ESL New Student Checklist

1. Admissions Office (S-215 Main Campus or 1004 Southeast Campus)
   - Application
   - Proof of citizenship or lawful presence in the US. Go to nscc.edu. Click on Admissions and Apply. On the right-side, click on International students. At the bottom of the page, See List of Acceptable Documentation.
   - Residency application (if applicable) to qualify for in-state tuition. Undocumented pay out-of-state tuition.
   - High School transcript (original language and certified English translation) or GED/HiSET
   - College transcript (original language and certified English translation)
   - Immunization Health History Form
   - MALES ONLY – Selective Service card or Status Information Letter (www.sss.gov)

2. Placement tests:
   - Accuplacer Math Test (Testing Center: S-217 Main Campus or 1115 Southeast Campus)

3. Financial Aid (S-205 Main Campus or 1004 Southeast Campus). Financial Aid is available only to students who are refugees/asylees, permanent residents, or US citizens, AND have a high school transcript or GED/HiSET, AND are seeking an associate’s degree or technical certificate. There are 2 applications for Financial Aid.
   - A) Apply online at www.falsa.ed.gov, school code 007534.
   - B) Complete the electronic Nashville State financial aid application on your MyNSCC account.

4. Test results: Check your official student email 5-7 days after the test. Go to nscc.edu. Click on Login. Click on Go to My NSCC. Enter your A# and Password. (If you do not have a password, create a new password.) Under Connected Services, you will see your student email address. Login to your Office 365 email account with your new email address and your myNSCC password. If you have questions about your test results, e-mail wendy.dierberger@nscco.edu.

5. Advising and registration: All new students are required to meet with an advisor for registration.
   You will not be able to register until you have been admitted as a student by Admissions (complete steps 1 & 2). How to make an appointment with Ms. Wendy:
   - Main Campus (White Bridge Rd, Nashville), call 615-353-3347 or go to D-20.
   - Southeast Campus (Hickory Hollow Pkwy, Antioch) go to main office (1004)

6. Pay for your classes in the Bursar’s Office (S-203 Main Campus or 1130 Southeast Campus).
   If you drive to school, you also need to pay for your parking decal ($15 for the academic year, August to August). After you pay, take your receipt to Security to get you parking decal.

7. Student ID card (S-107 Main Campus or Security Desk Southeast Campus).

8. Textbooks. Buy your books at the Campus bookstores (S-126 Main Campus or 1240 Southeast Campus).

9. New Advisor. Check for your new Advisor. Go to nscc.edu. Click on Login. Click on Go to My NSCC. Enter your A# and Password. On the left-side of the page, click on Advising Resources.

ESL Faculty Advisors

<table>
<thead>
<tr>
<th>Name</th>
<th>Main Campus</th>
<th>Southeast Campus</th>
<th>Email address</th>
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</thead>
<tbody>
<tr>
<td>Diane Eagle-Tuncer, ESL Associate Professor, D-18 615-353-3764 SE 1523, 615-916-5894</td>
<td><a href="mailto:diane.eagle-tuncer@nscco.edu">diane.eagle-tuncer@nscco.edu</a></td>
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</tr>
<tr>
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<td><a href="mailto:connie.mathews@nscco.edu">connie.mathews@nscco.edu</a></td>
</tr>
<tr>
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<td><a href="mailto:marylizabeth.wilson-pattion@nscco.edu">marylizabeth.wilson-pattion@nscco.edu</a></td>
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<tr>
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<td><a href="mailto:marylizabeth.wilson-pattion@nscco.edu">marylizabeth.wilson-pattion@nscco.edu</a></td>
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ESL Coordinator

Wendy Dierberger
wendy.dierberger@nscco.edu

Important Phone Numbers

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<tr>
<td>Admissions</td>
<td>615-353-3215</td>
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<td>Access Center</td>
<td>615-353-3721</td>
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<tr>
<td>Financial Aid</td>
<td>615-353-3250</td>
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<tr>
<td>Southeast Campus</td>
<td>615-780-2760</td>
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</tbody>
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Please include student A# in all communications.

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