# NEW STUDENT CHECKLIST
For Veterans or Students Serving in the Armed Forces

Veterans Services • 1 Ferncroft Road • Danvers, MA 01923-0840
978-762-4187 or 781-593-6722 x6683  
www.northshore.edu/veterans

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Completed</th>
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</table>
| 1 | **VETERANS SERVICES**  
Lynn Campus  
Enrollment Center, LW-154  
781-593-6722 x6683  
Danvers Campus  
Veterans Center, DS-104A  
978-762-4187  
Veterans Services • 1 Ferncroft Road • Danvers, MA 01923-0840  
978-762-4187 or 781-593-6722 x6683  
www.northshore.edu/veterans  
1. Submit a copy of your DD214 (member 4)  
2. If using VA education benefits, submit a copy of your Certificate of Eligibility.  
   a. If you have not yet applied for benefits, go to [www.gibill.va.gov/apply-for-benefits/application](http://www.gibill.va.gov/apply-for-benefits/application)  
   Once you apply, print out a copy of your application and submit it to Veterans Services.  
3. If you are a National Guard Member, submit your Tuition & Fee Waiver  
   a. You can request your waiver at [http://mro.chs.state.ma.us/tuition](http://mro.chs.state.ma.us/tuition)  
4. Active Duty members please submit your Tuition Assistance Form | ☐ DD214  
☐ Certificate of Eligibility  
☐ Copy of VONAPP  
☐ National Guard Certificate  
☐ Tuition Assistance Form |
| 2 | **MILITARY TRANSCRIPT EVALUATION**  
Center for Alternative Studies & Educational Testing  
Veterans Assessment Officer  
Danvers Campus, DB-217  
978-739-5539  
Veterans Services • 1 Ferncroft Road • Danvers, MA 01923-0840  
978-762-4187  
Veterans Services • 1 Ferncroft Road • Danvers, MA 01923-0840  
978-762-4187 or 781-593-6722 x6683  
www.northshore.edu/veterans  
1. Bring a copy of your military transcripts or order a copy through the Veterans Assessment Officer.  
2. Find out more about DSST & CLEP testing options.  
3. For more information, please visit our website at: [www.northshore.edu/cas/veterans](http://www.northshore.edu/cas/veterans) | ☐ Complete meeting with Veterans Assessment Officer |
| 3 | **APPLICATION**  
Admissions Office  
Lynn Campus, LW-154  
781-477-2107  
Danvers Campus, DH-260  
9768-762-4188  
Veterans Services • 1 Ferncroft Road • Danvers, MA 01923-0840  
978-762-4187 or 781-593-6722 x6683  
www.northshore.edu/veterans  
I have completed and submitted an NSCC Application for Admission to the Enrollment Center with the following:  
• Program of Study specified  
• Proof of High School graduation, GED, or Associate degree or higher  
• Transcripts from other colleges, if applicable | ☐ Complete and submit an NSCC Application for Admission to the Enrollment Center |
| 4 | **PIPELINE**  
To activate your NSCC Campus Pipeline Account go to: [http://pipeline.northshore.edu/cp/home/login](http://pipeline.northshore.edu/cp/home/login)  
   • Choose “Setup Your Account” | ☐ Activate my NSCC Campus Pipeline Account. |

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### Step 5: Student Financial Services

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1. Select a Payment Option best for you <em>(see options at right)</em>. Even if you are receiving Veterans Education Benefits, you are still entitled to apply for financial aid.</td>
</tr>
<tr>
<td>2. Fill out FAFSA. This is necessary if you are planning on receiving a Pell Grant or a Loan. For assistance with filling out the FAFSA go to: <a href="http://www.northshore.edu/services/fa/app_proc.html">www.northshore.edu/services/fa/app_proc.html</a></td>
</tr>
</tbody>
</table>
| 3. Review Financial Aid Status. To review status:  
  - Log into Pipeline  
  - Select the School Services tab at top  
  - Select Financial Aid  
  - Select Financial Aid Requirements |

### Completed
- Payment in full – 100% Post-9/11 GI Bill
- Payment in full – National Guard Tuition & Fee Waiver
- Payment in full – Tuition Assistance
- Payment Plan – to assist with partial Post-9/11 GI Bill payments and other Veterans Education Benefits

### Step 6: Proficiency & Placement

**Your skill level or proficiency in Communications and Mathematics must be determined so that you are placed in the most appropriate classes.**

**Center for Alternative Studies and Educational Testing (CAS)**

- Lynn Campus, LE-232  
  781-593-6722 x6695
- Danvers Campus, DB-213  
  978-739-5429

### Step 7: Advising & Registration

**Application, Pipeline Activation and Placement Testing MUST be completed before registration.**

**Student Support & Advising Center**

- Lynn Campus, LW-114  
  781-477-2132
- Danvers Campus, DH-160  
  978-762-4036

### Helpful Tip

While **math proficiency** is a pre-requisite for many courses, it is also a requirement for graduation: You may also need to take a Computerized Placement Test (CPT) for placement into college-level math courses. Consult with CAS for more information, including the evaluation of military transcripts.

### NEW STUDENT ORIENTATION IS MANDATORY.

1. Attend a New Student Orientation to meet with advisors, find out more about college services and register for classes.  
2. To choose an Orientation/Registration Session go to: [www.northshore.edu/orientation](http://www.northshore.edu/orientation)  
3. For more information on Orientation/Registration sessions, please call the New Student Orientation Hotline  
   978-762-4000 x6211 (Danvers Campus) or  
   781-593-6722 x6211 (Lynn Campus)

### Bring following for Orientation/Registration Sessions:

- Health insurance card  
  _If you are enrolled in VA Healthcare, the Provider name is VA Healthcare and the policy number is your social security number._  
- Photo identification  
- Social Security Number

### After Advising & Registration

- Sign up for a New Student Orientation
- 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
- Pick up NSCC Student Parking sticker at front office
- Return Immunization Forms to Student Health Services

**DONE**