

Nashville State Community College

ENROLLMENT CHECKLIST

OFFICE OF ADMISSIONS, S-215

120 WHITE BRIDGE RD.
NASHVILLE, TN 37209
615-353-3215
admissions@nsccl.edu

OFFICE OF FINANCIAL AID, S-205

120 WHITE BRIDGE RD.
NASHVILLE, TN 37209
615-353-3250
financial.aid@nsccl.edu

ADMISSIONS CHECKLIST:

- Complete the NSCC Application for Admission. (nsccl.edu/admissions/apply)
- Request official (in a sealed envelope from the institution) high school or GED/HISET score report from your school guidance counselor or GED/HISET testing center. Transcripts should be mailed directly to the NSCC Office of Admissions. Electronic transcripts are accepted via secure download and can be emailed to admissions@nsccl.edu.
 - If you have International high school transcripts, bring all original international transcript documents to campus. If the original document is in a language other than English, both the original and a certified English translation must be submitted.
- Request ALL official college transcripts from previously attended institutions. Official means in a sealed envelope from the institution or an electronic transcript received via secure download. Electronic transcripts can be emailed to admissions@nsccl.edu.
 - Transient students should submit the Transient Student Approval Request Form filled out by an advisor/registrar at your current college. <https://s3.amazonaws.com/nsccl.edu/PDFs/admissions/transient.pdf>
 - If you have International college transcripts, bring all original international transcript documents to campus. If the original document is in a language other than English, both the original and a certified English translation must be submitted.
- Submit your test scores.
 - ACT/SAT scores (valid if less than 5 years old)
 - Under 21 and Degree or Certificate Seeking
 - Accuplacer Next Generation (valid if less than 5 years old)
 - Placement testing will be used to determine if students are ready for college level coursework.
 - It is not required for students 21 and older, however, students that opt out of the placement test will automatically be placed in Learning Support Co-Requisite classes.
 - ESL testing required for students whose native language is not English. Contact the ESL specialist at 615-353-3380.
- Submit immunization waiver form. Three doses of Hepatitis B and two doses each of MMR and Varicella are recommended but not required.
- Provide proof of Selective Service Registration if you are male and between the ages of 18-26.
- Provide one document as proof of U.S. Citizenship or two documents to prove lawful presence. To see what documents are acceptable, please visit <http://www.nsccl.edu/admissions/apply-to-nsccl> and review item 6.
- Attend New Student Orientation.
 - Freshman degree-seeking students are required to attend New Student Orientation. For main campus orientation, you will receive an invitation by e-mail once your admissions is complete. For all other campuses, please visit <https://www.nsccl.edu/admissions/new-student-orientation>. Make your appointment as early as possible to ensure you get a good schedule.

FINANCIAL AID CHECKLIST:

- Complete the FAFSA (fafsa.ed.gov)**
 - Information You Should Have Handy: (all documents should be from two years previous unless otherwise specified)
 - Social Security Number (current)
 - Driver's License (current)
 - W-2 Forms and other records of money earned
 - Your and/or your parents' Federal Income Tax Return
 - Any untaxed income records (payments to tax deferred pension and savings plans, tax exempt interest and child support, etc.)
 - Records of taxable earnings from Federal Work Study or other need based programs
 - Records of any grants, scholarships, and fellowship aid that was included in your or your parents' adjusted gross income (AGI)
 - Bank statements (current)
 - Business and investment mortgage information, business and farm records, stock, bonds and other investment records (current)
 - Documentation that you are a U.S. permanent resident or other eligible noncitizen, if applicable (current)

- After completing the FAFSA, login to MyNSCC to review additional requirements. (my.nsc.edu)**
 - You will need your A# and six digit date of birth in the format mmddyy to login.
 - Click on "My Self Service" (link is located in the far left gray column)
 - Click on "Financial Aid"
 - Click on "Financial Aid Status" and select your aid year.
 - If this screen says "You have unsatisfied student requirements for this aid year," click on the "student requirements" link to find a list of documents required by the financial aid office. You will not be awarded aid until all documentation is received. If you have questions about additional documentation required please contact the financial aid office at financial.aid@nsc.edu or 615-353-3250.

- If you seeking financial aid through TN Promise, please visit tnpromise.gov to submit required documentation and to find the timeline for documentation submission.**

- If you are seeking financial aid through TN Reconnect, please visit www.midtnreconnect.gov to connect to a community advisor through the information form on this site. You will also need to submit a scholarship application through www.tnreconnect.gov.**

PAYING OUT OF POCKET?

- You may pay in person at our Bursar's office (Student Services Building, Rm. 203) or online via your MyNSCC account. You may also sign up for a deferred payment plan through your MyNSCC account. Please make sure that your payment is in place before the due date. You may view a list of payment deadlines online at <https://www.nsc.edu/financial-aid-tuition/tuition-costs>.**