**

Call your faculty advisor or the Student Success Center at  
423.323.0214 or e-mail [advising@NortheastState.edu](mailto:advising@NortheastState.edu).  
Students may determine who their faculty advisor is by logging  
into their NORSTAR account.

### **High School Transition Programs:**

Call the Division of Evening and Distance Education at 423.354.2505  
or e-mail [gelee@NortheastState.edu](mailto:gelee@NortheastState.edu).

### **Jump Start Advanced Studies Program (Dual/Joint Enrollment):**

Call the office of Evening and Distance Education at 423.323.0221 or  
e-mail [gelee@NortheastState.edu](mailto:gelee@NortheastState.edu).

### **Kingsport Center for Higher Education**

423.354.5521  
300 W. Market St.  
Kingsport, TN 37660  
[kche@NortheastState.edu](mailto:kche@NortheastState.edu)

### **The Learning Center:**

Call The Learning Center at 423.354.5112 or  
e-mail [jjbowers@NortheastState.edu](mailto:jjbowers@NortheastState.edu).

### **New Student Orientation:**

Call Enrollment Services at 423.323.0229 or  
e-mail [drjohnson@NortheastState.edu](mailto:drjohnson@NortheastState.edu).

### **Northeast State (Blountville)**

423.323.3191  
2425 Highway 75  
Blountville, TN 37617  
[admissions@NortheastState.edu](mailto:admissions@NortheastState.edu)

### **Northeast State at Elizabethton**

423.547.8450  
386 Highway 91  
Elizabethton, TN 37643  
[ckyoung@NortheastState.edu](mailto:ckyoung@NortheastState.edu)

### **Northeast State at Gray**

423.323.0221  
104 Dillon Court  
Gray, TN 37615

### **Northeast State at Kingsport**

423.354.2525  
222 W. Main St.  
Kingsport, TN 37660  
[rldice@NortheastState.edu](mailto:rldice@NortheastState.edu)

### **ITV Classroom, Mountain City**

423.727.5223  
[evdistedu@NortheastState.edu](mailto:evdistedu@NortheastState.edu)

**ITV Classroom, Unicoi County**  
423.743.1639  
evedistedu@NortheastState.edu

**Off-campus, Evening, Weekend College, Telecourse, Internet, Interactive Television (ITV) or Accelerated Studies Information:**  
Call the office of Evening and Distance Education at 423.323.0221 or e-mail [jmramey@NortheastState.edu](mailto:jmramey@NortheastState.edu).

**Questions:**

Call the Campus Information Center at 423.323.0243 or e-mail [colleageanswers@NortheastState.edu](mailto:colleageanswers@NortheastState.edu); or Enrollment Services at 423.323.0229 or e-mail [drjohnson@NortheastState.edu](mailto:drjohnson@NortheastState.edu).

**Regents Online Degree Program (RODP) Information:**

Call the Student Success Center at 423.354.2542 or e-mail [rodp@NortheastState.edu](mailto:rodp@NortheastState.edu); or visit [www.RODP.org](http://www.RODP.org).

**Regional Center Advanced Manufacturing**

423.323.0248  
300 W. Main St.  
Kingsport, TN 37660  
[Inbristol@NortheastState.edu](mailto:Inbristol@NortheastState.edu)

**Regional Center for Health Professions**

423.323.0248  
300 W. Main St.  
Kingsport, TN 37660  
[trmullins@NortheastState.edu](mailto:trmullins@NortheastState.edu)

**Student Development and Activities:**

Call the Center for Student Development and Activities at 423.354.2474 or e-mail [keglover@NortheastState.edu](mailto:keglover@NortheastState.edu).

**Student Health Services**

Call 423.323.0212 or e-mail [ksrobertson@NortheastState.edu](mailto:ksrobertson@NortheastState.edu).

**Tutoring information:**

Call the office of Student Support Services at 423.323.0249 or e-mail [rwlay@NortheastState.edu](mailto:rwlay@NortheastState.edu).

**Veterans information:**

Call the office of Veterans Affairs at 423.323.0210 or e-mail [pachandler@NortheastState.edu](mailto:pachandler@NortheastState.edu).

**Weekend College information:**

Call the office of Evening and Distance Education at 423.323.0221 or e-mail [jmramey@NortheastState.edu](mailto:jmramey@NortheastState.edu).

# CENTER FOR STUDENT DEVELOPMENT & ACTIVITIES



## The Council for Leadership, Advocacy, Student Success (CLASS) Student Traffic Court, and Student Navigators

**Become a Leader on your campus**

**Be a student justice**

**Get experience planning major student events**

**Get experience in a court system**

**Be an advocate for student body concerns**

**Be a part of the Student Navigators**

**Be a part of CLASS**

**Be a part of the Student Traffic Court**

**For more information, please contact: The Center for Student Development and Activities (A212)**

**Keith Glover, Coordinator (A213)**

**423.354.2474 or [keglover@NortheastState.edu](mailto:keglover@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 development 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.

High school graduates or GED recipients with an ACT subscore less than 19 in English, math, and/or reading are required to take the COMPASS.

**ACT Placement Table**

<b>ACT Subscore</b>	<b>Cutoff Range</b>	<b>Placement</b>
<b>English Subscore</b>	<b>1-18</b>	<b>English Placement Test Required</b>
	19-36	No Developmental English Requirements
<b>Reading Subscore</b>	<b>1-18</b>	<b>Reading Placement Test Required</b>
	19-36	No Developmental Reading Requirements
<b>Math Subscore</b>	<b>1-18</b>	<b>Math Placement Test Required</b>
	19-36	No Developmental Math Requirements

\*Placement screening by SAT subscores available when application submitted.

High school graduates or GED 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](http://www.actstudent.org) to register for the ACT or contact a local high school for ACT registration packets. Students apply to Northeast State after the last scheduled June test may contact Testing Services at 423.323.0211 or [testing@NortheastState.edu](mailto:testing@NortheastState.edu) for information about testing.

### 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.

## TESTING - COMPASS TEST

The COMPASS test is composed of three areas: Writing Skills, Reading, and Pre-Algebra/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 pre-algebra and algebra questions by going online to [www.NortheastState.edu/assessments](http://www.NortheastState.edu/assessments) and clicking on COMPASS.

The Northeast State application for admission must be processed, and the \$10.00 application fee and \$5.00 COMPASS fee must be paid before students may take the COMPASS. These fees may be paid in the Business Office, Room P105, in the Jame Pierce Administration Building, at any Northeast State location, or mailed to the Business Office, P.O. Box 246, Blountville, TN 37617. For additional information regarding payment, please call 423.354.2511.

COMPASS testing is administered on the Blountville campus. Day and evening testing times are available. Students are allowed one retest for a fee of \$20.00. A minimum two-week waiting period is required between the original test and the retest. Once a student has enrolled in the required course, retesting will not be allowed.

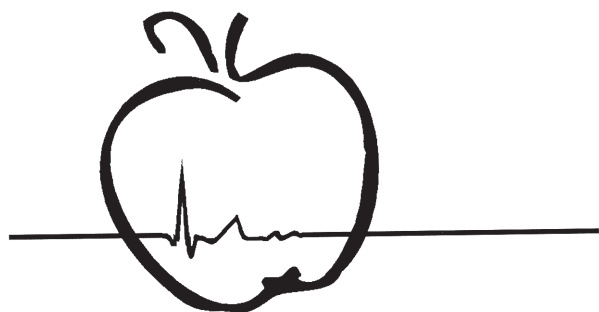
Contact Testing Services located in Room A205 in the Student Services Building on the Blountville campus, at 423.323.0211 or [testing@NortheastState.edu](mailto:testing@NortheastState.edu).

## CREDIT BY EXAMINATION

Credit by examination can be earned for CSCI 1100, CSCI 1130, and some Office Administration courses. For more information, please contact Linda Hamilton at 423.279.7639 or [lfhamilton@NortheastState.edu](mailto:lfhamilton@NortheastState.edu).



**First Aid  
MMR and Flu Vaccines  
Student Health Insurance Information**



# STUDENT HEALTH SERVICES

**Monday, Wednesday, Thursday, Friday - 8 am - 4:30 pm  
Tuesday - 9:30 am - 6 pm**

**General Studies Building, Room C2113  
423.232.0212 • ksrobertson@NortheastState.edu**



## Wayne G. Basler LIBRARY

[www.NortheastState.edu/library](http://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**

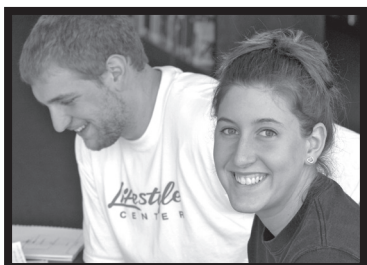
**REFERENCE DESK 423.354.2458**

**FAX 423.323.0254**

**library@NortheastState.edu**

# THE LEARNING CENTER

**Stuck on homework? Having trouble understanding new concepts?  
Wish there was someone to help? Come to TLC**



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](http://www.NortheastState.edu/tlc)  
423.354.5112**



**NORTHEAST STATE**

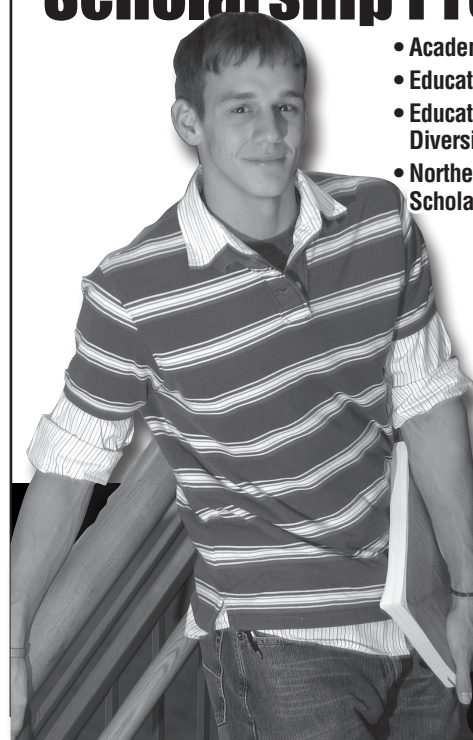
*We're here to get you there*

## Scholarship Programs

- Academic Work Scholarships
- Educate and Grow 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](http://www.NortheastState.edu). Follow the Foundation links.



**Contact the Office  
of Scholarship  
Programs and  
Alumni Affairs at  
423.354.5120**



## EVENING AND 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). ASP course offerings: [www.NortheastState.edu/Accelerated](http://www.NortheastState.edu/Accelerated).

### 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](http://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. Off-campus course offerings: [www.NortheastState.edu/OffCampus](http://www.NortheastState.edu/OffCampus).

### Weekend College

The Weekend College Program is designed to provide a variety of credit courses for the non-traditional or working adult students on Friday evening, Saturday, and Sunday. Weekend course offerings: [www.NortheastState.edu/Weekend](http://www.NortheastState.edu/Weekend).

### Interactive Television

Interactive television (ITV) courses are taught using two-way interactive audio and video (ITV) instruction. Students at other off-campus locations participate actively 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](http://www.NortheastState.edu/ITV).

### Telecourses

Telecourses are college-credit courses that use videotaped instruction, textbooks, and printed materials. Telecourses provide students with an opportunity to complete a significant portion of required course work outside of the classroom setting. Telecourse offerings: [www.NortheastState.edu/Telecourses](http://www.NortheastState.edu/Telecourses).

### Internet Courses

Internet courses offer students the opportunity to complete all or part of their course work via the Internet. Internet course offerings: [www.NortheastState.edu/Online](http://www.NortheastState.edu/Online).

### 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](http://www.NortheastState.edu/Online).

### Career Fast Track

The Career Fast Track Program is a partnership between area high schools, local industries, and Northeast State Community College. 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/FastTrack](http://www.NortheastState.edu/FastTrack).

### College Readiness

The College Readiness Program facilitates postsecondary access and success through the delivery of coordinated college preparatory support services and resources.

### Jump Start

The Jump Start Advanced Studies Program is a cooperative effort between local high schools and Northeast State Community College. This program provides qualified high school students an opportunity to get a “Jump Start” on college by enrolling in college classes while still in high school. Web address: [www.NortheastState.edu/JumpStart](http://www.NortheastState.edu/JumpStart).

### For more information:

Office of Evening and Distance Education  
P.O. Box 246, Blountville, TN 37617  
423.323.0221  
[evedistedu@NortheastState.edu](mailto:evedistedu@NortheastState.edu)  
[www.NortheastState.edu/EveningDistanceEd](http://www.NortheastState.edu/EveningDistanceEd)

## REGENTS ONLINE DEGREE PROGRAM COURSES INFORMATION

Regents Online Degree Program courses are another option for students to take classes 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 access 24/7. However, RODP courses have assignment/test due dates just like there are in any other class. **The only contact that students have with their RODP course instructors is through the RODP class email.**

Registration for these courses occurs by using the Northeast State NORSTAR system just like any other Northeast State class. RODP courses are designated in the “class look up” by the “**R50**” section.

ATTENTION: Students taking a section “R50” online class (Regents Online Degree Program – RODP),  
or **those considering taking an RODP** class, PLEASE READ ON!

To make certain that your RODP learning experience is an enjoyable one, here are a few instructions on “**What To Do Next**” after you register for an RODP online course.

1. 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). Do not wait for a bill in the mail.
2. Fees and tuition for RODP courses are somewhat higher than fees and tuition for Northeast State courses. You will need to check current semester campus literature for the current tuition and fees rates. The 12-hour maximum tuition charge does **not** apply to RODP courses or a combination of Northeast State and RODP courses. Please see page 16 for more information.
3. You should expect to have to come to campus for a proctored mid-term and final exam. Some RODP courses require the midterm and/or final exam to be proctored in a supervised setting. The course syllabus will indicate if the midterm and/or final exams are proctored. Students who need a proctor may go to [www.NortheastState.edu/rodp](http://www.NortheastState.edu/rodp) for information and to schedule exams.
4. **Go as soon as possible to the RODP website, [www.rodp.org](http://www.rodp.org), click on the “Bookstore” link located in the yellow pinned note on the right side of the page. Next click on “Find Your Textbook” 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.**
5. Complete the Online Orientation to E-Learning, available at [www.rodp.org/orientation](http://www.rodp.org/orientation).
6. Click on the [Student Services](#) link (from [www.rodp.org](http://www.rodp.org)) and familiarize yourself with information that will be a key to having a successful semester: “Calendar,” “Student Tools and Forms,” and “Virtual Student Services” links. (PLEASE NOTE: UTILIZING THESE LINKS WILL ANSWER MANY OF YOUR QUESTIONS!)

In the [Enroll Today](#) link, by clicking “12 Steps,” then clicking in step 2 – “Frequently Asked Questions,” then clicking “[help.rodp.org](http://help.rodp.org).” you will find a useful feature: **ASK RODP**. More than 20 questions and answers are listed. You also have the opportunity to e-mail a question, or get live help.

7. Do not attempt to log in 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.**

For login instructions: go to [www.rodp.org](http://www.rodp.org) and click on the “Go to Class” link located in the yellow pinned note on the right side of the page. Next, click “How do students log in?” located on the right side of the page.

If you need **technical support** (log-in problems, etc.), call 866.550.7637.

Please feel free to contact us if you need further assistance.

Student Success Center

Northeast State Community College

[rodp@NortheastState.edu](mailto: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 2010:



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 Intercession
- 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 Police and Safety Office 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](http://www.NortheastState.edu)). Questions can be addressed to the campus Police and Safety Office, General Studies Building C2401.

### EEO/Title IX/AA/Section 504 Statement

Northeast State is committed to the education of a non-racially identifiable student body. The college does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, or veteran status in the provision of educational opportunities and services or employment opportunities and benefits. The College complies with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. Inquiries concerning nondiscrimination policies and guidelines should be directed to the Director of Human Resources, room P308A, 423.323.0224. Requests or information for disability accommodations should be directed to the coordinator of the Center for Students with Disabilities, room C2418, 423.279.7640 (Voice/TTY available).

### 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](http://www.NortheastState.edu/SecurityReport) or stop by the office of Police and Safety, 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](http://www.NortheastState.edu/righttoknow), or a copy may be obtained from the office of Student Affairs (P315).

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. NSTCC-1 89-004, 7.5M, Printed by the Printing Connection, Oak Ridge, TN.

# INSTITUTE FOR BUSINESS AND INDUSTRY SERVICES AND CONTINUING EDUCATION NON-CREDIT TRAINING

The Institute for Business and Industry Services and Continuing Education at Northeast State partners with regional business and industry to provide high quality, cost-effective training and services.

The broad array of training includes manufacturing and technical skills, management and professional development, workplace basic skills, world class manufacturing, computer software, and workplace safety. 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.

As a result of using Business and Industry Services, 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.

## **Manufacturing and Technical Skills**

Program Offerings: Blueprint Reading, Welding, Basic Instrumentation, and Refrigeration and Air Conditioning. Electrical Maintenance Training includes Basic Electrical, Motors and Controllers, NEC, and PLC Skills. Mechanical Maintenance Training includes Mechanical Transmissions, Laser Alignment, Millwright Principles, and Hydraulics and Pneumatics.

## **World Class Manufacturing Techniques**

Program Offerings: Six Sigma Training including Green Belt Training, Black Belt Training, and Mini-Tab. Lean Manufacturing Training including Value Stream Mapping, 5 – S, Total Productive Maintenance, Mistake Proofing, Quick Changeover/Setup, Kaizen Facilitator Training. ISO 9001 Series.

## **Workplace Basic Skills**

Program Offerings: Basic Industrial Math.

## **Management and Professional Development**

Program Offerings: Leadership Interpersonal Skills Development using Achieve-Global Frontline. In addition, program offerings include Motivation in the Workplace, Improving Performance through Coaching, Team Leadership, Effective Delegation Skills, The Art of Giving and Receiving Feedback, Managing Conflict in the Workplace, Listening, Making Change Work for You, and Conducting Effective Meetings.

## **Computer Software**

Program Offerings: Microsoft Office Suite, Microsoft Project Management, and Mini-Tab.

## **Facilitated Workshops and Other Services**

Facilitated Workshops include The Learning Organization, Diagnosing Organizational Culture, Breaking Down Organizational Barriers, and Developing Vision and Mission Statements.

## **Safety Training**

Program Offerings: Lockout/Tagout, Hazardous Waste, Emergency Response, DOT Regulations, Maintenance Safety, 10-hour OSHA, and 30-hour OSHA.

## **CONTINUING EDUCATION**

Lifelong learning keeps our minds sharp! Northeast State's continuing education courses provide unique educational opportunities designed to promote professional advancement and encourage the pursuit of personal interests. Courses are offered in both instructor-led classroom courses and online courses formats.

Topics include Accounting, Business Administration, Business Planning, Career Development, Certification Prep, Child-Care and Parenting, Computer Applications, Continuing Education for Health-care Professional, Computer Troubleshooting, Courses for Teachers, Database Management, Desktop Publishing, Digital Photography, Entertainment, Grant Writing, Entrepreneurial Courses, Family and Personal Enrichment, Health-care and Fitness, Internet, Languages, Law and Legal Careers, Liberal Arts, Non-profit Management, Personal Finance, Sales, Test Prep, Web Page Design, and Web Programming.

### **Registration for Non-Credit Classes**

You may register for any non-credit class or activity by completing the Registration Form for Non-Credit classes , Seminars, and Workshops by fax, E-mail, or in person.

Fax - Register by faxing a completed registration form to 423.323.0220

Mail - Mail a completed registration form to Northeast State, P.O. Box 246, Blountville, TN 37617; Attn. Cindy Tauscher

### **Payment of Fees**

Course fees are listed with each course on the College's Web site. Course fees are payable by credit card (MasterCard, Visa, Discover, and American Express only), cash, check, money order, or company purchase order.

### **Instructor-Led Classroom Courses**

Withdrawals and Refunds - Refunds will be granted when a request to withdraw from a non-credit course or activity is received prior to the registration target date. Please allow three-to-four weeks for processing of refunds by the Northeast State Business Office. Confirmed registrants who do not attend the class or who cancel after the registration target date are responsible for the entire registration fee. In some cases, confirmed registrants may send a substitute in his or her place.

Class Cancellation/Postponement - The Institute for Business and Industry Services and Continuing Education reserves the right to cancel, postpone, or combine classes or to substitute qualified instructors when necessary.

### **Online Courses**

Withdrawals and Refunds - Northeast State will refund course fees to any student who officially drops the course prior to the starting date. To drop a course, written documentation must be received by the Institute for Business and Industry Services and Continuing Education by the start date of the online class.

**For further information, contact the Institute for Business and Industry Services and Continuing Education at 423.354.2570 or e-mail: [cmtauscher@NortheastState.edu](mailto:cmtauscher@NortheastState.edu).**

# CENTER FOR STUDENTS WITH DISABILITIES



**NORTHEAST  
STATE**

*We're here to get you there*

**General Studies Building - Room C2418**  
**Office Hours: Monday-Friday, 8 a.m. - 4:30 p.m.**

## **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 Students 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!**

Betty Mask, Coordinator 423.354.2476 or [memask@NortheastState.edu](mailto:memask@NortheastState.edu)  
Roberta Dugger, Secretary 423.279.7640 Voice/TTY or [rpdugger@NortheastState.edu](mailto:rpdugger@NortheastState.edu)



## 2010-2011 GRADUATION INFORMATION

Students planning to graduate during the 2010-2011 academic year must:

- Pick up the Application for Graduation from the office of Admissions and Records or online at [www.NortheastState.edu](http://www.NortheastState.edu).
- Submit the Application for Graduation to the Admissions and Records office no later than the deadline listed in the academic calendar for the semester you intend to finish.

**Applications for graduation will not be accepted after the deadline date.**

### ETS Proficiency Profile Graduation Exam

All students planning to graduate with an associate of arts, associate of science, or associate of applied science degree are **required** to take the ETS Proficiency Profile graduation exam. Students who have been approved to take the ETS Proficiency Profile graduation exam during their graduating semester will receive a letter from the office of Admissions and Records with testing 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.

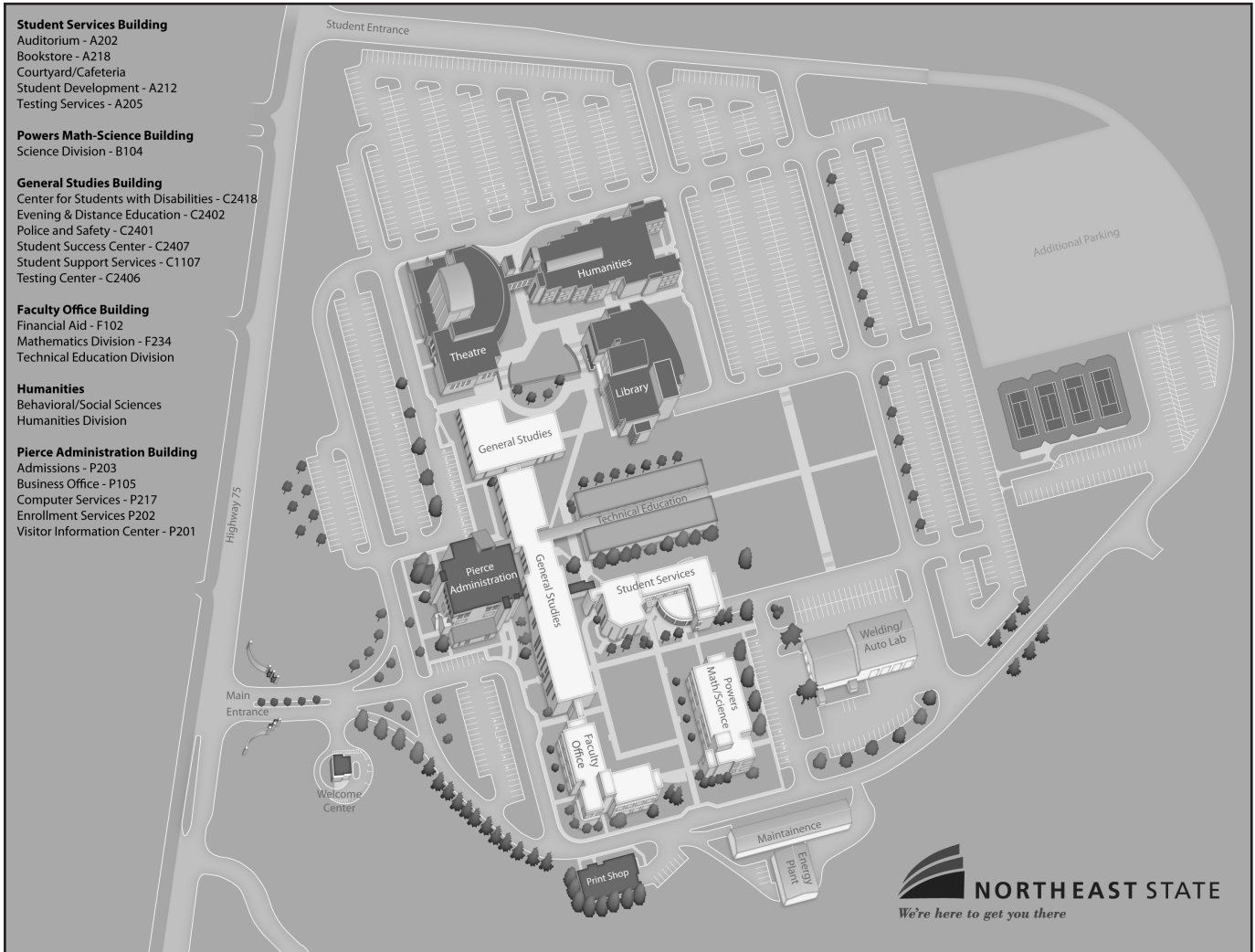
Alternate Schedule (Delay): Classes will begin at the time announced by the local media and posted on Northeast State's Web site under Weather.

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

<b>Blountville</b>	WGOC (AM 640)
<b>Bristol</b>	WCYB (Channel 5), WXBQ (FM 96.9)
<b>Elizabethton</b>	WBEJ (AM 1240)
<b>Erwin</b>	WEMB (AM 1420)
<b>Gate City</b>	WGAT (AM 1050)
<b>Greeneville</b>	WIKQ (FM 103.1), WGRV (AM 1340)
<b>Johnson City</b>	WJHL (Channel 11), WJCW (AM 910), WQUT (FM 101.5), WCQR (FM 88.3)
<b>Kingsport</b>	WKPT (Channel 9), WTFM (FM 98.5), WKOS (FM 104.9), WKIN (AM 1320)
<b>Mountain City</b>	WMCT (AM 1390)

# BLOUNTVILLE CAMPUS MAP



## 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).

# DIRECTIONS

## Kingsport Center for Higher Education - 300 W. Market St.

### From West Kingsport:

Proceed east on Stone Drive. Turn right on Fairview Ave. Follow Fairview to the end, turn left on East Center Street. Proceed on Center Street until you come to the intersection at Clinchfield St. Domtar is on the corner to your right. Proceed on Center St. for two blocks and turn right on Clay St. 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 St. after you go under the bridge overpass on Wilcox. Go one block, turn left on E. Main St. Go seven blocks and turn right on Clay St. Go one block and the Kingsport Center for Higher Education will be on your left.

### From Indian Springs, Cooks Valley, Skyland Dr. areas:

Follow Memorial Blvd. 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 Dr. and Center St. Turn left on Center St. Follow Center St. to downtown Kingsport. City Hall will be on your left. Turn left on Clay St. The Kingsport Center for Higher Education will be on your right.

## 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 - 104 Dillon Court

From Johnson City or Kingsport on I-126 take Exit 13 (Suncrest Dr., Gray Exit). Do not turn right as sign indicates, as that is direction to main campus in Blountville. Turn left at light onto Suncrest Dr. (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 Dr. 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 Kingsport - 222. W. Main St. (Student Services)

### From West Kingsport:

Proceed east on Stone Drive. Turn right on Fairview Ave. Follow Fairview to the end, turn left on East Center Street. Proceed on Center Street until you come to the intersection at Clinchfield St. 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 St. and Clay St. 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 on Sullivan St. after you go under the bridge overpass on Wilcox. Go one block, turn left on E. Main St. 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 St. and Clay St. directly across the street from CSX Transportation.

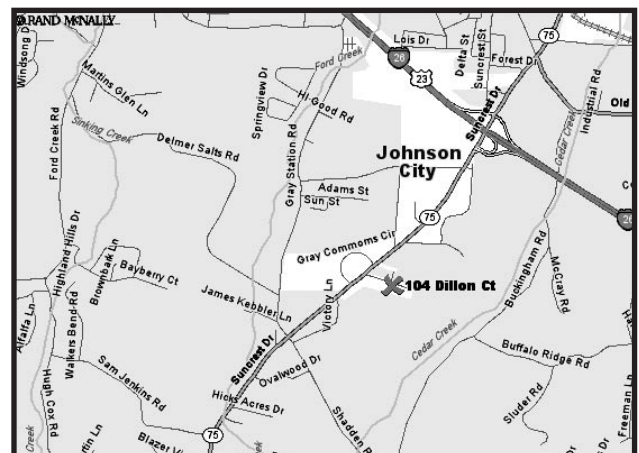
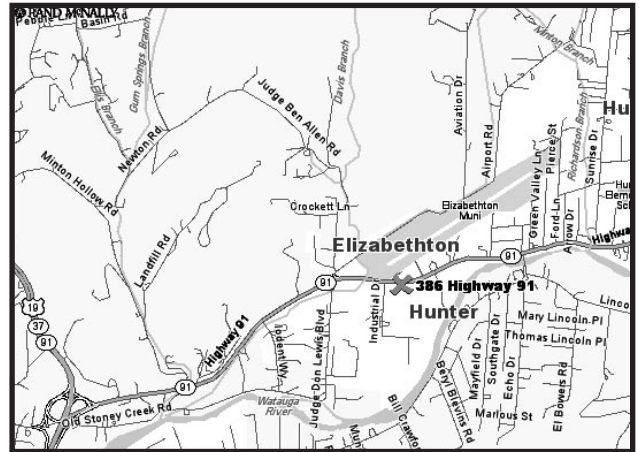
### From Indian Springs, Cooks Valley, Skyland Dr. areas:

Follow Memorial Blvd. 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 Dr. and Center St. Turn left on Center St. Follow Center St. to downtown Kingsport. City Hall will be on your left. Turn left on Clay St. continuing for two blocks. Northeast State at Kingsport is at the corner of Clay St. and W. Main on your left.

## Regional Center for Health Professions - 300 W. Main St.

### From West Kingsport:

Proceed east on Stone Drive. Turn right on Fairview Ave. Follow Fairview to the end, turn left on East Center Street. Proceed on Center Street until you come to the intersection at Clinchfield St. 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 at the corner of W. Main St. and Clay St. directly across the street from CSX Transportation.





From Interstate 26, take the Wilcox Drive Exit. Proceed on Wilcox Drive toward downtown Kingsport. Turn left on Sullivan St. after you go under the bridge overpass on Wilcox. Go one block, turn left on E. Main St. Go seven blocks, you will pass Kingsport Chamber of Commerce on your left. The Regional Center for Health Professions is on your right on the corner of W. Main St. and Clay St. directly across the street from CSX Transportation.

Follow Memorial Blvd. 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 Dr. and Center St. Turn left on Center St. Follow Center St. to downtown Kingsport. City Hall will be on your left. Turn left on Clay St. continuing for two blocks. the Regional Center for Health Professions is on your right at the corner of Clay St. and W. Main.

Proceed east on Stone Drive. Turn right on Fairview Ave. Follow Fairview to the end, turn left on East Center Street. Proceed on Center Street until you come to the intersection at Clinchfield St. 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 Interstate 26, take the Wilcox Drive Exit. Proceed on Wilcox Drive toward downtown Kingsport. Turn left on Sullivan St. after you go under the bridge overpass on Wilcox. Go one block, turn left on E. Main St. 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.

Follow Memorial Blvd. 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 Dr. and Center St. Turn left on Center St. Follow Center St. to downtown Kingsport. City Hall will be on your left. Turn left on Clay St. continuing for two blocks. The Regional Center for Advanced Manufacturing is on your right across from the Regional Center for Health Professions.



# STUDENT SUPPORT SERVICES

Student Support Services (SSS) is a federally funded TRIO program and is designed to assist eligible students with academic success at Northeast State.

All participants must qualify on the basis of income eligibility; and/or first-generation college student status; and/or disability.

**All services are offered at no cost to participants.**

## Services include:

- Academic Advisement
- Personal Support
- Transfer Advisement
- Tutoring
- Career Counseling
- Access to events, workshops, & seminars



## To start the process:

- Complete the SSS application
- Schedule an intake session with SSS Staff
- Get busy with participation

**423.323.0216**

**Room C1107, General Studies Building**

**LET US HELP YOU  
REACH YOUR GOALS!**

# CAREER & EMPLOYMENT SERVICES

## JOB INFORMATION

The Technical Education Division maintains information about employers and job openings and offers assistance with interviews and job-search skills.

## COOPERATIVE EDUCATION

The Technical Education Division offers cooperative programs that allow students to gain work experience in a chosen field while receiving academic credit and monetary compensation. Students gain knowledge of work-related skills, job functions, and on-the-job responsibilities.



**423.354.2491**

**Room F211, Faculty Building**

**423.354.2495**

## NOTES



## NOTES

## NOTES

Northeast State Community College is one of 45 institutions in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The Tennessee Board of Regents is the governing board for this system, which is comprised of six universities, 13 community colleges, and 26 area technology centers. The TBR system enrolls more than 80 percent of all Tennessee students attending public institutions of higher education.

Northeast State is committed to the education of a non-racially identifiable student body. The College does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, or veteran status in the provision of educational opportunities or employment opportunities and benefits. The College complies with Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Northeast State is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools 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.





**NORTHEAST  
STATE**

*We're here to get you there*

**423.323.3191 or 800.836.7822**

**2425 Highway 75**

**Blountville, TN 37617**

**[admissions@NortheastState.edu](mailto:admissions@NortheastState.edu)**

**[www.NortheastState.edu](http://www.NortheastState.edu)**

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