# New Student Checklist: FALL 2017

## Step | Description | Completed
--- | --- | ---
### 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  
- Proof of high school graduation, GED, HiSET or Associate’s degree or higher  
- Transcripts from other colleges, if applicable  
records@northshore.edu

### PIPELINE
I have activated my NSCC Campus Pipeline Account.  
Or, to activate your NSCC Campus Pipeline Account go to:  
http://pipeline.northshore.edu/cp/home/login

## FINANCIAL
You must act on a payment option before 5pm on **August 3, 2017**.

### helpful tips
**Remember, NSCC’s priority filing date is May 1, 2017.**
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.


For more information contact NSCC’s Student Financial Services  
Lynn Campus  
781-477-2191  
Danvers Campus  
978-762-4189  
sfs@northshore.edu  
www.northshore.edu/financial-services

1. Select a Payment Option  
   - Pay in Full (check or credit card). **No cash accepted.**  
   - Set up Payment Plan  
   - Complete Financial Aid File  
   **If you register after **August 3, 2017** you must have a payment option in place at time of registration.**

2. Review Status of Financial Aid in Pipeline  
   To review status:  
   - Log into Pipeline  
   - Select “School Services”  
   - Select “Financial Aid”  
   - Select “Eligibility”

3. Submit Student Health Insurance Waiver online (once the Student Health Insurance Waiver website is open):  
   www.gallagherstudent.com/nscc  
   **Note:** the waiver website will be open for Fall 2017 in late May/early June 2017. Please check your NSCC email regularly for notification.  
   Click “Student Waive” link under Student Access section  
   Locate your NSCC ID number:  
   - Log into Pipeline  
   - Select “School Services” tab at the top  
   - Select “Student Services” and Registration link  
   - Select “Student Account” link  
   - Select “Insurance Waiver” (your NSCC student ID number [ex: N0000000] can be located towards the upper right hand corner of the page)  
   Details regarding the NSCC Student Health Insurance charge and/or waiver process can be found online at:  
   www.northshore.edu/financial-services/cost/health_insurance.html

## PAYMENT OPTION CHOICE
- [ ] Pay in Full
- [ ] Payment Plan
- [ ] Complete Financial Aid File
- [ ] Check when Financial Aid filing is complete.

*If your Financial Aid is complete (you have submitted all documents requested by NSCC) by **August 3, 2017**, and we calculate that your Financial Aid award is expected to overpay your semester charges, a bookstore credit will be issued. You will be notified through your NSCC email if you are eligible for a book store credit in **late August 2017**.*
### 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  
781-593-6722 x6682  
Danvers Campus  
978-739-5429  
testing@northshore.edu

1. I have reviewed Basic Skills Core Requirements for Communications and Math proficiencies. Details about proficiency can be found at:  
   - [www.northshore.edu/academics/proficiency/communications_proficiency.html](http://www.northshore.edu/academics/proficiency/communications_proficiency.html)  
   - [www.northshore.edu/academics/proficiency/math_proficiency.html](http://www.northshore.edu/academics/proficiency/math_proficiency.html)

2. I have demonstrated proficiency and understand my course placement through any of the methods below:
   - SAT/ACT scores
   - AP scores (3+)
   - College transcripts
   - Computer Placement Tests (CPTs)
   - High School Transcripts for 2014 or later graduates only

#### 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.

### ADVISING & REGISTRATION

**New Student Orientation is mandatory.**

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

**Student Support & Advising Center**

Lynn Campus  
781-477-2132  
Danvers Campus  
978-762-4036

#### Registration Options

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)

#### Checklist for Orientation/Registration Sessions

*Please bring the following:*

- New Student Checklist
- Health Insurance Card
- Photo ID
- Any missing documents

#### After Advising & Registration

- Print out Bookstore Schedule
- Check email for updates concerning payment and course registration
- Check NSCC email for Book Store credit
- 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/accessibility](http://www.northshore.edu/accessibility).
Campus Pipeline Account

Your NSCC Pipeline email account is the primary means of communication from the college.

Your NSCC Pipeline email account is the official means of communication from the college and link to official NSCC alerts, notifications and announcements. Please be sure to set up your account today so that you will be ready for New Student Orientation and Registration.

1. Set up your Pipeline email today.

1. Your first step as a North Shore Community College student is to set up your **NSCC Pipeline Account**.

2. Please visit this address [http://pipeline.northshore.edu](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.

Contact NSCC’s Help Desk, if you experience problems setting up your NSCC Pipeline Account.

**Email**
helpdesk@northshore.edu

**Telephone**
978-762-4167

2. Forward your NSCC Pipeline email to your personal email account.

**Don’t miss the message.** Forwarding your NSCC Pipeline email to your personal email ensures you don’t miss a thing.
Applying for Financial Aid?

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

☑️ **STEP 1:** Go online to fsaid.ed.gov to create a Federal Student Aid ID and password for yourself and your parent (if you are a dependent student).

☑️ **STEP 2:** Complete the Free Application for Federal Student Aid (FAFSA)
Go online to 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 3:** Submit additional information and/or documentation ASAP
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

☑️ **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 change based on your actual enrollment (for example three-quarter, half or less than half-time) or any changes are made to your FAFSA application. To view your estimated award package, log in to Pipeline, select the School Services tab and make the following clicks:

  > Financial Aid > Award > Award By Aid Year

☑️ **STEP 6:** Your financial aid is disbursed to pay all or part of your school charges.
The first disbursement occurs about 5 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**

North Shore Community College’s priority filing date is **May 1, 2017**. 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.
NSCC Billing Policy
The Fall 2017 payment due date is 5pm on Thursday, August 3, 2017.
Students who register are required to act on a payment option by the due date. If you register after the due date, be sure to review your semester charges on Pipeline and 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/financial-services/cost/payment-options.html.

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)

NSCC Tuition and Fees Cost per Credit
(Fall 2017 tuition and fees information is only ESTIMATED at this time)

<table>
<thead>
<tr>
<th>MASSACHUSETTS RESIDENTS</th>
<th>NEW ENGLAND REGIONAL RESIDENTS</th>
<th>NON-REGIONAL/NON-RESIDENT STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Based on 3-credit courses</td>
<td>Based on 3-credit courses</td>
<td>Based on 3-credit courses</td>
</tr>
<tr>
<td>$202.00 per credit</td>
<td>$214.50 per credit</td>
<td>$434.00 per credit</td>
</tr>
<tr>
<td>1 class 3 credits</td>
<td>1 class 3 credits</td>
<td>1 class 3 credits</td>
</tr>
<tr>
<td>$606.00</td>
<td>$642.50</td>
<td>$1,302.00</td>
</tr>
<tr>
<td>1 semester 15 credits</td>
<td>1 semester 15 credits</td>
<td>1 semester 15 credits</td>
</tr>
<tr>
<td>$3,030.00</td>
<td>$3,217.50</td>
<td>$6,510.00</td>
</tr>
<tr>
<td>1 full year 30 credits</td>
<td>1 full year 30 credits</td>
<td>1 full year 30 credits</td>
</tr>
<tr>
<td>$6,060.00</td>
<td>$6,435.00</td>
<td>$13,020.00</td>
</tr>
</tbody>
</table>

Additional fees will be assessed to certain academic programs and/or courses. Details can be found online at www.northshore.edu/financial-services/cost/

Mandatory Health Insurance
Coverage period: September 1, 2017–August 31, 2018
Cost: $1,650.00 (the health insurance premium is only ESTIMATED at this time)
All matriculated students taking nine or more credits at NSCC are required to have health insurance. Students must waive or pay for the charge by the due date. Financial aid students may authorize the College to use their anticipated aid award to pay for the charge if it is sufficient to cover the cost.

• Visit www.northshore.edu/financial-services/cost/health_insurance.html for information on how to waive, pay or authorize the College to use expected financial aid to help pay health insurance.

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-services/help/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.
Center for Alternative Studies and Educational Testing

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.

helpful tip Log on for hours, study guides and other information about testing at: www.northshore.edu/cas/testing/computerized_placement.html
For information about alternative ways to document proficiencies, log onto: www.northshore.edu/academics/proficiency/basic_skills.html

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, ACT 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 978-739-5432 or visit www.northshore.edu/academics/proficiency/basic_skills.html 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. What are the different types of tests?
A. There are five different placement tests: Reading, Writing, Arithmetic, Elementary Algebra and College Level Math. Not all students take all of the tests. The tests you take will depend on your test scores and your major.

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. Students who score below certain benchmarks may be encouraged to do additional prep work and retest.

Q. What if I have a documented disability?
A. Students seeking testing accommodations may visit the Accessibility Services web site at www.northshore.edu/accessibility 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.
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

helpful tip Immunization forms can be found online at www.northshore.edu/health/immunization.html
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 STUDENT HEALTH SERVICES prior to registration.** Print clearly. Use black or blue ink. Keep a copy of all submitted information.

| NAME ________________________________ | DATE OF BIRTH ___________________ |
| 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 Student Health Services showing prior immunization against measles, mumps, rubella, tetanus, diphtheria, pertussis, hepatitis B and varicella. If unable to provide a copy of prior immunization records, bring this form to your physician to be completed and signed, and then return the completed record to Student Health Services. Proof of immunity to *measles, mumps, rubella, hepatitis B* and *varicella* is also acceptable by blood test with supportive laboratory documentation.

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

<table>
<thead>
<tr>
<th>Measles/Mumps/Rubella</th>
<th>Hepatitis B</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMR1 ______ /_______ /_______</td>
<td>HBV1 ______ /_______ /_______</td>
</tr>
<tr>
<td>MMR2 ______ /_______ /_______</td>
<td>HBV2 ______ /_______ /_______</td>
</tr>
<tr>
<td>or MMR titers (lab documents required)</td>
<td>HBV3 ______ /_______ /_______</td>
</tr>
<tr>
<td>Measles _____ /_______ /_______</td>
<td>or Hepatitis B titer (lab documents required)</td>
</tr>
<tr>
<td>Mumps _____ /_______ /_______</td>
<td>HBSAB _____ /_______ /_______</td>
</tr>
<tr>
<td>Rubella _____ /_______ /_______</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Varicella</th>
</tr>
</thead>
<tbody>
<tr>
<td>Varivax1 _____ /_______ /_______</td>
</tr>
<tr>
<td>Varivax2 _____ /_______ /_______</td>
</tr>
<tr>
<td>or Chicken pox history _____ /_______ /_______</td>
</tr>
<tr>
<td>or Varicella titer (lab documents required)</td>
</tr>
<tr>
<td>Varicella _____ /_______ /_______</td>
</tr>
</tbody>
</table>

[ ] MD check here only if the physical condition of this student is such that the student’s health will be endangered by immunization.

| Physician/Nurse ____________________________ | Date ________________ |
| PRINT MD name | Facility name |
| Street | Telephone |
| City/State | |
A completed immunization form with necessary documentation must be returned to Student 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 Student Health Services and mandatory exclusion from classes is required in the event of a disease outbreak.

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

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

FAX
781-477-2147

IN PERSON
STUDENT HEALTH SERVICES
LYNN MCGEE LW-126
DANVERS BERRY DB-108