

ESL New Student Checklist

Name
Student A#
Date

1. Admissions Office (S-215 Main Campus or 1004 Southeast Campus)

- _____ Application www.nsccl.edu
- _____ Proof of citizenship or lawful presence in the US.
- _____ Residency application 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:

- _____ **Michigan Plus Test** (<https://www.nsccl.edu/admissions/esl/michigan-plus-test>)
- _____ **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.fafsa.ed.gov, school code 007534. **FAFSA 2019-2020** for Spring 2020 semester/classes
- B) Complete the electronic Nashville State financial aid application on your myNSCC account.

4. Test results: Check your personal email 10 days after the test. _____

5. New Student Orientation (ESL advising and registration): All new students are required to attend New Student Orientation. During New Student Orientation, you will meet with an advisor for registration.

You will not be able to register until you have been admitted as a student through Admissions (complete steps 1 & 2).

Regular registration: Spring term: November 4, 2019 – January 12, 2020. Late registration: January 13 – 20 (with \$25 late fee).

You will receive an email to sign up for New Student Orientation with ESL advising. *ESL New Student Orientation is available at:*

- *Main Campus* in Nashville (120 White Bridge Road)
- *Southeast Campus* in Antioch (5248 Hickory Hollow Parkway)

6. Pay for your classes in the **Bursar’s Office** (S-203 Main Campus or 1130 Southeast Campus).

7. Parking Decal (Security Student Services Building Main campus or Security Desk Southeast Campus)

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

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

10. New Advisor. Check for your new Advisor. Go to nsccl.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	Office	Phone	Email address
Diane Eagle-Tunceren, ESL Associate Professor	SE 1523	615-916-5894	diane.eagle-tunceren@nsccl.edu
Leda Longwood, ESL Associate Professor	K 108 K	615-353-3696	leda.longwood@nsccl.edu
Devora Manier, ESL Assistant Professor	K 108 L	615-353-3295	devora.manier@nsccl.edu
Connie Mathews, ESL Associate Professor	SE 1328	615-916-5868	connie.mathews@nsccl.edu
Elizabeth Stein, ESL Assistant Professor	SE 1329	615-916-5869	elizabeth.stein@nsccl.edu
Mary Elizabeth Wilson-Patton, ESL Assoc. Prof.	SE 1334	615-916-5873	maryelizabeth.wilson-patton@nsccl.edu

ESL Coordinator - Wendy Dierberger

How to make an appointment with Ms. Wendy:

- Main Campus (White Bridge Rd, Nashville), call 615-353-3390 or go to K108 J.
- Southeast Campus (Hickory Hollow Pkwy, Antioch) go to main office (1004)

wendy.dierberger@nsccl.edu

Main Campus, office K 108J, 615-353-3380 (Mon., Weds., Fri.)

Southeast Campus, office 1502, 615-916-5591 (Tues., Thurs.)

Please include student A# in all communications.

