

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 nsc.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:**
 - _____ **Michigan Plus Test** (<http://www.registerblast.com/nsccestesting/exam>)
 - _____ **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.
 - 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 nsc.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@nsc.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 nsc.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	Main Campus	Southeast Campus	Email address
Diane Eagle-Tunceren, ESL Associate Professor, D-18,	615-353-3764, SE 1523,	615-916-5894,	diane.eagle-tunceren@nsc.edu
Leda Longwood, ESL Associate Professor,	D-45, 615-353-3696		leda.longwood@nsc.edu
Devora Manier, ESL Assistant Professor	D-47 615-353-3295	SE 1509 615-916-5897	devora.manier@nsc.edu
Connie Mathews, ESL Assistant Professor		SE 1328 615-916-5868	connie.mathews@nsc.edu
Elizabeth Stein, ESL Instructor		SE 1329 615-916-5869	elizabeth.stein@nsc.edu
Mary Elizabeth Wilson-Patton, ESL Asst. Prof.		SE 1334 615-916-5873	maryelizabeth.wilson-patton@nsc.edu

ESL Coordinator

Wendy Dierberger

wendy.dierberger@nsc.edu

Main Campus, office D17, 615-353-3380 (Mon., Weds., Fri.)

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

Please include student A# in all communications.

Important Phone Numbers

Admissions 615-353-3215

Access Center 615-353-3721

Financial Aid 615-353-3250

Southeast Campus 615-780-2760