Application for Admissions

www.nscc.edu
120 White Bridge Road
Nashville, TN 37209-4515

APPLICATION INSTRUCTIONS:

Nashville State’s classes are considered to be web-enhanced. Faculty have an expectation that students will use a computer and the Internet to complete assignments, engage in online discussions, and access various course materials through Desire2Learn (D2L) course shells. Computers are available for student use at each campus during campus open hours.

First-time College Student
(No prior college attendance)
1. Complete Application for Admissions.
2. Submit Official ACT Report (Not required if 21 years of age or Older. Applicants 21 or older can take the ACCUPLACER Test). Official ACT report can be requested by writing to American College Testing Program, PO BOX 414, Iowa City, Iowa 52240. ACT scores on official high school transcripts are acceptable, as are SAT scores.
3. Students will be placed into college-level courses based on ACT sub scores of 19 or higher in Math and Reading and 18 or higher in English. SAT sub scores must be 450 or higher in Writing and 460 or higher in Math and Reading. Learning Support will be required for students who place below those score ranges.
4. Request high school to forward official transcript to Office of Admissions.
5. If eligible by GED or high school equivalency, have official copy sent directly from reporting institution to Office of Admissions.
6. Complete Hepatitis B Waiver Form and Proof of Measles, Mumps, Rubella, and Varicella (chicken pox) Immunization.
7. Provide proof of citizenship or lawful presence.

Re-Admit
(Previously attended NSCC)
1. Complete Application for Admissions.
2. Applicants who have attended other institutions since attending NSCC must have an official transcript forwarded from each institution.
3. Provide proof of citizenship or lawful presence.

Transfer
(Previously attended college(s))
1. Complete Application for Admissions.
2. Request an official transcript be forwarded directly to NSCC from each college, business, or technical school attended and high school.
3. Transfer students without previous English or Math course work will be required to take the appropriate portion of the ACCUPLACER placement test prior to registration. Students who took the placement test at another Tennessee Board of Regents institution should have ACCUPLACER scores sent to the Office of Admissions.
5. Provide proof of citizenship or lawful presence.

Non-Degree Seeking
College Student (Not pursuing a degree, but taking college level courses)
1. Complete Application for Admissions.
2. Applicants under the age of 21 must submit official high school or GED transcript/high school equivalency.
3. Submit an official transcript from each college attended, if applicable, to meet pre-requisites for courses.
5. Provide proof of citizenship or lawful presence.

Transient Student
(Transferring courses back to another institution)
1. Complete Application for Admissions.
2. Submit an official transcript from each institution attended or Transient Student Request Form.
3. Complete Hepatitis B Waiver Form and Proof of Measles, Mumps, Rubella, and Varicella (chicken pox) Immunization.
4. Provide proof of citizenship or lawful presence.

Continuing Education (CED) (Workforce and Community Development)
1. Complete Application for Admissions.
2. Applicants under the age of 21 must submit official high school or GED transcript/high school equivalency.
3. Complete Hepatitis B Waiver Form and Proof of Measles, Mumps, Rubella, and Varicella (chicken pox) Immunization.
4. Provide proof of citizenship or lawful presence.

College Credit for ACT English Subscore SAT Critical Reading Score
Applicants who have a valid ACT English subscore of 27 or higher or a valid SAT Critical Reading score of 610 or higher may receive credit for English 1010. ACT/SAT scores must be less than three years old to be considered valid.

Dual Enrollment and High School Programs
The office of K-12 programs handles application procedures for all Dual-Enrollment students. There is a separate application for these programs. For questions regarding Dual Enrollment, please call 615-353-3269.

TN eCampus
Go to www.tnecampus.org for more info. For questions regarding TN eCampus, please call 615-353-3461.

International Student
The Office of Admissions handles application procedures for all International Students. International students with questions should call 615-353-3219.

Information for Students with Disabilities
If you have a learning or physical disability and want information on the types of services that are available, please call 615-353-3721.
**Application for Admissions**

Please send application and official transcript(s) to: Office of Admissions  
120 White Bridge Road  
Nashville, TN 37209-4515

Applicants must complete every item on this form, sign and date. All credentials provided to the college become the property of the college and cannot be forwarded or returned. All credentials will be maintained in an active status for a period of 12 months. After this period, if you do not register for classes, all credentials will be relocated to an inactive status and must be submitted again before an admissions decision will be made. Please complete with black or blue ink.

<table>
<thead>
<tr>
<th>Please send application and official transcript(s) to: Office of Admissions 120 White Bridge Road Nashville, TN 37209-4515</th>
</tr>
</thead>
</table>

### Student Social Security Number:

`___  ___  ___-___  ___  ___  ___`  

*Please note: Refusal to disclose your social security number or failure to supply a correct social may result in a fine from the IRS.*

### Full Legal Name:

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
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### Permanent Home Address:

<table>
<thead>
<tr>
<th>Number</th>
<th>Street/Apt. #</th>
<th>P.O. Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>State</td>
<td>Zip Code</td>
</tr>
<tr>
<td>County</td>
<td>Country (if not U.S. Citizen)</td>
<td></td>
</tr>
</tbody>
</table>

Email address:

| Telephone number (please include area code) |

### Local Home Address (If different from Permanent Address):

<table>
<thead>
<tr>
<th>Number</th>
<th>Street/Apt. #</th>
<th>P.O. Box</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>State</td>
<td>Zip Code</td>
<td>County</td>
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</tbody>
</table>

### Date of Birth:

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
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</table>

### Place of Birth:

<table>
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<tr>
<th>City</th>
<th>State</th>
<th>Country</th>
</tr>
</thead>
</table>

### Emergency Contact Information:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
</tr>
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<table>
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<tr>
<th>Address</th>
<th>Telephone Number</th>
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We request your completion of the following for reporting purposes only. This information will not be used to discriminate against any applicant in the admissions decision:

- Gender: ☐ Male ☐ Female

Do you consider yourself to be Hispanic/Latino/Spanish origin?  ☐ Yes ☐ No

Select one or more of the following racial categories to describe yourself:

- ☐ White
- ☐ Black or African American
- ☐ Asian
- ☐ American Indian
- ☐ Alaskan Native
- ☐ Native Hawaiian or Other Pacific Islander

All male U.S. citizens and non-citizens who take up residency in the United States of America before their 26th birthday must register with Selective Service prior to registering for classes at NSCC. This requirement does not apply to veterans and others exempt by federal law.

Indicate whether or not you have registered for the United States Selective Service:

- ☐ Yes ☐ No ☐ Exempt

Military Veteran: ☐ Yes ☐ No

### Check One:

- ☐ U.S. Citizen
- ☐ Foreign Citizen, non-immigrant
- ☐ Foreign Citizen, permanent U.S. resident

If non-U.S. resident, in what country do you hold citizenship? ________________

Visa Number ________________

What type of visa do you hold? ________________

What is your native language? ________________
Under which classification do you wish to enroll? Check one:

**Degree/Certificate Student:**
- [ ] First Time College Student
  (no prior college attendance)
- [ ] Re-Admit
  (previously attended NSCC)
- [ ] Transfer
  [previously attended college(s)]
- [ ] Certificate Program

**Non-Degree Student:**
- [ ] Transient
  (transferring courses back to another institution)
- [ ] Seeking College Level Courses
  ___Math ___English ___Other
- [ ] Continuing Education (CED)
  (Workforce and Community Development Courses only)
- [ ] ESL Courses Only

**Non-Degree Student:**
- [ ] Transient
  (transferring courses back to another institution)
- [ ] Seeking College Level Courses
  ___Math ___English ___Other
- [ ] Continuing Education (CED)
  (Workforce and Community Development Courses only)
- [ ] ESL Courses Only

Have you previously applied for admission?
- [ ] Yes
- [ ] No
If yes, which semester? Year?

Please indicate your primary campus:
- [ ] Main Campus/Nashville
- [ ] Clarksville
  - Do you live in Christian, Logan, Todd or Trigg County, KY?
    - [ ] Yes
    - [ ] No
  - Have you lived there for more than one year?
    - [ ] Yes
    - [ ] No
- [ ] Dickson
- [ ] East Davidson (Donelson)
- [ ] Humphreys Co./Waverly
- [ ] Southeast/Nashville (Antioch)

Intended Major: Please check degree or certificate you plan to receive from NSCC. Omit this section if you checked any box under the Non-Degree Student column. Refer to Degree insert for a list of possible degree programs and concentrations.

**Degree Student:**
- [ ] Associate of Arts (AA)
- [ ] Associate of Science (AS)
- [ ] Associate of Science in Teaching (AST)
- [ ] Associate of Applied Science (AAS)

**Concentration (Only for AAS Degrees):**

**Certificate Student:**
- [ ] Technical Certificate

High School Attended:
______________________________________________________________

High School Address:
______________________________________________________________

City State Zip Code County Country

Print your name as it appears on your high school transcript:
______________________________________________________________

High School Graduation Date:
___________________________

If you are not a high school graduate, have you earned the GED equivalency diploma? [ ] Yes [ ] No
Indicate date GED received: __________________________

Official scores must be sent to the Office of Admissions.

List all colleges/universities attended (including NSCC if you are re-enrolling). Official transcripts from ALL previous institutions must be sent directly to the Office of Admissions. It is the student’s responsibility to obtain official transcripts.

<table>
<thead>
<tr>
<th>Name and Location (Do not abbreviate college name)</th>
<th>Dates Attended (month/year)</th>
<th>Degree(s) Received</th>
<th>Name under which transcript issued</th>
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**Please see Hepatitis B Waiver Form on Back.**
Immunization Health History Form
All Students Must Complete Top Portion

Name: ____________________________ Last First MI

Date of Birth: ____________________ Phone: (____) ___________ Student ID Number: ____________________________

Month/Day/Year

(TO BE COMPLETED BY NEW APPLICANTS ONLY)

The General Assembly of the State of Tennessee mandates that each public or private postsecondary institution in the state provide information concerning measles, mumps, rubella, varicella, and hepatitis B infections to all students matriculating for the first time. Tennessee law requires that such students complete and sign a waiver form provided by the institution that includes detailed information about these diseases. The required information below includes the risk factors and dangers of these diseases as well as information on the availability and effectiveness of vaccines for persons who are at-risk for these diseases. The information concerning each disease is from the Centers for Disease Control and the American College Health Association.

The law does not require that students receive vaccination for enrollment. Furthermore, the institution is not required by law to provide vaccination and/or reimbursement for the vaccine.

Hepatitis B (HBV) Immunization:

Hepatitis B (HBV) is a serious viral infection of the liver that can lead to chronic liver disease, cirrhosis, liver cancer, liver failure, and even death. The disease is transmitted by blood and or body fluids and many people will have no symptoms when they develop the disease. The primary risk factors for Hepatitis B are sexual activity and injecting drug use. This disease is completely preventable. Hepatitis B vaccine is available to all age groups to prevent Hepatitis B viral infection. A series of three (3) doses of vaccine are required for optimal protection. Missed doses may still be sought to complete the series if only one or two have been acquired. The HBV vaccine has a record of safety and is believed to confer lifelong immunity in most cases.

Check only one:

☑ I hereby certify that I have read this information and I have had the entire series of the Hepatitis B vaccine.

☐ I hereby certify that I have read this information and I have elected not to receive the Hepatitis B vaccine.

☐ I hereby certify that I have read this information and I have elected to receive the Hepatitis B vaccine and/or I am in the process of receiving the complete three dose series of the Hepatitis B vaccine.

Measles, Mumps, Rubella (MMR) and Varicella Immunizations:

Measles, causes fever, rash, cough, runny nose, and red, watery eyes. Complications can include ear infection, diarrhea, pneumonia, brain damage, and death.

Mumps causes fever, headache, muscle aches, tiredness, loss of appetite, and swollen salivary glands. Complications can include swelling of the testicles or ovaries, deafness, inflammation of the brain and/or tissue covering the brain and spinal cord (encephalitis/meningitis), and, rarely, death.

Rubella causes fever, sore throat, rash, headache, and red, itchy eyes. If a woman gets rubella while she is pregnant, she could have a miscarriage or her baby could be born with serious birth defects.

Varicella (chickenpox) causes blister-like rash, itching, fever, and tiredness. Complications can include severe skin infection, scars, pneumonia, brain damage, or death.

You can protect against these diseases with safe, effective vaccination.

Check only one:

☑ I hereby certify that I have read this information and I have had the entire series of MMR and Varicella vaccines.

☐ I hereby certify that I have read this information and I have elected not to receive the MMR and Varicella vaccines.

☐ I hereby certify that I have read this information and I have elected to receive the MMR and Varicella vaccines and/or I am in the process of receiving the complete series of MMR and Varicella vaccines.

Signature of Student ____________________________ Date ________________

(Parent/Guardian must sign if student is under the age of 18)

For more information about these diseases and the vaccine schedules, please contact your local health care provider or consult the Center for Disease Control and Prevention Web site at www.cdc.gov/health/default.htm.
Application Agreement, Signature and Disclaimer (Please sign in blue or black ink).

If you are accepted as a student at this institution, there are certain performance tests you will be required to take during your academic career. It is a requirement of admission that you agree to take any tests deemed necessary by this institution. In those instances where tests are administered by an external entity, you hereby agree for the result of such tests to be released to that institution. The purpose of this agreement and requirement is to comply with the legislature’s expressed intent that institutions regularly evaluate and improve instruction at all levels. Any test scores obtained under this agreement by Nashville State Community College will be treated with the strictest confidentiality as required by law.

The federal campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002 require that whenever a sex offender becomes employed, enrolls as a student or volunteers at an institution of higher education in the state of Tennessee, he or she must complete or update the Tennessee Bureau of Investigation (TBI) sexual offender registration/monitoring form and deliver it to TBI headquarters in Nashville. Students may obtain Tennessee Bureau of Investigation (TBI) Sexual Offender of Safety Offender Registration/Monitoring forms in the Office of Safety and Security, Office A-70A.

I understand that withholding information on this application or giving false information may make me ineligible for admission to, or continuation in, Nashville State Community College. Accordingly, I certify that all of the information and statements provided by me on this application are correct and complete. Further, if I am admitted to Nashville State Community College, I agree to abide by the rules and regulations of the institution.

In addition to the forgoing, the Tennessee Eligibility Verification for Entitlements Act requires an applicant for in-state tuition or state financial aid to attest under penalty of perjury that he or she is either a United States citizen or alien lawfully present in the United States. By submitting this application, I am attesting that I am either a United States citizen or alien lawfully present in the United States or I am not requesting any state benefits including in-state tuition.

I understand that this attestation is required by Tennessee law if I have applied for a state public benefit. I understand that Tennessee law requires me to provide documentation verifying the status indicated above prior to receipt of this state public benefit. I understand that knowingly and willfully making a false, fictitious, or fraudulent statement or representation shall subject me to liability under the Tennessee False Claims Act, Tennessee Code Annotated 4-18-101 et seq. I understand that if I am found to have made a false or misleading statement, my state public benefits may be rescinded or I may be disciplined by the college.

Signature ___________________________ Date __________________

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, applicants for admission and enrolled students are advised that the requested disclosure of their Social Security number to the Admissions Office is voluntary. Students who do not provide a Social Security number will be assigned a special nine-digit number. This special number or the Social Security number are used: (a) to identify such student records as applications for admission, registration and course enrollment documents, grade reports, transcript requests, certification requests, and permanent academic records and (b) to determine eligibility, certify school attendance, and report student status. Students are notified, however, that only the Social Security number may be used as an identifier for grants, loans, and other financial aid programs according to federal regulations. The student’s Social Security number will not be disclosed to individuals or agencies outside Nashville State Community College except in accordance with the institutional policy on student records.

NSCC 03-18. NSCC is a TBR institution, AA/EEO employer, and does not discriminate against students, employees, or applicants for admissions or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by NSCC. Inquiries regarding non-discrimination policies: Director of Human Resources, Human.Resources@nscc.edu, 120 White Bridge Road, 815-353-3305, The Nashville State policy on nondiscrimination can be found at www.nscc.edu/misc/non-discrimination-policy. Printer: Performance Business Forms 200 Blanton Ave., Nashville, TN 37210 Quantity: 35000 © 2017, NSCC.
### Degree and Certificate Programs

#### Prepare to Transfer

**AA requires six hours of Foreign Language**

**Associate of Fine Arts (AFA)**
- Associate of Fine Arts
  - Music

**Associate of Science in Teaching**
- Early Childhood (Pre-K - 3rd Grade)
- Elementary Education (K - 5)
- Secondary Education (English)

**University Parallel**
- Child Dev and Family Relations
- General Studies
- Geography
- Healthcare Management
- Health Sciences (AS Only)
- Middle Grades Education (AS Only)
- Pre-Law
- Secondary Education (AS Only)

#### Tennessee Transfer Paths (TTP)

- Accounting (AS Only)
- Art Studio (AA Only)
- Biology (AS Only)
- Business Administration (AS Only)
- Chemistry (AS Only)
- Civil Engineering (AS Only)
- Computer Science (AS Only)
- Criminal Justice (Southeast Campus)
- Economics
- Electrical Engineering (AS Only)
- English (AA Only)
- Exercise Science (AS Only)
- Finance (AS Only)
- History

**TTP cont.**
- Information Systems (AS Only)
- Management (AS Only)
- Marketing (AS Only)
- Mathematics (AS Only)
- Mechanical Engineering (AS Only)
- Philosophy
- Physics (AS Only)
- Political Science
- Pre-Health Professions (AS Only)
- Pre-Occupational Therapy (AS Only)
- Pre-Phys Therapy (AS Only)
- Psychology
- Social Work
- Sociology
- Special Education (AS Only)
- Speech Communication

#### Prepare to Enter the Workforce

**Not Designed for transfer to four-year institution**

**Associate of Applied Science (AAS)**

- Accounting
- Administrative Professional Technology
  - Business
  - Medical Business
- Architectural, Civil, and Construction Engineering Technology
  - Architectural
  - Civil and Construction
- Business
  - Entrepreneurship
  - Logistics
  - Management
  - Marketing and Retailing
- Computer Information Technology
  - Cyber Defense
  - Networking
  - Programming
  - Systems Administration and Management
  - Systems Analyst
- Criminal Justice (TN eCampus)
- Culinary Arts (Southeast Campus Only)
- Early Childhood Education
- Electrical Engineering Technology
  - Electrical
  - Electronic
- General Technology (Separate Admissions Required)
- Healthcare Management
  - Management and Compliance
  - Medical Billing, Coding & Auditing
- Hospitality and Tourism Management
- Industrial Process Control Tech (Humphreys Co. Only)
  - Maintenance Technician
  - Process Technician
- Law Enforcement (Southeast Campus Only)
  - Crime Scene Investigation
  - Police Administration
- Occupational Therapy Assistant (Separate Admissions Required)
- Paralegal Studies
- Surgical Technology (Separate Admissions Required)
- Visual Communications
  - Graphic Design
  - Multimedia Design
  - Photography
  - Web Design

#### Technical Certificate Programs

- Accounting
- Administrative Assistant
- Architectural Engineering Tech
- Civil & Constructional Engineering Tech
- Central Processing (Separate Admissions)
- Computer Aided Drafting
- Culinary Arts (Southeast Campus Only)
- Early Childhood Education
- Healthcare Compliance
- Information Security
- Industrial Electrical Maintenance
- Law Enforcement
- Logistics
- Mechatronics (Ft. Campbell Only)
- Medical Coding
- Music Technology
- Photography
- Retail Management
- Supply Chain
- Surgical Technology (Separate Admissions Required)
- Transportation
- 3D Design and Graphics