



# New Student Checklist: Fall 2012

1 Ferncroft Road  
P.O. Box 3340  
Danvers, Massachusetts 01923-0840

Danvers Campus  
Telephone: 978-762-4000  
Lynn Campus  
Telephone: 781-593-6722

[www.northshore.edu](http://www.northshore.edu)

Step	Description	Completed
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## APPLICATION

### Admissions Office

Lynn Campus  
781-477-2107  
Danvers Campus  
978-762-4188

I have completed and submitted an NSCC Application for Admission to the Enrollment Center with the following:

- Program of Study specified
- High school transcript, Diploma or GED
- Transcripts from other colleges, if applicable

## PIPELINE

### Enrollment & Student Records Office

I have activated my NSCC Campus Pipeline Account.

Or, to activate your NSCC Campus Pipeline Account go to:  
<http://pipeline.northshore.edu/cp/home/loginf>

## FINANCIAL

You must act on a payment option before 5pm on **August 1, 2012**.

### 1. Select a Payment Option

- Pay in Full (check or credit card). **No cash accepted.**
- Set up Payment Plan
- Financial Aid

*If you register after **August 1, 2012** you must have a payment option in place at time of registration.*

### PAYMENT OPTION CHOICE

 Pay in Full Payment Plan Financial Aid Check when Financial Aid filing is complete.

If your Financial Aid is complete (you have submitted all documents requested by NSCC) by **May 1, 2012**, and we calculate that your Financial Aid award is expected to overpay your semester charges, a bookstore credit will be ready for you to use at the NSCC Bookstore in **late August 2012**.

### 2. Fill out FAFSA

This is necessary if you are planning on paying for your classes with a Pell Grant or a Loan. For assistance with filling out the FAFSA go to:

[www.northshore.edu/services/fa/app\\_proc.html](http://www.northshore.edu/services/fa/app_proc.html)

### 3. Review Status of Financial Aid in Pipeline

To review status:

- Log into Pipeline
- Select "School Services"
- Select "Financial Aid"
- Select "Financial Aid Requirements"

## helpful tips

### Remember, NSCC's priority filing date is May 1, 2012.

Filing your FAFSA and all required documents by this date will allow NSCC to award you the MAXIMUM amount of financial aid for which you are eligible.


### Free Financial Aid Form Workshops

NSCC regularly provides free workshops to help students and their families complete the FAFSA form. Visit [www.northshore.edu/financial\\_aid](http://www.northshore.edu/financial_aid) for a workshop schedule.

### For more information contact NSCC's Student Financial Services.

Lynn Campus 781-477-2191  
Danvers Campus 978-762-4189

Step	Description	Completed
<p><b>PROFICIENCY &amp; PLACEMENT</b></p> <p>Your skill level or proficiency in Communications and Mathematics must be determined so that you are placed in the most appropriate classes.</p> <p><b>Center For Alternative Studies and Educational Testing (CAS)</b>            Lynn Campus            781-593-6722 x6695            Danvers Campus            978-739-5429</p>	<p>1. I have reviewed Basic Skills Core Requirements for Communications and Math proficiencies. Details about proficiency can be found at:  <a href="http://www.northshore.edu/academics/basic_skills.html">www.northshore.edu/academics/basic_skills.html</a></p> <p>2. I have demonstrated proficiency and understand my course placement through any of the methods below:</p> <ul style="list-style-type: none"> <li>• SAT scores (500+)</li> <li>• AP scores (3+)</li> <li>• College transcripts</li> <li>• College Placement Tests (CPTs)</li> </ul> <p>3. If necessary, I have prepared for and taken Computerized Placement Tests (CPTs). Information about CPT testing is located at:  <a href="http://www.northshore.edu/cas/computerized_placement.html">www.northshore.edu/cas/computerized_placement.html</a></p>	<p><i>Check all that apply:</i></p> <p><input type="checkbox"/> I know about Math and Communications proficiencies</p> <p><input type="checkbox"/> SAT scores (500+) submitted</p> <p><input type="checkbox"/> AP scores (3+) submitted</p> <p><input type="checkbox"/> Transcripts submitted</p> <p><input type="checkbox"/> CPTs completed</p>

**helpful tip**  While **math proficiency** is a pre-requisite for many courses, you may also need to take a Computerized Placement Test (CPT) for placement into college-level math courses. Consult with CAS for more information.

<p><b>ADVISING &amp; REGISTRATION</b></p> <p>Application, Pipeline Activation and Placement Testing <b>must</b> be completed before registration.</p> <p><b>Student Support &amp; Advising Center</b>            Lynn Campus            781-477-2132            Danvers Campus            978-762-4036</p>	<p><b>Registration Options</b></p> <p>1. Attend an Orientation/Registration Session to meet with advisors, find out more about college services and register for classes.</p> <p>To choose an Orientation/Registration Session go to:  <a href="http://www.northshore.edu/orientation">www.northshore.edu/orientation</a>            or call 978-762-4000 x6211.</p> <p>2. Stop by the Student Support &amp; Advising Center during non-Orientation/Registration Session times to meet with an advisor.</p>	<p><i>Check all that apply:</i></p> <p><input type="checkbox"/> Sign up for a New Student Orientation.</p> <p><input type="checkbox"/> Meet with my advisor.</p>
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**Checklist for Orientation/Registration Sessions**

*Please bring the following:*

- Program of Study Sheet
- Assessment Results
- Health Insurance Card
- New Student Checklist

**After Advising & Registration**

- Print out Bookstore Schedule
- Check email for updates concerning payment and course registration
- Check email for Financial Aid Book Vouchers
- Get Picture ID from Student Life Office
- Return Immunization Forms to Student Health Services

**helpful tip**  To request accommodations for a documented disability, please visit [www.northshore.edu/disability](http://www.northshore.edu/disability).



# Campus Pipeline Account

1 Ferncroft Road  
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[www.northshore.edu](http://www.northshore.edu)

**Check your email daily.**  
**Your NSCC email account is the primary means of communication from the college.**

Pipeline is your link to college email, financial aid information, course selection and important announcements. Please be sure to set up your account today so that you will be ready for New Student Orientation and Registration.

## helpful tip



If you experience problems setting up your Campus Pipeline Account, help is available through NSCC's Help Desk:

**Email**  
[helpdesk@northshore.edu](mailto:helpdesk@northshore.edu)

**Telephone**  
978-762-4167

1. Your first step as a North Shore Community College (NSCC) student is to set up your **Campus Pipeline Account**.
2. Please visit this address <http://pipeline.northshore.edu> to create your account with the college.
3. Look for the **"Set Up Your Account"** link and follow the simple steps to create your NSCC account.

**Your NSCC email account is the primary means of communication from the college.**  
**After you setup your Campus Pipeline Account, activate your email and check it daily for important news and updates from the college!**

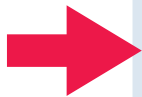


Enter your Username and Password

Username:

Password:

clear



The Central Authentication Service is a single sign-on service that provides access to many secure North Shore Community College web services such as Campus Pipeline/Luminis, Gmail, and Google Apps.

If this is your first time accessing NSCC web services you may need to **Setup Your Account**. Need help remembering your username or password? Follow these links: [Forgot your Username?](#) or [Forgot your Password?](#)

Still need help? Check out the [Frequently Asked Questions](#) or contact the Help Desk at [helpdesk@northshore.edu](mailto:helpdesk@northshore.edu) or call (978) 762-4000 x4167.

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

## helpful tip



After you set up your Pipeline Account, record your **username** and **password** below.

**NSCC Username** \_\_\_\_\_

**NSCC Password** \_\_\_\_\_



## Student Financial Services

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# Applying for Financial Aid?

If you are applying for financial aid, these steps will help complete your application.

### ✔ **STEP 1: Complete the Free Application for Federal Student Aid (FAFSA)**

Go online to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to complete your FAFSA. **Don't forget:** include North Shore Community College (NSCC) and our federal code **002173** in the section that requests which schools should receive your information.

### ✔ **STEP 2: Review your Student Aid Report (SAR).**

If you provided your email address on the FAFSA, you will receive an email with a link to your Student Aid Report. If you did not provide your email address or you submitted a paper FAFSA, you will receive a paper SAR in the mail a few weeks after submitting. Make sure all of the information is correct and update any data if necessary on the Federal Student Aid web site or by mail.

Make sure you immediately respond to all requests for information and continue to monitor the status of your financial aid application.

Additional information and/or documents may be requested as your file is reviewed.

### ✔ **STEP 3: Submit additional information and/or documentation ASAP**

After the school receives an electronic version of your SAR (as long as you included NSCC on your FAFSA), you may be required to submit additional information/documentation to Student Financial Services to complete your application. To see your outstanding requirements, log in to your Pipeline account, select the School Services tab and make the following clicks:

> **Financial Aid** > **Eligibility** > **Student Requirements**

Respond immediately to all requirement requests! All documents must be complete by the semester payment due date (July for the Fall Semester and December for the Spring semester). Continue to monitor the status of your financial aid application; additional information and/or documents may be added as your file is reviewed.

### ✔ **STEP 4: Your financial aid counselor reviews your file.**

After you submit all required information to Student Financial Services, your financial aid counselor reviews your application material. As a result of the review, you may be requested to submit additional information to Student Financial Services.

### ✔ **STEP 5: Review your financial aid award.**

You can check your award package through Pipeline. Remember, your award is based on full-time enrollment (12 credits or more per semester), as well as your ability to maintain satisfactory academic progress. **Important:** *This amount is subject to be prorated in order to reflect your actual enrollment (for example three-quarter, half-time, or less than half-time). In addition, if you are enrolled in a clock-hour program and/or if any changes are made to your FAFSA application that affect your eligibility.* To view your estimated award package, log in to Pipeline, select the School Services tab and make the following clicks:

> **Financial Aid** > **Award I** > **Award By Term**

### ✔ **STEP 6: Your financial aid is disbursed to pay all or part of your school charges.**

The first disbursement occurs a few weeks after the start of the term. Additional disbursements occur periodically throughout the academic year. **Remember, your financial aid only pays when your file is complete!**

To see the actual amount of aid that has been paid to your account (after disbursement), log in to Pipeline, select the School Services tab and make the following clicks: > **Financial Aid** > **Award** > **Account Summary by Term**

helpful tip 

### **How long does this all take? It's up to you!**

North Shore Community College's priority filing date is **May 1, 2012**. Filing your FAFSA and completing your file by this date will allow us to award you the maximum amount of financial aid that you are eligible for and will also position you to make the best decisions about how to pay your educational expenses.



**NSCC Student Financial Services:** 781-477-2191 • 978-762-4189 • [sfs@northshore.edu](mailto:sfs@northshore.edu) • [www.northshore.edu/financial\\_aid](http://www.northshore.edu/financial_aid)



# Tuition Rates & Fees: Fall 2012

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## NSCC Billing Policy

The Fall 2012 payment due date is **Wednesday, August 1, 2012.**

If you register after the due date, review your semester charges on Pipeline and be sure to act on a payment option immediately.

### Paper bills are not mailed.

NSCC's Electronic Billing system is the official means of generating tuition bills to enrolled students. Students can authorize a third party, such as a parent or employer to be notified by e-mail each time a new billing statement becomes available. These authorized users can also make payments on-line via check or credit card. For more information on these convenient services, please go to [www.northshore.edu/payonline](http://www.northshore.edu/payonline).

## helpful tip

### Payment Options

- Online payment by check or credit card via your Pipeline account
- Personal check, bank check or money order
- Credit card (Mastercard/Visa/Discover)
- NSCC Monthly Payment Plan (\$40 fee charged per semester)

## 1 NSCC Tuition and Fee Cost per Credit

### MASSACHUSETTS RESIDENTS

*Based on 3 credit courses*

#### **\$162.00 per credit**

1 class	3 credits	\$486.00
1 semester	15 credits	\$2,430.00
1 full year	30 credits	\$4,860.00

### NEW ENGLAND REGIONAL RESIDENTS

*Based on 3 credit courses*

#### **\$174.50 per credit**

1 class	3 credits	\$523.50
1 semester	15 credits	\$2,617.50
1 full year	30 credits	\$5,235.00

### NON-REGIONAL/NON-RESIDENT STUDENTS

*Based on 3 credit courses*

#### **\$394.00 per credit**

1 class	3 credits	\$1,182.00
1 semester	15 credits	\$5,910.00
1 full year	30 credits	\$11,820.00

## 2 Mandatory Health Insurance

All matriculated students taking nine or more credit courses at North Shore Community College—or at any other Massachusetts college or university—are required by the state to have health insurance.

NSCC matriculated students who do not have their own health insurance, and who are taking nine or more credits, will be charged for NSCC's health insurance plan on their semester invoice. Financial aid recipients are encouraged to authorize NSCC to pay their health insurance cost with their expected financial aid funds.

Students who already have their own comparable health insurance may waive the health insurance charge at the time of registration through their NSCC Pipeline account. Visit [www.northshore.edu/financial\\_aid/health\\_insurance.html](http://www.northshore.edu/financial_aid/health_insurance.html) for more information.

## 3 MassPIRG

The MassPIRG fee is a Student Government approved fee that is applied to all those who enroll at NSCC in credit courses. Students may waive this fee via their Pipeline account by the semester tuition due date. Visit [www.northshore.edu/financial\\_aid/masspirg.html](http://www.northshore.edu/financial_aid/masspirg.html) for more information.

**Please note: NSCC's Board of Trustees reserves the right to increase the tuition and fees at any time.**

The contact information below includes a link to our webpage where you may find more details about NSCC's Student Financial Services. Please feel free to contact us with any questions. Staff are available to help students and their families determine the best payment option to finance their education at NSCC.



**NSCC Student Financial Services:** 781-477-2191 • 978-762-4189 • [sfs@northshore.edu](mailto:sfs@northshore.edu) • [www.northshore.edu/financial\\_aid](http://www.northshore.edu/financial_aid)



## Center for Alternative Studies and Educational Testing

1 Ferncroft Road  
P.O. Box 3340  
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Danvers Campus  
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Lynn Campus  
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# Computerized Placement Testing

Computerized Placement Tests—CPTs—are required of all entering students at Massachusetts public colleges to determine Mathematics and Communications proficiencies and/or ensure appropriate placement into courses. You must complete your Placement Testing before you attend Orientation. If you have questions about proficiency or placement testing, contact NSCC's Center for Alternative Studies & Educational Testing. We look forward to meeting and assisting you as you begin your career at North Shore Community College.

### Placement Testing Locations

Placement testing takes place at the following locations: NSCC Lynn Campus, Room LE232 • NSCC Danvers Campus, Room DB213.

## Frequently Asked Questions

### Q. Who must take the Computerized Placement Tests?

**A.** All students who need to demonstrate proficiency or place into a composition or math course must take the tests. Transfer students may be exempt based on previous college work. Students who have Associate or Bachelor's degrees may be exempt.

### Q. What if I took the SAT or another assessment test?

**A.** SAT and other assessment scores may verify your math or communications proficiency, although additional testing may be required for placement. A score report for our records is required. Check with the Testing Center at 978-739-5429 for more information.

### Q. Do I need to bring anything with me to test?

**A.** Yes. Bring a photo ID. Valuables should not be brought to the testing center. Cell phones, electronic devices and personal belongings are not allowed in the testing room and the testing center is not responsible for lost or stolen items.

### Q. How do I take these tests?

**A.** The CPT is taken on a computer. The reading and math tests require that you answer approximately 20 questions in one or more test areas. Questions are multiple choice and appear one at a time on the computer screen. Just point and click the mouse to select the desired answer.

You may be asked to submit a short writing sample on the computer. In this test, you will be offered a topic on which to write and the time limit for this is one hour.

### Q. Is there any way I can prepare for the test?

**A.** Study guides are available at the Center for Alternative Studies & Educational Testing and online. Other preparation materials or textbooks that instruct in the areas of reading comprehension, arithmetic and algebra may provide useful guidance.

### Q. How long does each test take?

**A.** With the exception of the writing test, tests are not timed. You will have one hour to complete the writing sample. The other tests take about 30 minutes to complete. Students should plan to spend 2 to 2.5 hours testing if taking both communications and math tests.

### Q. What happens if I fail one or all of these tests?

**A.** You cannot fail these tests. They are strictly used to assess what courses you are ready to take.

### Q. What if I have a documented disability?

**A.** Students seeking testing accommodations may visit the Disability Services web site at [www.northshore.edu/disability](http://www.northshore.edu/disability) to learn about the process of documenting eligibility and requesting appropriate testing modifications.

### Q. Do I need an appointment?

**A.** No. All Computerized Placement Tests are administered on a drop-in basis. Consult online schedule for testing hours.

## helpful tips

**Think before you test. Refresh your memory so that your testing results reflect your best scores.**

Log on for hours, study guides and other information about testing at:  
[www.northshore.edu/cas/computerized\\_placement.html](http://www.northshore.edu/cas/computerized_placement.html)

For information about alternative ways to document proficiencies, log onto:  
[www.northshore.edu/academics/basic\\_skills.html](http://www.northshore.edu/academics/basic_skills.html)



**NSCC Center for Alternative Studies & Educational Testing: 978-762-4000, x5429 • 781-593-6722, x6682 • [cas@northshore.edu](mailto:cas@northshore.edu)**



## Student Health Services

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# Important Immunization Information

Congratulations on your acceptance to North Shore Community College. NSCC's Health Services team would like to welcome you to our college community. Health Services provides a full range of services to promote health and wellness. We are also responsible for making sure that students meet the necessary state immunization requirements.

All full time students enrolled in 12 or more credits, all full and part time Health Professions students, and all international students on a student visa must present proof of immunity to measles, mumps, rubella, tetanus, diphtheria, pertussis, hepatitis B, and varicella (chicken pox). One dose of Tdap is required for all full-time students if the last dose of TD is greater than five years. Proof of immunity to measles, mumps, rubella, hepatitis B and varicella by blood test is acceptable only with supportive laboratory documentation.

Please have your physician complete the enclosed immunization form or attach a copy of your immunization documents which can be obtained from your high school health office, military or local board of health.

Return the completed form promptly to health Services in order to meet the Massachusetts Department of Public Health requirements. Failure to do so will result in a hold being placed on your account, which will inhibit final grade and transcript accessibility.

### **Completed immunization documents may be submitted in person to:**

NSCC's Health Services Office in Danvers Berry building, Room DB108, or Lynn McGee building, Room LW126.

### **Records may be mailed to:**

North Shore Community College, Health Services, One Ferncroft Road, Danvers, MA 01923

### **Records may also be faxed to:**

Danvers Health Services: 978-739-5520

Lynn Health Services: 781-477-2147



Immunization forms can be found online at [www.northshore.edu/health/immunization.html](http://www.northshore.edu/health/immunization.html)



**NSCC Student Health Services:** 978-739-5535 • 781-477-2196 • [www.northshore.edu/health](http://www.northshore.edu/health)

Health Services use only

N00 \_\_\_\_\_

Date \_\_\_\_\_ Initials \_\_\_\_\_

# NORTH SHORE COMMUNITY COLLEGE IMMUNIZATION RECORD

Massachusetts Law REQUIRES immunizations for all full-time students taking twelve or more credits, Health Professions students, and students on a visa. (Details on back.) **This form must be completed and returned to NSCC HEALTH SERVICES prior to registration.** Print clearly. Use black or blue ink. Keep a copy of all submitted information.

NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
                    **LAST**                    **FIRST**                    **MI**

ADDRESS \_\_\_\_\_ PHONE (        ) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ Enrolled in 12 or more credits? Y/N

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Student signature authorizes the release of immunization records to North Shore Community College.*

**Submit a copy of high school, military or other immunization records to Health Services** showing prior immunization against measles, mumps, rubella, tetanus, diphtheria, pertussis, hepatitis B, and varicella. One dose of Tdap is required for all full-time students if the last dose of TD is greater than five years. Proof of immunity to measles, mumps, rubella, hepatitis B and varicella by blood test is acceptable ***only*** with supportive laboratory documentation.

**If unable to provide a copy of prior immunization records, bring this to your physician to be completed & signed, and then return completed form to Health Services.**

The above named student has been immunized against:  
**MONTH, DAY, AND YEAR are required**

**Measles/Mumps/Rubella**

MMR #1 \_\_\_\_\_

MMR #2 \_\_\_\_\_

**Tetanus/Diphtheria/Pertussis**

*Tdap required unless last TD >5 years*

Tdap \_\_\_\_\_

TD \_\_\_\_\_

**Hepatitis B**

HBV #1 \_\_\_\_\_

HBV #2 \_\_\_\_\_

HBV #3 \_\_\_\_\_

**Varicella /Chicken pox**

Varicella #1 \_\_\_\_\_

Varicella #2 \_\_\_\_\_

Varicella disease \_\_\_\_\_

Check only if

The physical condition of this student is such that the student's health will be endangered by immunization.

**Physician/nurse signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**REQUIRED**

MD/Facility name  
Street  
City/State  
Phone number

A **completed immunization form** with necessary documentation must be returned to Health Services ***prior to registration***. FAILURE TO DO SO WILL INHIBIT GRADE ACCESSIBILITY.

**Immunization Regulations:**

In accordance with Chapter 76, Section 15C of the General Laws of the Commonwealth of Massachusetts, college immunization requirements for measles, mumps, rubella, tetanus, diphtheria, pertussis, varicella and hepatitis B apply to:

- 1) **all full-time undergraduate** and students matriculating into a credit or clock hour program
- 2) **all full and part-time Health Professions** students
- 3) **all full and part time students on a student or other visa**, including foreign students attending or visiting classes as part of a formal academic visitation exchange program.
- 4) In addition, **international students** must document negative tuberculosis testing and/or chest x-ray results within six months prior to starting classes. Positive reactors to the TB test must submit a report of a negative chest x-ray.

Students in the above categories must present written proof of immunization against measles, mumps, rubella, tetanus/diphtheria, and hepatitis B unless they meet the standards for medical or religious exemption set forth in M.G.L. c. 76, § 15C. Note: Written documentation must be provided to Health Services and *mandatory exclusion from classes is required* in the event of a disease outbreak.

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For questions/concerns regarding immunization:  
Contact Health Services  
978-739-5535 (Danvers) or 781-477-2196 (Lynn)

**RETURN BY MAIL**  
HEALTH SERVICES  
NORTH SHORE COMMUNITY COLLEGE  
ONE FERNCROFT ROAD, P.O. BOX 3340, DANVERS, MA 01923-0840

**FAX**  
978-739-5520 (Danvers) or 781-477-2147 (Lynn)

**IN PERSON**  
HEALTH SERVICES  
DANVERS BERRY BUILDING DB108  
LYNN MCGEE LW126

*For NSCC Health Services use only*