Welcome to North Shore Community College

At NSCC we require new students to complete the New Student Orientation before you can enroll in classes.

Steps to Complete the Online Orientation

1. View Online Orientation Presentation.
2. Click on Orientation Quiz at end of Presentation.
   - Answer Assessment and Academic Planning Questions.
   - Click Submit.
   - Your submission will be verified and you will be cleared to meet with an advisor and register!

For more information contact Daniel O’Neill at: daoneill@northshore.edu
# Welcome to NSCC

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Your NSCC Pipeline Account

Your lifeline to the college is your NSCC Pipeline Account. In your Pipeline Account you will find important announcements and communications, access to your academic records, registration functions and valuable support resources. Your North Shore Email is also accessible through your Pipeline.

IMPORTANT: Email is the preferred means of communication at NSCC.

Step 1: Click on Login to Pipeline
Setting up - Pipeline Account

Step 2: Click on Setup your account and follow the instructions

www.northshore.edu/login
North Shore Community College offers lifelong education through certificate and degree programs in credit and noncredit contexts. Driven by the College's mission to promote social and economic improvement through liberal arts and career preparation, NSCC programs are planned and developed in response to emerging community and regional needs.

The College offers 47 credit programs leading to an associate in arts, associate in science, or associate in applied science degree, and 36 credit certificate programs. In addition, there are three clock-hour programs and 29 noncredit certificate and certification training programs.

NSCC offers:

• Degrees
  • Career or Transfer

• Certificates
  • Credit or Non-Credit

Your Program of Study (POS) Sheet is your official guide to completing your course of study. There is a wealth of information and guidance contained in the POS sheet so it very important that you become familiar with it, ask questions to advisors and faculty, and track your progress through the certificate/degree.

To access your official Program of Study sheet and follow the link below.

http://www.northshore.edu/academics/programs/
NSCC offers 2 distinct types of degrees:

**Career Degrees.**
Career programs are primarily designed to enable students to begin careers after graduation in technical, supporting, or professional occupations.

**Transfer Degrees**
Transfer programs prepare students for upper-division study at four-year colleges or universities.
Certificates vs. Associates Degrees

Certificates generally require the student to complete approximately 30 credits.

Degrees generally require the student to complete approximately 60 credits.

All credit certificates and degrees require students to demonstrate proficiency in Mathematics and Communications.
For some students, choosing a Program of Study or a Career Path can be challenging or overwhelming. We understand that finding your passion and vocation is a process and sometimes you need a guide. Our Career Counseling can be the first step.

Career Counseling can assist you with:
• Exploring Careers and Programs of Study.
• Self Directed Career Inventories.
• Identifying Career Paths.

To learn about these opportunities or to seek general guidance, you can schedule an appointment with a Career Counselor by clicking on the link below:

http://www.northshore.edu/career_services/

(To schedule an appointment you will need to sign in with your Pipeline Login)
Meeting Proficiency Requirements

All credit degree/certificate seeking students need to meet the college’s proficiency requirements. In addition, there are many courses that have proficiency prerequisites.

You may not be able to register for courses if you have not met prerequisite and proficiency requirements.

The link below provide an overview of the most common ways to meet the proficiency requirements.

http://www.northshore.edu/academics/proficiency/basic_skills.html
One of the most important steps to being successful in college is to plan and manage your finances. While NSCC is one of the most affordable colleges around, you will still need to make sound financial decisions as part of your plan.

The Major Points that we will cover are:

- Cost of attending NSCC.
- Methods of paying for college.
- Financial Aid
- Other costs to consider
Tuition and Fees

Summer and Fall 2015 Tuition & Fees.

For detailed information on Tuition and Fees, please refer to

www.northshore.edu/financial-services/cost/

The Board of Trustees reserves the right to increase tuition and fees without prior notice.
Payment Deadlines

For the Summer Semester:
The Summer Payment Due Date is May 14, 2015 by 5:00pm.

Students enrolling after the payment due date must have a way to pay their bill at the time of registration or their Summer 2015 class schedule will be dropped.

For the Fall Semester:
The Fall Payment Due Date is July 31, 2015 by 5:00pm.
Students enrolling after the payment due date must have a way to pay their bill at the time of registration or their Fall 2015 class schedule will be dropped.

Payment Options:
1. Completed Financial Aid File
2. Payment in Full for current charges
3. Enrollment in NSCC Payment Plan.

For details on NSCC’s Tuition, Fees and Payment Plan click on the link below:
http://www.northshore.edu/financial-services/cost/payment-options.html
NSCC's Electronic Billing system is the official means of generating tuition bills to our students.

PAPER BILLS WILL NOT BE MAILED.

Students, and the additional users they authorize, will be notified by e-mail each time a new billing statement becomes available.

How to Pay.
We strongly encourage our students to use our easy WebCheck or on-line Credit Card payment system on Campus Pipeline.
Log in to Pipeline and follow these easy clicks:

Select the "School Services" Tab,
Next select "Account Inquiry & Payment Options"
NSCC does not accept Cash. Payment for courses and fees can be made in the following ways:

The 3 Payment Options are:

1. Credit/Debit Cards
2. Check
3. Financial Aid
NSCC REQUIRES ALL STUDENTS ACT ON A PAYMENT OPTION AT THE TIME OF REGISTRATION.

PAYMENT OPTIONS:

1. Payment in Full for all charges.

2. Enroll in NSCC’s Fall Payment Plan. For details on NSCC’s Tuition, Fees and Payment plan click on the link below:

www.northshore.edu/financial-services/cost/payment_options.html
NSCC strongly encourages all students to complete the FAFSA. Financial aid can be used to pay for tuition, fees, books, transportation, and other educational expenses. Many students, however, do not complete the Free Application for Federal Student Aid—or FAFSA and miss out on a valuable resource.

To apply for financial aid, students must complete the federal FAFSA available at www.fafsa.ed.gov.

Need help?  
NSCC's financial aid counselors can assist you.  
Danvers Campus: (978) 762-4189  
Lynn Campus: (781) 477-2191  
sfs@northshore.edu
Checking Your Financial Aid Award

To Check the status of your financial aid file follow the steps below:

• Log in to Campus Pipeline.
• School services tab.
• Student services, registration & financial aid.
• Financial aid.
• Eligibility.
• Student requirements.

Please remember to check your North Shore email for important Financial Services updates!
Who is my Financial Aid Counselor?

You are assigned a financial aid counselor according to the first letter of your last name. Contact your counselor if you have specific questions regarding your aid package and requirements. Otherwise, call your campus main number for general information and inquiries.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>Counselor</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-D</td>
<td>Jason Marsala</td>
<td><a href="mailto:jmarsala@northshore.edu">jmarsala@northshore.edu</a></td>
<td>(978) 762-4000, x6216</td>
</tr>
<tr>
<td>E, F, N</td>
<td>Katie Fleuriel</td>
<td><a href="mailto:kfluerie@northshore.edu">kfluerie@northshore.edu</a></td>
<td>(978) 762-4000, x2194</td>
</tr>
<tr>
<td>G-J</td>
<td>Charlene Random</td>
<td><a href="mailto:crandom@northshore.edu">crandom@northshore.edu</a></td>
<td>(781) 593-6722, x4473</td>
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<td>K -M</td>
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<td>(978) 762-4000, x4347</td>
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<td>O-R</td>
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<td>(978) 762-4000, x4362</td>
</tr>
<tr>
<td>S-Z</td>
<td>Minerva Rodriguez</td>
<td><a href="mailto:mrodrigu@northshore.edu">mrodrigu@northshore.edu</a></td>
<td>(978) 762-4000, x6645</td>
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Other Costs?

In addition to your Tuition and Fees, there are other costs that you will need to consider when planning your academic schedule.

**HEALTH INSURANCE.**
Every matriculated (enrolled in credit degree/certificate) who registers for 9 or more credits will automatically be charged for Health Insurance. *(Fall and Spring semester only)*. This policy does not apply for Summer classes. For more information click on the link below:

http://www.northshore.edu/financial-services/cost/health_insurance.html

**BOOKS.**
Books for your courses are not included in your tuition and fees. You may be eligible to use some of your financial aid award to pay for your books but it is very important for students to consider this cost as they plan schedules.

**OTHER COSTS.**
While in school, your life does not stop. Make sure you consider your personal finances, especially if you are reducing your work hours to attend school.
A large part of your success in college is knowing when you need support and who can help you. We have a wide range of Student Success Services at NSCC to help you.

Our services range from:

- Academic Support
- Advising Services
- Career Services
- Campus Resources
- Disability Services
- Tutoring Services
- Veteran Services

Please click on the link below to access a complete list of services offered at NSCC.

[http://www.northshore.edu/students/services/](http://www.northshore.edu/students/services/)
Student Success Services

**Tutoring:** Students enrolled at the college are welcome to visit our walk-in centers. Tutoring is a free service designed to help all students improve in course work and study skills. Centers are open daily during Fall and Winter/Spring semesters and have limited hours during Summer Sessions.

**Disability Services** works one-on-one with students to review documentation and accommodation requests. We assist with the implementation of accommodations and provide guidance to students with disabilities.

**Veteran Services** supports the educational goals of veterans as they make use of their GI Bill education benefits. Staff assists in completing the necessary paperwork to ensure proper entitlement pay and also help guide veterans toward a variety of campus resources ranging from tutoring to career and personal counseling.
NSCC offers unique learning opportunities for students. We have many College Pathway Programs that provide additional or specialized academic and personal supports, contextualized learning environments, low student/advisor ratio and scholarship assistance.

To see if you are eligible for one of our College Pathway Programs, please click on the link below. Every College Pathway program has contact information should you want to explore further.

http://www.northshore.edu/transition_programs/index.html
Academic Planning is one of the most important steps you can take to ensure that you meet your academic goals, complete your program requirements, manage your time and succeed academically.

This section will cover the following topics:

1. The Value and Philosophy of Advising
2. Understanding your Program of Study Sheet
3. Determining your Course Load
4. Time Management
Academic advising philosophy at North Shore Community College acknowledges that students arrive from diverse cultural, economic and educational backgrounds with varying skills, knowledge and abilities. Academic advising practice involves creating ongoing collaborations among students and advisors. It is a form of teaching and learning, where advisors and students share the responsibility of exploring, clarifying and understanding goals that foster growth in personal, academic, career and lifelong learning. In this advising relationship, advisors both challenge and support students as students become increasingly responsible for their unique educational planning.

(Approved and adopted by the NSCC Advising Team, July 2006)
## Advising Model

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<thead>
<tr>
<th></th>
<th></th>
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<th></th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>Advisor holds all the knowledge and directs the student.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A + s</td>
<td>Advisor consults with student and takes student preferences into consideration when possible.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A + S</td>
<td>Advisor and student function as equal partners.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a + S</td>
<td>Student assumes dominant role, with advisor unofficially approving final decisions. Advisor is no longer gate-keeper.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>Student assumes total responsibility. May consult with others as resource.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Advising Roles and Responsibilities

Advisor
The Academic Advisor's roles and responsibilities in the advising process are to:
• Actively participate in the learning process to assist students in achieving the goals and objectives of NSCC's advising curriculum.
• Advise students on academic and career options so they can make informed decisions pertaining to their individual academic and career goals.
• Refer students to appropriate student support services that will enhance their chance for academic success.

Student
The student's roles and responsibilities in the advising process are to:
• Take the lead role in the learning process in order to achieve the goals and objectives of NSCC's advising curriculum.
• Make reasonable, realistic and informed choices regarding academic and career goals, taking into consideration other life responsibilities which affect your academic performance.
• Utilize all pertinent student support services to optimize your ability to succeed in college.
The COLLEGE SUCCESS SEMINAR (SSC 101) is a three credit open elective designed to provide you with the skills, knowledge, and confidence necessary to be a successful college student. In addition to the topics listed below, SSC 101 also includes ongoing personalized academic advising to help you adjust to college smoothly and develop effective educational plans.

Among the topics covered:

- Adjusting to the college environment and expectations
- Time management
- Goal setting
- How to read a college textbook
- Listening and note-taking
- Test taking strategies
- Career exploration
- Creating an educational plan
- Diversity
- Sustainability and civic engagement
While any course and/or certificate/degree you complete at NSCC may be transferable to a four-year college/university there are specific Programs of Study that are part of the Mass Transfer Program.

To be eligible for the Mass Transfer Program, you will need to graduate with one of the following degrees, maintain at least a 2.0 GPA and enroll in a MA state college/university for the following fall semester. The eligible Mass Transfer programs at NSCC are:

- Biotechnology
- Business Administration
- Computer Information Systems
- Computer Science Transfer
- Criminal Justice
- Early Childhood Development
- Elementary Education
- Engineering Science
- Environmental Studies
- Health Science
- Interdisciplinary Studies
- Liberal Arts
- Pre-Engineering

For more detailed information regarding the Mass Transfer Program please click: http://www.mass.edu/masstransfer/
Time Management

Going to college will have an impact on your time and schedule. One of the most important factors for success is a realistic approach to time management and course load.

Before registering for classes carefully consider the following factors that will impact your time:

1. Family obligations.
2. Travel Time.
3. Work Schedule.
4. Amount of time available for homework.
5. Inconsistent/unexpected schedule changes.

It is important to be realistic about how much time you can devote to your studies!
Determining Course Load

What is a credit?
- Courses that make up your degree/certificate have credits assigned to them. Most courses are 3 credits but courses can range from 1 credit to 4 credits. The credit for a course identifies how many hours per week that you will be in the classroom for that course.

Ex.: A 3 credit course = 3 hours in class per week.

The 3 hours that you spend in the class per week can be scheduled in a number of ways:

1. 3 (50 minute classes/week).
2. 2 (1.5 hour classes/week).
3. 1 (3 hour class/week)
Determining Course Load

How much time do you need for college?

A simple formula for determining how much time you will need to successfully manage your course load is the:

2:1 Rule

Simply put, for every hour (credit) that you spend in a class you should plan to spend 2 hours outside of the class on: course readings, homework, studying, research and writing.

Ex.
You register for 12 credits = 12 hours/week in class.

Using the 2:1 rule you would need to schedule 24 hours/week outside of class.

12 + 24 = 36 hours/week

This is why 12 credits equates to a full time schedule.
Determining Course Load

Important Credit Values to Remember:

3 credits – most common credit value for one course.

6 credits – minimum course load to use Federal Financial Aid award.

9 credits – credit value where Mandatory Health Insurance Charge is applied (If you have existing health insurance you may waive this charge.)
Please refer to: http://www.northshore.edu/financial-services/cost/health_insurance.html

HEALTH INSURANCE CHARGE IS NOT APPLIED FOR SUMMER COURSES.

12 credits – this is the minimum credit value for Full Time status.

15 credits – this is the desired credit value to complete most programs of study in 2 years.
NSCC uses a 4 point scale to determine Grade Point Average (GPA). The scale below demonstrates how grade points are assigned:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>63-66</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
<td>60-62</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>Below 60</td>
</tr>
</tbody>
</table>
Another factor to consider when planning your academic schedule is your requirement to maintain Satisfactory Academic Progress (SAP) while at NSCC. There are 2 separate SAP’s that you will need to consider.

**Academic SAP.**
- Maintain 2.0 Overall GPA
- Complete 60% of course work attempted.

**Financial Aid SAP.**
- Maintain 2.0 Overall GPA
- Complete 67% of course work attempted

• *Courses for which you receive an “F” grade will not count as completed and will lower your GPA.*

• *Courses for which you receive a “W” grade will not count as completed but will not count against your GPA.*
As a student at NSCC you are responsible to understand the Academic Policies. A complete list of the Academic Policies can be found in the Student Handbook. The NSCC Student Handbook is only available online and can be found at:

The Student Life Office is the center for student involvement, engagement and development. Offering a wide range of services and opportunities Student Life enhances supports and strengthens the learning experience that takes place in the classroom.

Students have the opportunity to develop personal, organizational and civic leadership skills, and to create meaningful lasting memories through their participation in clubs, organizations and a variety of community service projects. We encourage you to take advantage of all we have to offer. Get actively involved and contact us with any ideas or suggestions you may have to further assist us in fostering and celebrating an intellectually diverse and culturally rich college community.

Learn a new skill, make friends, become a leader, serve your community. Have fun, and achieve success with Student Life!
Student Organizations

Student Government Organization
*The official voice of the student body*

The Pennon
*Student Newspaper*

Performing Arts Council
*Provides creative opportunities for college community*

Program Council
*Plans student events for NSCC*
Academic Clubs

**Alpha Eta Rho**
This is the Aviation Club.

**Biological Science Club**

**Criminal Justice Club**

**Delta Alpha Pi Honor Society (DAPi)**
DAPi is an honor society and leadership program for high-achieving students with disabilities.

**Economics & Finance Club**

**Financial Accounting and Investments**

**Food Science Club**

**Gerontology Club**

**La Pomme y Naranjias (French/ Spanish club)**

**Nursing Freshman**

**Nursing Sophomore**

**Phi Theta Kappa (PTK)**
PTK is a national honor society for students at two-year colleges

**Physical Therapy**

**Practical Nursing**

**Pre-Med Club**

**Psyched for Psych**

**Sota Club**
Membership is limited to Occupational Therapy Assistant (SOTA) students.

**Student Art Club**

**Student Civic Engagement-Anti-Violence Club**
Getting involved with student activities is not only fun but connects you to the college and increases your chances for success. Co-curricular activities are essential for the holistic development of our students. To learn more about ways to get involved check out the Student Life website.

[http://www.northshore.edu/student_life/](http://www.northshore.edu/student_life/)
North Shore Community College: Contributing to a Sustainable North Shore

On February 28, 2007 North Shore Community College became the 100th college nationwide to sign onto The American College and University Presidents Climate Commitment. This step put in motion an expansion of the college's commitment to environmental stewardship. NSCC has adopted a holistic approach to sustainability and the application of green principles that engages the entire college community.

http://www.northshore.edu/sustainability
Sustainability

Environmental Stewardship

The college is dedicated to:

- **protecting the environment** by reducing its carbon footprint;
- **incorporating environmental/sustainable curriculum, goals and objectives** into its courses, programs and projects;
- **promoting a sense of environmental stewardship** in the college community and North Shore region.

The college's strategic plan outlines its dedication to creating an environmentally sound, economically viable, and socially responsible future by advocating the study of sustainability and the application of green principles such as conservation, environmental justice and green education in its college, communities, and individual lives.
Examples of NSCC's commitment to sustainability can be found in all aspects of the College. Fall 2011 saw the completion of the Commonwealth's first Zero Net Energy Building. NSCC employs energy improvement measures on both campuses, established a "green" curriculum program and has an active Green Team - a group of volunteer faculty and staff who collaborate to raise campus and community awareness of sustainability issues.

In addition, the college has strengthened its commitment by hiring a part-time Green Initiatives Coordinator to oversee the college's sustainability initiatives. This role will also serve to educate the college and community about why sustainability needs to be a priority, as well as promote a green economy and green jobs.
Final Thoughts

This Online Orientation can only serve as an introduction to North Shore Community College. You will undoubtedly have many more questions along the way. It is important that you know who is available to help you.

**ADVISORS** – Advisors can assist you with making career/life goals as well as helping you to schedule your semester courses.

**FACULTY** – Faculty not only instruct you but can provide valuable career and professional advice for your chosen course of study.

**SUPPORT SERVICES** – Tutoring, Academic Support Workshops, Learning Communities, Student Life Organizations and Disability Services are only some of the support services ready and available to assist you.

**PEERS** – Your fellow students can be a source of support and encouragement as you progress through your studies. Study groups, Peer Feedback and Connection to the college are the hallmarks of successful students.
Congratulations!

You have completed the New Student Online Orientation! To complete your orientation requirement, please click on the link below to take the New Student Orientation Quiz and Academic Planning Questionnaire.

Thank you for choosing North Shore Community College!

-The Orientation Team
Orientation Quiz and Academic Planner

Click on the link to access quiz and academic planner.

Orientation Quiz