



ADVISOR HANDBOOK 2009-2010

Message from The Counseling Center

Dear Faculty,

The Counseling Center wishes you a wonderful 2009-2010. Let us know if there's any way we can assist you and/or your students!

When you have students who miss a week's worth of consecutive class meetings - with no explanation or contact - please email us at the counselingcenter@nemcc.edu. It will be our objective to contact the students to let them know they have been reported to us for follow-up. We will remind them of the absentee policy and make every effort to obtain their intentions for attending class. Our contact is friendly and informative with an offering of assistance. It provides us the opportunity to share withdrawal procedures and dates along with the Counseling Center services.

Our student contact will be an intervention to minimize student failure while delivering a dose of increased success strategies and tools. If you request, we will report to you our findings, **particularly** the students' intentions. Our report will be only a relaying of the information we have obtained and not suggestive or directive. While the remarks, at times, may *appear* to call for mercy and understanding, this will not be our motive or intent.

Please remember when you recognize, suspect, or have concern that a student is having difficulty – which is not being addressed – in any areas of life, think of the Counseling Center and refer these students to us. We wish you the very best!

Joey Williford
Director of Guidance & Counseling

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INTRODUCTION

Good advising is vital to the long-term success of Northeast. Advisors are the link between students and this institution. Students who stay in college are usually students who develop a relationship with one significant person at the college. Advisors are in an excellent position to be that significant person. According to Noel Levitz (Hovland, 7), good advising is a key to student retention. Studies prove that the best way to keep students enrolled is to keep them stimulated, challenged and progressing toward an academic goal. Advisors should try to ensure that new students get a good start, learn and understand their strengths. Effective advisors should care about students and want to make a difference in their lives.

The purpose of the academic advising program at Northeast is as follows:

1. To provide accurate information about educational options, requirements, policies, and procedures.
2. To help students plan educational goals consistent with their interests, strengths and abilities.
3. To give students guidance, support, and encouragement.
4. To make available and accessible the resources of the institution to meet the students' special educational needs.
5. To assist students by continually monitoring and evaluating their educational needs.
6. To teach students how to become responsible consumers of their own education and make viable academic decisions (Hovland, 1).
7. To help students diminish the confusion that comes with a new environment.

QUESTIONS ABOUT *ACCUPLACER TESTING AND ACT*

Q Who takes the Accuplacer?

- A**
1. Students who have an ACT math score of 18 or below must take the Accuplacer unless they decide to start with MAT 0123 Beginning Algebra or MAT 1213 College Math I (for technical majors only).
*MAT 1213 will not serve as a prerequisite for any course other than MAT 1223 College Math II.
 2. Students with ACT English sub scores of 14 or below are required to complete the "WritePlacer" test provided by Accuplacer unless they decide to start in ENG0113. Students who score 6 and below on the WritePlacer will be registered for ENG 0113 Beginning English. Completion of this course with a passing grade will qualify the student for entry into ENG 1113 English Composition I.
 3. Students with ACT Reading sub score of 14 or below will be placed in REA0113; Comprehension I. Students who wish to challenge their reading placement should see a Counselor in Waller Hall to take the Accuplacer.

Q When and where can a student take the Accuplacer? How long does it take?

- A** A student can take the Accuplacer any time during the following hours: Monday – Friday 8:00 a.m. – 3:30 p.m. at the Counseling Center in Waller Hall. An appointment is not necessary. The student should allow at least 45 minutes for the test. A calculator is not allowed on this test, but the student should plan to use a pencil and paper.

Q Can a student take the Accuplacer more than once?

- A** No. A student may take the Accuplacer only one time. If, by error, a student is allowed to take the test again, only the first score will be considered valid.

Q Is there an ACT cut-off for Reading?

A Yes. If the ACT Reading sub-score is 14 or less, students should be placed in REA 0113 Comprehension I. Any student may take the Accuplacer Read Pro by going to the Counseling Center.

Q What are the cut-off scores for Accuplacer?

Subject	Test/Score	Course
English	WritePlacer/<7	ENG 0113 (Beginning English)
	WritePlacer/>7 or =7	ENG 1113 (Eng. Comp. I)
Math	Accuplacer Elementary Alg/52.9 or lower	MAT 0123 (Beg. Algebra)
	Accuplacer Elementary Alg/53 to 83.9	MAT 1233 (Int. Algebra)
	Accuplacer Elementary Alg/84 or higher	MAT 1313 (College Algebra)
Note: Accuplacer is not necessary if ACT Math >=19	ACT Math sub score/22 or higher AND high school advanced Math and Trigonometry	MAT 1613 (Calculus I-A)
	ACT Math subscore/22 or higher & high school advanced Math	MAT 1513 (Bus. Calc I)
	ACT Math subscore 19 or higher AND high school Algebra II	MAT 1313 (College Algebra)
Reading	Reading Pro/< 67	REA 0113 (Comprehension I)

* **Avoid List**

The Avoid List is directed toward students that have an ACT Reading sub score of 14 or below. These students should be advised against registering for the following reading intensive classes:

- ART 2713
- BAD 2413
- BIO (avoid all except BIO 1114, 1124, 1514)
- CHE 1213
- COM 2463, 2483
- ECO 2113
- ENG (avoid all Literature)
- EPY 2513
- HIS (avoid all)
- LET 1113
- PHI 2113
- PSC 1113, 1123
- REA (take 0113 only)
- SOC 2133

*These recommendations have been approved based on the assumption that these students are true freshmen. The Instruction Council also recommends that **all online classes be avoided** until REA is successfully completed.*

Q What if a student is unsuccessful in the courses in the Avoid List and has not been enrolled in a Reading course?

A The student could be encouraged to enroll in REA 0113- Comprehension I.

Q What if a student wishes to challenge the Accuplacer/Writeplacer score?

A The student who wishes to challenge the Math Accuplacer needs to contact Mrs. Kay Crow in McCoy Hall 103. The student who wishes to challenge the Writeplacer score needs to contact Mrs. Kathy Green in Anderson Hall 144.

Q May a student take a course, and then take the Accuplacer/Writeplacer or a departmental placement exam to skip a math/English course?

A No. Once a student begins his/her math/English classes, placement test scores are no longer accepted.

Q What if a student takes the Accuplacer/Writeplacer and leaves college without having taken any math/English classes? Can he/she take the test again later?

A Yes, but only if at least a year has passed and no math/English classes have been taken during that time. Otherwise, repeat scores will be considered invalid.

Q If a student was misplaced in a class during a semester and was unsuccessful, will the student be allowed to repeat the course at that level the next semester?

A No. For example, if a student should have been placed in Beginning Algebra but, through an error, was allowed to take Intermediate Algebra and the student was unsuccessful, the next semester the student will be placed in the correct class, Beginning Algebra, according to the placement policy so that the student will have every opportunity to be successful. We do not wish to repeat an error, compounding the problem and taking more time for the student to gain the foundation he/she needs.

Q What if a student takes the Accuplacer and later decides to re-take the ACT, hoping for a higher score? How would we consider the later score?

A If math or English coursework has already begun, the sequence must be followed. However, if no classes have been taken and the new ACT has a higher math/English score, we would want to carefully discuss with the student his/her Math/English background and try to ascertain his/her level of confidence and competence to find the best math placement for his/her success. A mathematics/English instructor should counsel this student very carefully if the new ACT score disagrees with the placement scores. See the appropriate division head in mathematics or English.

Q How can I view a student's Accuplacer/ACT scores?

A To view Accuplacer/ACT scores, complete the following in **Tigerline**.

- Click Enter a Secure Area and log on
- Click Faculty Services
- Click Student Menu for Faculty
- Click View Student Information
- Select a term, then enter the student's ID or Last Name & First Name
- Verify the student selected is the student you wish to view information on, then click Submit
- The ACT and Accuplacer scores are listed at the bottom of the page. The ACT scores are the maximum score for each subject area. Since students take the test several times, the set of scores that you see could not be the complete set taken at one time. Since this screen is to be used for advising, only the maximum scores are listed.

Q Can a student transfer to a university in Mississippi if their ACT score is less than 18?

A If a student makes less than an 18 ACT composite, they must have a 2.0 grade point average in the following to transfer to a university in Mississippi: Eng. Comp. I & II, College Algebra, 2 lab sciences, 1 fine arts, and 2 humanities OR social/behavioral sciences. The student can transfer at any time once this has been achieved. Also see page 21 for more information.

QUESTIONS ABOUT *ADMISSIONS/RECORDS*

Q Where is the Admissions & Records office (Enrollment Services office)?

A The Admissions & Records Office is located in Estes Hall.

Q How does a student complete the Admissions Application?

A All students may complete the admissions application by either downloading the **application** and returning the completed application via U.S. Postal Mail or by applying in person in the Admissions office in Estes Hall.

Q What are the required documents that a student must submit to the Admissions office in order to be accepted by Northeast?

A An application for admission, a high school transcript, and ACT scores are processed by the Admissions Office prior to issuing certificates of admission to qualified applicants. All required documents should be submitted at least twenty (20) days prior to the semester in which the student plans to enroll. After all required documents are processed, the student will be notified of his/her admission status through an admissions acceptance letter. Along with the acceptance letter, students are provided with the advisor's name, office phone number, and e-mail address.

Please note: Admission to the college does not guarantee admission to a specific programs such as Allied Health or Nursing. It is necessary to check the prerequisites for that specific program in order to determine one's eligibility for entry. Programs that require a separate admissions decision also require that a program application be submitted based upon the specific requirements of the program in which the student desires entry. Additional information concerning specific requirements can be found on the Northeast Webpage.

For additional information concerning Admissions & Records, please visit the Admissions & Records Webpage. (<http://www2.nemcc.edu/Admissions/index.htm>)

<u>Major</u>	<u>Entrance Requirements</u>
Civil Engineering Tech	H.S. Diploma or GED & ACT
Computer Aided Drafting/Design	H.S. Diploma or GED & ACT
Construction Engineering Tech	H.S. Diploma or GED & ACT
Electrical/Electronics	H.S. Diploma or GED & ACT
Forestry	H.S. Diploma or GED & ACT
Heating & Air Conditioning Degree	H.S. Diploma or GED & ACT
Heating & Air Conditioning Certificate	H.S. Diploma or GED & ACT
Industrial Maintenance	H.S. Diploma or GED & ACT
Machine Tool and Die Degree	H.S. Diploma or GED & ACT
Machine Tool and Die Certificate	H.S. Diploma or GED & ACT
Auto Body Repair Certificate	H.S. Diploma or GED by end of first semester enrollment
Auto Mechanics Degree	H.S. Diploma or GED & ACT
Auto Mechanics Certificate	H.S. Diploma or GED by end of first semester enrollment

OCCUPATIONAL DIPLOMAS

The **Occupational Diploma** was set up by state statute (MS Code 37-16-11) beginning in the 2002-2003 school year. Since its establishment in 2002, the Mississippi Board for Community and Junior Colleges has refused to recognize the **Occupational Diploma**. Recently, a decision was made to comply with State Statute and recognize the new “diploma” for reimbursement in the state community and junior colleges.

- “The **Occupational Diploma** is considered by the Mississippi Department of Education to be a diploma in the same category as any other diploma and will appear on its face to be the same as current diplomas. In reality, we have three (3) paths to receive a diploma from a Mississippi public school, college track (core curriculum), non-college track (non-core curriculum), and now the **Occupational Diploma**”... In my opinion, we are about providing opportunities and not setting up roadblocks to students entering the community and junior college system... It is my intention to rescind the earlier referenced prohibition for two (2) years and pay for students who earn an **Occupational Diploma**...

Excerpt from a Memo from Dr. Wayne Stonecypher, dated September 17, 2003.

EFFECTS ON FINANCIAL AID

ACADEMIC QUALIFICATIONS

To receive Federal Student Aid, a student must be qualified to study at the postsecondary level. For FSA purposes, a student is considered qualified if he/she:

- Has a high school diploma;
- Has the recognized equivalent of a high school diploma, typically a general education development /GED certificate;
- Has completed home schooling; or
- Has passed a Department –approved ability to benefit test.

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QUESTIONS ABOUT “Z” Grades

The “Z” grade is assigned for Advanced Placement (AP) credit, for credit by examination as in the College Level Examination Program (CLEP), and for credit based on Armed Forces experiences. The “Z” grade may also be awarded for specified and approved educational experiences and represents academic credit earned. The “Z” grade is comparable to a grade of “C” or better and does indicate passing. “Z” grades do not affect the student’s grade point average and are not used in computing academic honors. “Z” grades are awarded by the Registrar of the college and are not subject to change. For more information please refer to the Student Catalog on page 37.

QUESTIONS ABOUT *ADVISEE LISTING*

Q Where can I find a listing of my current advisees?

A You can view a list of your advisees by logging on to the Northeast web site and clicking on Advisors FAQ’s under resources. This listing is in alphabetical order by the Advisor’s First Name. You will need to have Adobe Reader on your computer to view the document.

QUESTIONS ABOUT *ASSIGNMENTS OF ADVISORS*

Q How are advisors assigned?

- A** Upon completion of the application process, each student is assigned an academic advisor. The assignment is made in the Admissions Office. Whenever possible, each advisor will be assigned no more than 25 first-time freshman advisees. If you have any questions about your advisees or the assignment system, please contact the Admissions Office at 7239.

QUESTIONS ABOUT *CHANGING A MAJOR*

Q How does a student change their major?

- A** To change a major, a student must begin the process in the Records Office located in Estes Hall.

QUESTIONS ABOUT *PRINTING A SCHEDULE*

Q How do I print a student's schedule?

- A** To print a schedule, complete the following in **Tigerline**:
- Click Enter a Secure Area and log on
 - Click Faculty Services
 - Click Student Menu for Faculty
 - Click View Student Schedule
 - Enter or Select appropriate term and press Submit
 - Enter the students ID number and press Submit
 - Student Verification Screen will appear for you to verify the name of your student. Click **OK**.

To print the Schedule, click the Printer Icon on the Standard Toolbar or choose File and print on the Menu Toolbar.

QUESTIONS ABOUT *CLASS SCHEDULES*

Q What are some helpful hints to remember while scheduling a student to take classes?

- A**
1. Check ACT scores for Math, English, Science and Reading placement. Determine high school background. Encourage university parallel students to take some mathematics in the fall. Any delay in taking mathematics could impede their transferring to a senior college.
 2. Do not place the student in more than one class which requires a considerable amount of reading if social science sub-score on ACT is 13 or below. Remember: Advising is designed to help students succeed.
 3. The Division of Humanities/Social and Behavioral Sciences recommends advisors exercise caution in placing students with low ACT scores in HIS 1113 or 1123. Both courses require a great deal of reading and writing. A student with an ACT composite below 18, especially when both the English and reading scores are below 18, would do better to postpone taking HIS 1113 or 1123 until he/she has successfully completed other courses which develop those skills, especially ENG 1113.

4. For students needing several developmental and lower level classes, explain that such will require extended time beyond two years.
5. Allow students to take half-day, three-day, or two-day schedules if a need is indicated. But for the best arrangement, schedule three academic classes on MWF and two academic classes on TR.
6. Research suggests that students, who work, especially on work-study, may have better grades, provided that work is limited to no more than 20 hours per week.
7. Use senior college catalogs as an aid in selecting classes (for transfer students). The Northeast catalog is to be used only as a guide.
8. Do not forget to schedule a lunch break.
9. Carefully consider the scheduling of science laboratories in order to make the most efficient use of time slots.
10. Observe course pre-requisites as listed in catalog course descriptions.
11. It is **very important** to schedule students for a **minimum** of **12** hours, which is necessary for full-time status. **15** hours are required to maintain scholarship status. LLS (formerly EDU) and COE courses do not count toward financial aid unless stated as part of the curriculum.
12. Student loads of 20 or more hours must have the approval from the Dean of Instruction up to a maximum of 22 hours.
13. Build confidence and trust between you and your advisees.
14. Advise students to meet all requirements for graduation, if possible.
15. Students may be registered via **Tigerline** by the advisor or the student.

QUESTIONS ABOUT ***THE COUNSELING CENTER***

Q Where is the Counseling Center located and what does the Counseling Center have to offer students?

A The Counseling Center is located in Waller Hall. Services offered include:

- Major and Career Counseling/Guidance
- Tutorial Services
- Time Management and Study Skills Training
- Interest Inventories
- Career Counseling and Guidance
- Educational, Personal and Social Counseling and Guidance
- Job Placement Services
- Instruction of GPA Calculation
- Transfer Assistance
- Orientation
- Assistance for special needs students
- Testing Services including:
 - ACT (National and Residual)
 - Accuplacer
 - SAT
- Job Skills including:
 - Resume Building
 - Assistance
 - Interviewing Skills Training

Q What is the Student Success Center?

- A** The Student Success Center serves students as a resource area for counseling services, tutorial assistance, and supplemental learning enhancement. The center offers learning opportunities through group and individual instruction, computer based instruction, assessment, and counseling services. The Student Success Center provides academic support, career planning, job placement, and counseling services in a coordinated manner. The center promotes student success by working with students to help them remove academic deficiencies and adopt strategies that will build a strong academic foundation, and by providing opportunity for academic enrichment.

QUESTIONS ABOUT ***STUDENT TUTORING***

Q How can a student receive a tutor or become a tutor?

- A** Tutoring is available in the Counseling Center for those students who need help in individual courses. Students who apply and meet specific requirements are eligible for tutoring through Title IV Services; this service is offered at no cost to those students who qualify to receive the tutoring.

To become a tutor, students must apply and meet specific requirements. Student tutors are paid an hourly wage, which is currently \$9.00 per hour.

For more information concerning the Counseling Center such as career services, testing, and disabilities see the Counseling Center Webpage. (<http://www2.nemcc.edu/Counseling/index.htm>)

QUESTIONS ABOUT ***COURSES***

Q What courses are considered to be Humanities?

- A** Humanities are history, literature, philosophy, religion, and foreign languages.

Q What courses are considered to be Fine Arts?

- A** Fine Arts include courses such as Art, Music or Theater Appreciation.

Q What courses are considered to be Social Sciences?

- A** Social sciences include courses such as Introduction to Sociology, Marriage and Family, Social Problems, Principles of Economics I and II, American National Government, and American State and Local Government.

Q What courses are considered to be Natural Sciences?

- A** Natural Sciences are any sciences that have a subject prefix of **BIO, CHE, or PHY**.

In the event that a student's curriculum requires a natural science (which includes prefixes-- BIO, CHE, PHY, all sciences taught in the Mathematics and Sciences Division), or if it specifically states a physical science, he/she may elect to take PHY 1114 Astronomy. This is an excellent course for non-science majors.

***If a student composite ACT score is 18 or below, the student must enroll in Principles of Anatomy and Physiology I (BIO 1514) before enrolling in Anatomy and Physiology I (BIO 2514).**

Courses that have prerequisites for Natural Sciences:

BIO

- **General Biology I (BIO 1134)** – prerequisite: ACT math subscore 19 or above or concurrent enrollment in MAT 1313 (College Algebra).
- **General Biology II (BIO 1144)** – prerequisite: BIO 1134 (General Biology I) with “C” or above.
- **Anatomy and Physiology I (BIO 2514)** – prerequisite: ACT composite of 19 or above or BIO 1514 (Principles of Anatomy and Physiology I) with “C” or above.
- **Anatomy and Physiology II (BIO 2524)** – prerequisite: BIO 2514 (Anatomy and Physiology I) with “C” or above.
- **Cell Biology (BIO 2614)** – prerequisite: College Level Biology course and CHE 1213 (General Chemistry I).
- **Microbiology (BIO 2924)** – prerequisite: College Level Biology course.

CHE

- **General Chemistry I (CHE 1213)** – prerequisite: Concurrent enrollment in CHE 1211 (General Chemistry I, Laboratory) required; co-requisite: Math ACT of 19 or above, or concurrent enrollment in MAT 1313 (College Algebra) or higher or credit in CHE 1313 with a “C” or above.
- **General Chemistry II (CHE 1223)** – prerequisite: CHE 1211 (General Chemistry I, Laboratory) and 1213 (General Chemistry I); concurrent enrollment in CHE 1221 (General Chemistry II, Laboratory) required.
- **Organic Chemistry I, Lecture (CHE 2423)** – prerequisite: CHE 1221 and CHE 1223.
- **Organic Chemistry II, Laboratory (CHE 2431)** – prerequisite: CHE 2421 and CHE 2423. Concurrent enrollment with CHE 2433 required.
- **Organic Chemistry II (CHE 2433)** – prerequisite: CHE 2421 and CHE 2433. Concurrent enrollment with CHE 2431 required.

PHY

- **General Physics I (PHY 2414)** – prerequisite: MAT 1313 and MAT 1323 or MAT 1815.
- **General Physics II (PHY 2424)** – prerequisite: PHY 2414.
- **General Physics I-A (PHY 2514)** – prerequisite: MAT 1815.
- **General Physics II-A (PHY 2524)** – prerequisite: PHY 2514
- **Astronomy (PHY 1114)** – no prerequisite

Q Which courses can be taken out of sequence?

A The following courses numbered I & II can be taken in any order. (Course II may be taken before Course I.)

- Principles of Biology I (BIO 1114) & II (BIO 1124)
- Zoology I (BIO 2414) & II (BIO 2424)
- Botany I (BIO 1314) & II (BIO 1324)
- American Lit. I (ENG 2223) & II (ENG 2233)
- English Lit. I (ENG 2323) & II (ENG 2333)
- World Lit. I (ENG 2423) & II (ENG 2433)
- Western Civ. I (HIS 1113) & II (HIS 1123)
- U.S. History I (HIS 2213) & II (HIS 2223)
- World Civ. I (HIS 1163) & II (HIS 1173)
- Physical Science Survey I (PHY 2244) & II (PHY 2254)
- Principles of Economics I (ECO 2113-Macro) & II (ECO 2123-Micro)

Q Which courses have prerequisites for English & Math?

A English

- **English Composition I (ENG 1113)** – prerequisite: 15 or above on ACT English usage section (taken before 10-28-89 OR 15 or above on the Enhanced ACT English usage section (taken after 10-28-89) or Accuplacer score of 7 or more or passing grade in ENG 0113.
- **English Composition II (ENG 1123)** – prerequisite: English Composition I (ENG 1113)
- **American Lit I (ENG 2223) & II (ENG 2233)** – prerequisites: English Composition I & II
- **English Lit I (ENG 2323) & II (ENG 2333)** – prerequisites: English Composition I & II
- **World Lit I (ENG 2423) & II (ENG 2433)** – prerequisites: English Composition I & II
- **Professional Writing (ENG 2923)** – prerequisite: English Composition I
- **Creative Writing (ENG 2125)** – Prerequisite: English 1113 and consent of instructor required

Math

- **College Mathematics II (MAT 1223)** – prerequisite: College Mathematics I (MAT 1213) OR Intermediate Algebra (MAT 1233)
- **Intermediate Algebra (MAT 1233)** – prerequisite: One year high school algebra and Accuplacer score of 53 or higher; OR Beginning Algebra (MAT 0123) with “C” or above.
- **College Algebra (MAT 1313)** – prerequisite: High school algebra I & II and ACT math subscore of 19 or above; OR Accuplacer score of 84 or higher; OR Intermediate Algebra (MAT 1233) with “C” or above.
- **Trigonometry (MAT 1323)** – prerequisite: High school algebra I & II and ACT math subscore of 19 or above; OR Accuplacer score of 84 or higher; OR Intermediate Algebra (MAT 1233) with “C” or above.
- **Business Calculus I (MAT 1513)** – prerequisite: College Algebra (MAT 1313 with a ‘C’ or above) or high school Advanced Math and ACT math subscore of 22 or above.
- **Business Calculus II (MAT 1523)** – prerequisite: Business Calculus I (MAT 1513 with a ‘C’ or above)
- **Calculus I (MAT 1613)** – prerequisite: College Algebra (MAT 1313) & Trigonometry (MAT 1323) with “C” or above in both courses OR high school Advanced Math and Trigonometry AND ACT math subscore of 22 or above.
- **The Real Number System (MAT 1723)** – prerequisite: Accuplacer score of 58 or above OR Beginning Algebra (MAT 1203) with “C” or above.
- **Geometry, Measurement, and Probability (MAT 1733)** – prerequisite: Accuplacer score of 53 or above AND high school Algebra I, OR Beginning Algebra (MAT 1203) with “C” or above.
- **Calculus II (MAT 1623)** – prerequisite: Credit in MAT 1613 with a ‘C’ or above
- **Calculus III (MAT 2613)** – prerequisite: Credit in MAT 1623 with a ‘C’ or above
- **Introduction to Linear Algebra (MAT 2113)** – prerequisite: Calculus I (MAT 1613) with a ‘C’ or above
- **Statistics (MAT 2323)** – prerequisite: High school algebra I & II and ACT math subscore of 19 or above OR Accuplacer score of 84 or higher, OR Intermediate Algebra (MAT 1233) with “C” or above.
- **Calculus IV (MAT 2623)** – prerequisite: Calculus III (MAT 2613)
- **Differential Equations (MAT 2913)** – prerequisite: Calculus II (MAT 1623) with a ‘C’ or above

Q May a student repeat a course?

A Effective Fall 2005, a student will be permitted to retake up to two different courses (Northeast courses only), not to exceed eight semester hours, in which he or she made a “D” or “F”, with the original grade remaining on the transcript; but not counted toward the student’s GPA. Only the higher grade will be computed in the GPA. A student may retake a course only once under this policy and it must be taken at Northeast. Some courses may not be eligible for this policy.

Students may not retake a course in which an “F” was received as a sanction for academic misconduct. This Repeat Course Policy is **only** in effect for Northeast and may not apply at other institutions. Students must secure signatures from their advisor and the Dean of Instruction before being allowed to repeat the course. Forms are available in the Records Office.

Q What courses will transfer?

A This really depends upon the college/university the student is choosing to further his/her education. Many times, if the student has earned a degree from NEMCC, the whole degree may be taken in its entirety. If the student chooses to transfer without graduating from NEMCC, the college/university may pick and choose which courses will transfer. As a general rule of thumb, D’s have trouble transferring to most senior colleges/universities. All academic courses taken at NEMCC are fully accredited and should not have any problem being accepted at any college/university. If a student has earned a technical degree, (AAS) these courses may be harder to transfer. Certificates will not transfer.

Q Why are some courses not required at state colleges but required at Northeast?

A Sometimes the Northeast general education core contains classes that are not required at the school where the student will be transferring. If the student wants to graduate from Northeast, the core courses are required and will not be waived simply because another school does not require the course.

QUESTIONS ABOUT ***DISTANCE LEARNING***

Q What is the registration process for distance learning students?

A In order to register for an online class, students need to go to the Northeast Distance Learning web page. Once on the Northeast Distance Learning web page, students should click “**Register for Online Classes**”.

To get to the Distance Learning web page you will need to click “**Distance Learning**” which is located on the NE home page at www.nemcc.edu. When registering, Students must enter their student identification number and their NE e-mail address. Personal e-mail accounts are not allowed.

A computer lab is set up in Hargett Hall for students who come to campus and wish to register for an online class. Please do not direct the students to designated registration offices such as Estes, Waller, Dean, Childers. There is a direct link to MSVCC for registration. This eliminates many steps for the registration process of distance learning classes.

For more information concerning distance learning, visit the Distance Learning Web Page or call Holly Melvin, Distance Learning Coordinator at extension 7313.

QUESTIONS ABOUT ***ADDING/DROPPING A CLASS***

Q When can a student add a class?

A A student may add a class only during the first week of school for the Fall or Spring semesters. *If a student wishes to add a virtual class, they must first contact the Distance Learning Coordinator.*

Q When can a student drop a class?

A Classes can be dropped during the first two weeks of school for the Fall or Spring semester. *If a student wishes to drop a virtual class, they must first contact the Distance Learning Coordinator.*

Q How does a student drop a class?

A A student can drop a class themselves by using **Tigerline** or they can see anyone who registers students such as their advisor or they may go to any of the following locations:

- The Counseling Center – Waller Hall
- Engineering Technology and Occupational Education Office – Dean Hall
- Dean of Instruction Office – Hargett Hall
- Nursing Department – Childers Hall
- Admissions Office – Estes Hall

Q Why will Tigerline not allow me to drop all classes on a student’s schedule?

A **Tigerline** is designed to not allow you to drop all classes. Dropping all classes is considered to be a college withdrawal. If a student wishes to change his/her schedule, do not delete/drop all classes on the old schedule until you have entered at least 1 of the classes for the new schedule. As long as at least one class is entered on the schedule, all other classes may be deleted/dropped.

QUESTIONS ABOUT ***FEES***

All fees are subject to change by action of the Board of Trustees. Fees are based on day or evening classes and enrolled in 12 or more semester hours. Special fees may exist for individual programs.

Q How much is tuition?

A ***TUITION**

Residents of Mississippi.....	\$945.00
Residents of other states.....	\$1,910.00
Residents of Foreign countries.....	\$2,010.00

TOTAL TUITION MUST BE PAID BY THE FEE PAYMENT DATES LISTED IN THE CLASS SCHEDULE BOOKLET. The college offers a plan allowing partial payment of tuition for students who cannot meet this requirement. Contact the Business Office for complete details on the PROMISSORY NOTE.

On-line Class Fee(Per on-line course)	\$30.00
Identification Card (required each semester).....	\$15.00
Parking Permit	\$30.00
Accident Insurance.....	\$17.00

(Mandatory for student employees, optional for all others.)

Part-Time Students - Mississippi (\$105.00 per hour); Out-of-State (\$105.00 per hour plus out-of-state fees which will be pro-rated at \$107.00 per hour)

Private Music Lessons

Music Majors

Per two (2) hour course	\$60.00
Per three (3) hour course	\$75.00

Non-Music Majors

Per one (1) hour course	\$60.00
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Students who enroll in private or individual music lessons from NE faculty will be charged the private music lesson fees in addition to the costs of other tuition and fees. Students enroll in one (1), two (2), or three (3) hour per week individual music lessons. The classes are conducted for the entire semester. Fees for private lessons will help the College recover a portion of the costs for providing individual instruction. The cost differential is because music majors are required to take classes in individual instructions.

Audit (\$105 per semester hour plus out-of-state fees in applicable)	
Challenge Examination (For NUR 1118 or NUR 1229)	\$60.00
(Credit transcription fee at established hourly tuition rate as per A.D.N. policies)	
(\$102 per hour for semester hour course, plus out-of-state fees, if applicable)	
CLEP and AP Credit (Per course).....	\$15.00
College Withdrawal Process Fee	\$10.00
Graduation Fee (A \$10.00 late fee charged after specified due date)	\$25.00
Returned Check	\$30.00
Senior Citizens (62 and above)	\$0.00

*Per semester fees for full time university parallel, technical and vocational students. Includes all costs of matriculation, student activities, laboratory, library, instructional, and publication fees.

Dormitory & Meals

Mississippi Hall.....	\$800.00
Wood & Yarber Halls	\$700.00
Murphy & White Halls	\$640.00

Meal Costs Per Semester

15 Meals (Sunday evening through Friday noon).....	\$688.00
19 Meals (Sunday evening through Saturday noon)	\$852.00
Noon meal ticket (commuter students only)	\$250.00

The total costs for dormitory and meals may be paid at the beginning of the semester or in payments according to the schedule of payments listed in the current semester schedule booklet.

*See Northeast Student Catalog for additional information on tuition and fees.

Q How do students complete registration?

A Students complete registration by contacting the Business Office to make payment of tuition and fees. Students’ registration is not complete until they have accepted their fees and made payment in Business Office. Students may charge fees to authorized financial aid, may pay cash or check, or may charge costs to credit card. Students may contact Business Office in person, by telephone, or they may make payment via a secure internet payment option available on **Tigerline**.

Students’ payment of tuition and fees finalize registration for the student. This finalization of the registration initiates the processes necessary to create accurate class roles. Enrollments will be purged (deleted) for all students that do finalize their registration.

*Fee payments dates are listed in the Northeast Student Catalog and the Schedule Booklet produced each semester.

QUESTIONS ABOUT *FINANCIAL AID*

Q What does federal aid include?

- A** Federal Aid includes the following programs:
1. Pell Grant
 2. Stafford Loans (Subsidized and Unsubsidized)
 3. SEOG (Supplemental Educational Opportunity Grants)
 4. College Work Study
 5. Academic Competiveness Grant

Q What does state aid include?

A State Aid includes the following:

1. MTAG
2. MESH

Q How does a student apply for financial aid?

A To apply for financial aid, students must complete the **FAFSA** (Free Application for Federal Student Aid) on-line. Eligibility is determined by information such as family income, household size, number in college, assets, etc. To receive Federal Financial Aid, students must maintain satisfactory academic progress as listed in the college catalog. To receive full eligibility for Federal Financial Aid, students must enroll on a full-time basis (12 hours or more). LLS and COE courses, unless stated as part of the curriculum, do not count toward full time status for financial aid.

Q If a student drops a class, will their financial aid be affected?

A It depends on when the student drops the class. If the student never attended class, their Federal Financial Aid would be affected. Federal Financial Aid does not pay for a student when he or she does not attend class. It is very important for the student to review the catalog on satisfactory academic progress to check for eligibility for federal financial aid.

Q What happens to my financial aid if I stop attending all classes (officially or unofficially)?

A A student receiving financial aid is expected to remain in all classes throughout each semester. Any semester in which a student withdraws will be counted as a semester of attendance and will count toward the number of semesters allowed to participate in financial aid programs. Federal regulations specify that return of Title IV funds must be calculated for recipients of Title IV aid who withdraw or cease attendance from all classes during a semester. The institution must calculate the amount of Title IV aid the student earned (based on last day of class attendance). Therefore, any unearned portion of Title IV awards must be returned to the proper fund. The Return of Title IV Funds Federal Policy can be viewed in the Financial Aid Office or on the Northeast website.

Q If a student doesn't attend college for a semester, how will the grant be affected?

A The student cannot receive the federal aid awarded for the term not enrolled, but may possibly use up to the amount for the following summer school term if within the same financial aid award year.

Q How does a student apply for a student loan?

A To apply for a Federal Stafford Student Loan, the student must first complete a **FAFSA** (Free Application for Federal Student Aid) for the school year in which they plan to attend. Once the **FAFSA** has been received by NEMCC, the Financial Aid Office will mail the student a Student Information Sheet. Instructions are given on the student information sheet for the student to log on to the Northeast website to download and complete a student loan packet. The student loan packet instructs first-time borrowers to complete entrance loan counseling and a Master Promissory Note before the loan can be processed.

The student will then be notified of the amount that has been awarded by an award letter. Loan checks will not be disbursed to students until 30 days after the beginning of the first term of the loan period. All of the above tasks must be complete before the student may receive funds.

Q What is the difference between a Subsidized loan and an Unsubsidized loan?

A A **Subsidized** loan is a low-interest loan made to students by a lender such as a bank, credit union, or savings and loan association, to help pay for their education after high school. These loans are available for undergraduate and graduate students. Undergraduate students may borrow up to \$3500.00 for the first-year and \$4,500.00 for the second-year. As with all need-based programs, eligibility must be established. Students may apply for a Federal Stafford Loan at Northeast if they are already enrolled, in good standing, and make satisfactory academic progress, or if they have been accepted for enrollment on at least a half-time basis.

An **Unsubsidized** loan is a loan for students who may not qualify, in whole or in part, for the "subsidized" Stafford Loan based on need as determined by the FAFSA (Free Application for Federal Student Aid). The terms and conditions are generally the same as the "subsidized" Stafford Loan, except that the borrowers are responsible for interest that accrues while they are in school. Eligibility for the "subsidized" Stafford Loan must be determined before a student can apply for an "unsubsidized" Stafford Loan.

Q Who qualifies for a FSEOG (Federal Supplemental Educational Opportunity Grants)?

A The FSEOG Grant provides grant funds for undergraduate students who have not completed their first baccalaureate degree and who are financially in need of this grant to enable them to pursue their education. The amount of the grant is determined by both the availability of funds and regulations set by the Federal government.

Q How does a student get a job on campus?

A Steps for a student to apply for work study:

- 1) Student must fill out the Free Application for Federal Student Aid (FAFSA)
- 2) The student is responsible for completing any additional follow-up documentation required by the Financial Aid Office.
- 3) Student must check with the NEMCC Financial Aid Office for job availability.

Q How are work-study students assigned?

A A student must complete the FAFSA in order to be considered for work-study. If the student qualifies, the Financial Aid Office assigns jobs based on the student's studies, skills, and interest. In arranging a job and determining how many hours a week the student works, the Financial Aid Office will take into account: (1) student's need for financial assistance; (2) student's class schedule; and (3) student's academic progress. The salary received is at least equal to the current minimum wage.

Q Who is qualified for a Mississippi Tuition Assistance Grant (MTAG)?

A An MTAG is awarded to students who meet the following 5 requirements:

1. Mississippi resident
2. Ineligible for a maximum Pell Grant
3. ACT composite score of 15 or above (**must be the National ACT**)
4. Full time students (12 hours or more)
5. GPA of 2.5 or above

Q Who is qualified for a Mississippi Eminent Scholars Grant (MESG)?

A An MESG is awarded to students who meet the following 4 requirements:

1. Mississippi resident
2. ACT composite score of 29 or above
3. Full-time students (12 hours or more)
4. GPA of 3.5 or above.

Q What are the satisfactory progress requirements in order for a student to receive Federal Aid?

A In order to be eligible to receive Federal student aid such as Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Leveraging Education Assistance Partnership Educational Program, Academic Competiveness Grant, Federal Stafford Loan, and Federal Work Study Program, a student must progress satisfactorily toward completion of his/her education objective. Failure to achieve satisfactory progress will result in the termination of all Federal financial aid. A student who wishes to appeal the suspension should refer to the college catalog for appeals procedures. Satisfactory progress for full-time academic and technical students will be measured according to the following table:

Table located on the following page.

Hours Attempted	Hours Earned	Cumulative GPA
12	6	1.50
24	12	2.00
36	24	2.00
48	36	2.00
60	48	2.00
72	60	2.00
84	72	2.00
96	84	2.00
108	96	2.00
120	108	2.00
132	120	2.00
144	132	2.00
156	144	2.00

Q What scholarships are available?

A Many scholarships are available for eligible Northeast students. Northeast provides academic scholarships for students whose ACT score is as follows:

- (1) 30 + ACT \$9,092.00
- (2) 24 – 29 ACT \$3,780.00
- (3) 22 – 23 ACT \$1,890.00

Academic Achievement

- (1) Valedictorian/Salutatorian \$3,780.00
- (2) Grade Point Average/ACT (\$200 per semester)..... \$ 800.00

Career/Technical Incentive

- (1) Special Career Incentive..... \$3,780.00
- (2) Career Incentive \$1,890.00

Activity/Leadership..... \$ 200.00

INSTITUTIONAL SCHOLARSHIPS (Scholarships paid by Northeast such as: ACT, Band, Athletic, Institutional Scholarships, etc.) This cannot exceed cost of tuition, room, and board. Also, these do not include agency scholarships, Federal Financial Aid, or State Financial Aid. Students should also be aware that 15 semester hours and a 3.0 GPA is required for Institutional Scholarships.

For more information concerning financial aid, please visit the Financial Aid Web Page, and then click scholarships on the left hand side of the screen to see a listing of scholarships.

QUESTIONS ABOUT ***G.E.D.***

Q How can a student receive their GED?

A Northeast offers FREE adult basic education classes to any person, age 17 or older. Some classes are offered in local communities and industries. The customized classes include:

- G.E.D. Instruction
- Math Skills Improvement
- ABE Classes
- Career Readiness Certification
- Employability Skills
- English as a Second Language
- TABE Testing

For more information concerning G.E.D., contact Pam Meeks at 720-7259.

QUESTIONS ABOUT *GRADUATION*

Q What are the qualifications for a student to graduate?

A To be eligible for graduation, a transfer student must complete a minimum of one semester (15 hours) at Northeast that is the last semester of enrollment. A maximum of 45 semester hours of transfer credit may be applied toward a degree program.

Q Are there any exceptions for graduation participation?

A A student may participate in the spring graduation exercise if he/she is within seven (7) semester hours of meeting the degree requirements and if he/she has a 2.50 GPA. The student must plan to complete the degree-required courses in the immediate summer term after participating in graduation.

Q Do students have to apply for graduation even if they do not plan to walk in the graduation ceremony?

A If students wish to receive a diploma from Northeast, they **must** apply for graduation even if they do not plan to participate in the graduation ceremony.

Q Why should a student be encouraged to graduate?

A The Northeast degree indicates to senior college admissions, scholarship committees, and employers the student's dedication to educational advancement and the determination necessary to see the job completed. Better-paying part time and summer employment is available to students with an AA degree during the time they pursue an advanced degree.

Q Where and when do students apply for graduation?

A Students must go to the Business Office to pay the Graduation fee. Students may then bring the receipt to the Records Office to apply for the degree. The deadline is in September for students who wish to receive their diploma in December and in January for students who wish to receive their diploma in May. Specific dates are published in the College Catalog each academic year.

Please note that there is no graduation ceremony in December; however, students who receive their diploma in December may walk in the May graduation ceremony if they wish to do so.

Q What are the requirements to graduate with an Associate of Arts degree?

A The Associate of Arts degree is awarded to students completing a university parallel program. Candidates for the A.A. degree must complete the following:

1. Earn a minimum of 63 semester hours applicable to a bachelor's degree of which 3 semester hours (Physical education or other activity courses) may be non-academic credits.
2. Earn a grade point average of 2.0
3. Complete the 32 semester hours of general education course consisting of English Composition I and II (ENG 1113 and ENG 1123), social and/or behavioral science (6 semester hours), two distinct four-hour science classes with corresponding labs (8 semester hours), fine arts (3 semester hours), mathematics (MAT 1313, equivalent or above), computer or approved computer related (3 semester hours), and oral communications (SPT 1113).
4. Complete major courses consisting of 15-36 semester hours.
5. Complete other courses as suggested by advisor.

Q What are the requirements to graduate with an Associate of Applied Science degree?

A The Associate of Applied Science degree is awarded to students completing requirements in technical programs. To receive the A.A.S. degree, candidates must:

1. Complete the number of semester hours as designated in programs of study.
2. Earn a minimum grade point average of 2.0.
3. Complete the minimum 18 semester hours general education core consisting of English Composition (ENG 1113), social or behavioral science (3 semester hours), fine arts (3 semester hours), mathematics or science (if mathematics is below MAT 1313, then 3 semester hours of related mathematics above MAT 1203 and 4 semester hours of science), computer or computer related (3 semester hours), and oral communications (SPT 1113).
4. Complete major courses consisting of 40-65 semester hours.
5. Complete other courses as suggested by advisor.

Three hours of Co-op (COE) or Learning and Life Skills (LLS) credit are accepted for elective credit in each degree program published in the catalog. These courses are considered as non-academic credit. Therefore, they may account for no more than 3 hours of the 63 required for graduation.

Q What are the requirements to graduate with a Certificate?

A A certificate is awarded to a student who successfully completes one of the selected vocational/career programs. The requirements for graduation are:

1. Complete each unit of the prescribed program of study
2. Earn a minimum grade point average of 2.0.

QUESTIONS ABOUT ***HOLDS***

Q How can I view a student's holds?

A To view a student's holds, complete the following in **Tigerline**:

- Click **Enter a Secure Area** and log on
- Click **Faculty Services**
- Click **To Register or to add/drop classes for Students**
- Select appropriate term and click Submit
- Enter Student's ID number and click Submit
- Verify the student selected is the student you wish to view information on, then click Submit
- Enter the Student's Registration PIN number, then click Submit
- Click **View Hold** at the bottom of the screen

QUESTIONS ABOUT ***PIN NUMBERS***

Q Where do I find my advisees' registration PIN Number?

A To view your advisees Registration PIN number, you can download your current Advisee Listing in **Tigerline** by completing the following:

- Click Enter a Secure Area and log on
- Click Faculty Services
- Click Advisors Menu for Faculty
- Click Advisee List
- Select appropriate term and press Submit

You can also view the registration PIN numbers on the TIGGER server on the Network by completing the following:

(Continued on next page)

- From the desktop, double click “**My Network Places**”
- Click “**Entire Network**” – left side of the screen under Other Places
- Double click “**Microsoft Windows Network**”
- Double click “**nemcc-tigers**”
- Double Click “**TIGGER**”
- Double Click “**Registration PIN’s**” folder

Double click the Excel document to open the document

Q Why do students need a registration PIN Number?

A Students must obtain a PIN from their advisors in order to be able to access **Tigerline** to register or make schedule changes.

QUESTIONS ABOUT ***REGISTRATION***

Q What does CRN stand for?

A CRN stands for Course Reference Number which is the identification number that allows students to register for specific courses.

Q How do I complete the Class Registration Form? (Page 33)

A To complete the **Class Registration Form (Page 33)**:

1. Enter the student’s Generated identification number or Social Security number. Verify that it is correct. This should not be left to the student for completion.
2. Enter the student’s name.
3. Check the appropriate enrollment category. Students may enroll in both day and evening classes on the same transaction sheet (**Class Registration Form – Page 33**).
4. Place the CRN in the blank that corresponds to the day and time for requested courses. It is very important to get the correct number.
5. Place the three-letter Course Prefix in the next column.
6. Place the correct Course Number in the third column. Section numbers may be added in the fourth column. This may be helpful in the event that an incorrect CRN is used.
7. Check the blank for the days upon which the class will meet. (Note: “R” is the day code for all classes that meet on Thursday. TR means the class will meet on both Tuesday and Thursday each week.)
8. Enter the correct number of credit hours awarded for the course.
9. Enter the name of the instructor for the class.
10. After entering all of the courses the student will be taking, total the number of hours requested. Students taking more than 19 credit hours must have the approval of the Dean of Instruction.
11. Sign the transaction sheet.
12. Students may then move to terminal for data entry or you may register them through TigerLine.

Q How do I register via web registration in Tigerline?

A Complete the following to register a student via Tigerline:

- Click **Enter a Secure Area and log on**
- Click **Faculty Services**
- Click **To Register or to add/drop classes for Students**
- Enter the student’s ID and click **Submit**
- Verify the student information is correct, then click **Submit**
- Enter the student’s PIN, then click **Submit**
- Enter the CRN numbers, press tab
- When finished, click **submit changes**

Q Who may or may not take LLS or Co-Op Courses?

A Any student can take LLS and Co-Op Courses. *Please note that LLS& Co-Op Courses do not count towards Financial Aid unless they are listed in the student's curriculum in the Northeast catalog.*

Q Can I register a student for classes if they have holds?

A All holds must be cleared before classes can be scheduled. (Holds could indicate no transcript, no ACT score on file, unpaid bills or fines, etc.)

QUESTIONS ABOUT ***REQUESTING A TRANSCRIPT***

Q How does a student receive a copy of their transcript?

A A transcript will be issued only upon a written and signed request from the student. Students may request transcripts by presenting a signed **Transcript Request** to the Admissions Office in person, fax to (662) 720-7405, or by mailing to Northeast Mississippi Community College, Attention Admissions & Records Office, Booneville, MS 38829.

Q What is the cost for a student to receive their transcript?

A A \$5.00 fee will be assessed for each transcript request. A transcript will be issued only upon a written and signed request from the student. A faxed transcript fee is \$15.00.

QUESTIONS ABOUT ***STUDENT CLASSIFICATION***

Q What is a full-time student?

A A minimum of 12 hours per semester. **A normal full-time load is 15 to 18 hours.** Co-Op and LLS courses may be used as part of the full-time load, but will not count toward federal financial aid unless the courses are specifically listed in the student's program of study.

Q What is a part-time student?

A Eleven semester hours or less. A part-time student pays by the semester hour plus registration and other applicable fees.

QUESTIONS ABOUT ***TRANSFER INFORMATION***

Q What are the requirements to transfer to any of the eight universities in Mississippi?

A Full Admission will be awarded to students who:

I. Complete the College Prep Curriculum which includes:

English: (4 Carnegie Units) Courses must require substantial communication skills (i.e., reading, writing, listening, and speaking.)

Mathematics: (3 Carnegie Units) Algebra I, Algebra II, and Geometry. A fourth course in a higher level of mathematics is highly recommended.

Science: (3 Carnegie Units) Biology, Advanced Biology, Chemistry, Advanced Chemistry, Physics and Advanced Physics, or any other science course with comparable content and rigor. One Carnegie Unit from a physical science course with content at a level that may serve as an introduction to physics and chemistry may be used. Two of the courses chosen must be laboratory-based.

Social Studies: (3 Carnegie Units) United States History (1 unit), World History (1 unit with substantial geography component), Government (1/2 unit) and Economics (1/2 unit) or Geography (1/2 unit).

Advanced Electives: (2 Carnegie Units) Foreign Language, World Geography, fourth year laboratory-based science or fourth year mathematics. One unit must be in foreign language or world geography.

Computer Applications: (1/2 Carnegie Unit) The course should include use of application packages, such as word-processing and spreadsheets. The course should also include basic computer terminology and hardware operation.

Eighth Grade Units: Algebra I or first-year foreign language taken in the eighth grade will be accepted for admission provided course content is the same as the high school course.

Plus Sufficient Carnegie Units to Total 20.

II. 1. Complete the College Prep Curriculum (CPC) with a minimum 3.2 highschool grade point average (GPA) on the CPC

OR

2. Complete the College Prep Curriculum (CPC) with:
- a) minimum 2.5 high school GPA on the CPC or a class rank in the top 50%, and
 - b) a score of 16 or higher on the ACT (Composite)
3. Complete the College Prep Curriculum (CPC) with:
- a) a minimum 2.0 high school GPA on the CPC, and
 - b) a score of 18 or higher on the ACT (Composite)

OR

4. Satisfy the NCAA standards for student-athletes who are “full qualifiers” under Division I guidelines

Q **Can a student transfer to a university in Mississippi if they do not meet the entrance requirements?**

A Students who wish to transfer to one of the eight Mississippi public universities but who do not meet the entrance requirements must transfer with a 2.0 average on the following academic core:

- 6 Hours English Composition I & II (ENG 1113-1123)
- 3 Hours College Algebra (MAT 1313)
- 6 Hours Science (Any Lab Science)
- 3 Hours Fine Arts
- 6 Hours Humanities

QUESTIONS ABOUT ***VETERANS***

The College is approved to train veterans and war orphans under the existing public laws.

Reference to eligible persons designates students in receipt of educational assistance from the Veterans Administration enrolled in accredited courses of instruction (veterans, war orphans, and servicemen on active duty). Published calendars, enrollment dates, grading systems, fees, policies, and regulations apply to persons enrolled in accredited courses of instruction.

A written record of current grades and all transfer work is kept in the Records Office. The information is available to the student. These records are evaluated by the VA certifying official, and VA is notified if the training period is shortened.

A student receiving VA benefits under Chapter 30, 31, 32, 35, or 106 must maintain a cumulative GPA of at least 2.0 or be placed on VA probation for one semester. If the required GPA is not met by the end of the next semester in residence, he/she may not be certified to draw assistance from VA. The NEMCC VA representative is located in the Records Office in Estes Hall.

QUESTIONS ABOUT *WITHDRAWALS*

Q How does a student withdraw from a class?

- A**
1. Faculty provide **CLASS WITHDRAWAL FORM (Page 35)** to student
 2. Student completes personal information & identifies class / classes from which he/she wishes to withdraw
 3. Obtains **SIGNATURE** of **CLASS INSTRUCTOR**
 4. Obtains **SIGNATURE OF FACULTY ADVISOR OR COUNSELOR**
 5. Faculty approves **CLASS WITHDRAWAL** and provides “**LAST DATE OF ATTENDANCE**” for the class
 6. Student submits completed / signed form to a **COUNSELOR** in **THE COUNSELING CENTER**
 7. **COUNSELOR** verifies **CLASS WITHDRAWAL FORM** for completeness and accuracy
 8. **COUNSELOR** counsels student on academic issues concerning **CLASS WITHDRAWAL**, as appropriate
 9. **COUNSELOR** verifies **WITHDRAWAL** with **HOUSING OFFICE STAFF** and **FINANCIAL AID OFFICE STAFF**, if appropriate for student’s circumstances
 10. **COUNSELOR** approves **CLASS WITHDRAWAL** and collects **CLASS WITHDRAWAL FORM**
 11. Counseling Center staff forwards completed **CLASS WITHDRAWAL FORM** to **RECORDS OFFICE** staff daily
 12. **RECORDS OFFICE STAFF** processes the **CLASS WITHDRAWAL** within **BANNER**

NOTE: If an **INDIVIDUAL INSTRUCTOR** has a concern about documenting **LAST DATE OF ATTENDANCE**, the **INSTRUCTOR** should contact the **DEAN OF INSTRUCTION** PRIOR to signing the **WITHDRAWAL FORM**.

Q What if a student wishes to be reinstated into a class they have withdrawn from?

- A**
- 1) Have the student fill out the top portion of the “**Request for Reinstatement to Class Form**” (**Page 32**) and sign as indicated.
 - 2) Fill out the center portion of the form indicating your recommendation for or against reinstatement.
 - 3) Have the student take the form to the Dean of Instruction office in Hargett Hall.

Q When can a student withdraw from college?

- A** A student may withdraw from college at any time up to one week prior to the beginning of final exams.

Q How does a student withdraw from college? (Form is located on page 30)

- A**
1. The student will contact his/her advisor or the Counseling Center to initiate the college withdrawal process. The advisor will assist the student to record the following information on the “**College Withdrawal Form**” (**Page 30**):
 - a. The student’s name
 - b. The date
 - c. The student’s identification number
 - d. The appropriate reason for the withdrawal
 - e. All course information for all classes on the student’s schedule.
 - f. The advisor will contact each instructor to obtain the student’s last date of attendance in class. Note: If the student has one or more virtual classes (indicated by a “**V**” in the section number), the adviser should contact the Distance Learning Coordinator for a last date of attendance in these classes.

2. The student will verify that the information is correct and sign the form.
3. The student's advisor/counselor will contact the library, the security office, and the bookstore to determine if the student is clear to withdraw. The advisor/counselor will sign the form to signify that the information is accurate and complete.
4. The student will deliver the form to the appropriate offices for approval in the following order:
 - g. Financial aid, if the student receives scholarship, Pell Grant, or Student Loans.
 - h. Director of Housing, if the student resides in campus housing.
 - i. The Business Office will collect a withdrawal fee of \$10.00 for each withdrawal form submitted. The form will be collected at the Business Office and delivered in bulk to the Records Office.
5. The Records Office will record in BANNER a "W1" for each class in which the student is enrolled. A copy of the form will be placed on file in the student's permanent record.

A How will a withdrawal be reflected on the student's transcript?

A grade of "W" will be given to students who successfully complete either the class or college withdrawal process. This grade will be reflected on the student's transcript but will not be used in the computation of a student's semester or cumulative grade point average. Note: *Withdrawals are used by the Financial Aid office in the computation of attempted hours for financial aid eligibility.*

QUESTIONS ABOUT ***CLASS ATTENDANCE***

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Students are required to attend all classes. Absences from class should be the result of unavoidable circumstances such as sickness, family deaths, hazardous road conditions, and so forth. Excused absences will entitle the student to reasonable opportunities to complete make-up assignments or exams. (Excused absences will not protect the student from the consequences of excessive absences.)

Students who are absent from class more than 14% of the scheduled class meetings will be reported to the Records Office for excessive absences. The instructor of the class will inform the student of the existence of excessive absences upon the student's return to class. Students who are removed from class for non-attendance will have a status of CO (cut-out) and a grade of F recorded for the courses. Classes for which a student is listed as CO (cut-out) count as enrollment under federal financial aid regulations and are used by the Financial Aid Office in the computation of attempted hours for financial aid eligibility. Students who are cut-out of a class should process a class withdrawal for that class by the posted deadline in order to prevent a grade of F being recorded. A student who has been cut-out of class may appeal to be readmitted in the Dean of Instruction's Office in Hargett Hall.

Faculty will report excessive absences for students on the cut-out form. This form will be turned in weekly to the Financial Aid Office and the Records Office for the posting of the cut-out.

APPENDIX

OUTLINE FOR ADVISOR'S CONFERENCE

I. Introduction of Majors

Many students will be unaware of the details of the career they have chosen. Acquaint your advisee by covering important information.

- A. Education necessary for employment**
 - 1. Degrees and types of courses required
 - 2. Special skills
- B. Employment outlook**
 - 1. Nation
 - 2. State
 - 3. Local
- C. Description of job(s)**
 - 1. Kinds of jobs for which one will be qualified
 - 2. Description of activities performed on the job
- D. Nature of job(s)**
 - 1. Inside – outside
 - 2. Physical – mental
 - 3. Travel
 - 4. Other
- E. Type of employers**
- F. Salaries**

II. Student Requirements for Major (Liberal Arts Advisors – Please discuss services that will assist students in choosing a major.)

- A. Special aptitude**
- B. Interest in major and college**
- C. High school courses necessary**
- D. Personality for job (a person should be matched to career)**
- E. Counseling Center**

III. Special Academic Assistance

- A. Student Success Curriculum/Center** (Discuss the importance of using student success resources.)
- B. Faculty assistance**
 - 1. Discuss the first day of classes
 - 2. Let the student know that we do not want them to fail
 - 3. Build up the student's confidence
- C. Tutorial assistance**

IV. Curriculum and Scheduling

- A. Course requirements** (Shown in Northeast's Catalog, only as a guide). For transfer students, follow the senior college catalog to which the student is transferring.
- B. First semester schedule**
- C. Arrangement of class schedule** (three MWF and two TR preferred)
- D. Graduation requirements**

- E. If transferring, ensure that courses are equal and will transfer. Transfer requirements of 24-semester hour core if ACT is less than 18.

V. Academic Performance

- A. Study daily
- B. Do homework
- C. Be responsible
- D. Develop self-confidence

VI. Campus Clubs and Organizations

- A. Participate in professional clubs related to major
- B. Participate in other campus activities

VII. Last Day to Change, Add, or Register for Classes

VIII. Last Day to Drop Classes

IX. Other Topics

Sign up for Registration

Please work with each student individually to see that his schedule is carefully planned with his needs and academic history in mind, paying close attention to prerequisite requirements.

Admissions Information

To enter a Mississippi public university, students must meet admissions standards and complete the College Prep Curriculum.

This section provides information on admission standards, the College Prep Curriculum and the Summer Development Program.

Admission Standards	College Prep Curriculum
<p>You can be admitted to a Mississippi university by meeting any of the following criteria:</p> <ol style="list-style-type: none"> 1. Complete the College Preparatory Curriculum (CPC) with a minimum 3.2 high school grade point average (GPA) on the CPC; or 2. Complete the College Preparatory Curriculum (CPC) with a minimum 2.50 high school GPA on the CPC or a class rank in the top 50%, and a score of 16 or higher on the ACT* (Composite); or 3. Complete the College Preparatory Curriculum (CPC) with a minimum 2.00 high school GPA on the CPC and a score of 18 or higher on the ACT* (Composite); or 4. Satisfy the NCAA standards for student athletes who are “full-qualifiers” under Division I guidelines; or <p>Students who do not meet the above criteria are nonetheless eligible for admission. Such students must participate, however, in an on-campus placement process at the university of their choice. The process will determine whether the student may be enrolled in regular freshman-level courses or be required to enroll in the summer semester with mandatory participation in the Summer Developmental Program. Successful completion of the summer semester entitles the student to continued enrollment in the fall semester at the university of his or her choice.</p> <p>For more information on academic programs, admissions standards, and financial aid, please call 1.601.432.6501 for academic programs and admissions standards information or 1.800.327.2980 or 1.601.432.6663 for financial aid information.</p> <p>*In lieu of ACT scores, students may submit equivalent SAT scores.</p>	<p>The College Prep Curriculum for students graduating from high school and entering a public institution of higher learning prior to the summer of 2012 is as follows:</p> <p>English: 4 Carnegie Units - All must require substantial communication skills components (i.e., reading, writing, listening, and speaking).</p> <p>Mathematics: 3 Carnegie Units - Includes Algebra I, Geometry, and Algebra II. A fourth class in higher level mathematics is highly recommended.</p> <p>Science: 3 Carnegie Units - Biology, Advanced Biology, Chemistry, Advanced Chemistry, Physics, and Advanced Physics or any other science course with comparable rigor and content. One Carnegie unit from a Physical Science course with content at a level that may serve as an introduction to Physics and Chemistry may be used. Two of the courses chosen must be laboratory based.</p> <p>Social Studies: 3 Carnegie Units - Courses should include United States History (1 unit), World History (1 unit with substantial geography component), Government (½ unit), and Economics (½ unit) or Geography (½ unit).</p> <p>Advanced Electives: 2 Carnegie Units - Requirements may be met by earning 2 Carnegie units from the following areas/courses, one of which must be in Foreign Language or World Geography. Areas/courses are: Foreign Language; World Geography; 4th year lab-based Science; or 4th year Mathematics.</p> <p>Computer Applications: ½ Carnegie Unit - The course should include use of application packages such as word processing and spread sheets. The course should also include basic computer terminology and hardware operation.</p> <p>Pre-High School Units: Algebra I, first year Foreign Language, or Mississippi Studies taken prior to high school will be accepted for admission provided the course content is the same as the high school course.</p> <p>The College Prep Curriculum for students graduating from high school and entering a public institution of higher learning beginning in the summer of 2012 is as follows:</p> <p>English: 4 Carnegie Units - Compensatory Reading and Compensatory Writing may not be included.</p> <p>Mathematics: 4 Carnegie Units - Includes Algebra I, Geometry, Algebra II, and any one Carnegie Unit of comparable rigor and content. (e.g., Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Probability and Statistics, or AP Statistics)</p> <p>Science: 4 Carnegie Units - Includes Biology I, Chemistry I, and any two Carnegie Units of comparable rigor and content. (e.g., Physics, Physical Science, Biology II, Chemistry II, AP Chemistry, Physics II, AP Physics B, AP Physics C – Electricity and Magnetism, and AP Physics C – Mechanics, Botany, Microbiology, or Human Anatomy and Physiology.)</p> <p>Social Studies: 4 Carnegie Units - Includes World History, U.S. History, Introduction to World Geography, U.S. Government, Economics, and Mississippi Studies. (Credit earned for a State/Local Government course in any other state may stand in lieu of Mississippi Studies.)</p> <p>Arts: 1 Carnegie Unit - Includes any one Carnegie Unit of visual and performing arts course(s) meeting the requirements for high school graduation.</p> <p>Advanced Electives: 2 Carnegie Units - Includes any two Carnegie Units of Foreign Language (I and II), Advanced World Geography and a Foreign Language (I) or any combination of English, mathematics, or lab-based science courses of comparable rigor and content to those required above.</p> <p>Computer Applications: ½ Carnegie Unit - Course should emphasize the computer as a productivity tool. Instruction should include the use of application packages, such as word processing and spreadsheets. The course should also include basic computer terminology and hardware operation.</p> <p>Pre-High School Units: Algebra I, first-year Foreign Language, or Mississippi Studies taken prior to high school will be accepted for admission, provided course content is the same as the high school course.</p>

Procedure for *Withdrawal from College*

College withdrawal is available for students who, because of personal hardship, can no longer attend any classes. A student may withdraw from college at any time up to one week prior to the beginning of final exams, December 1, 2009, for the fall semester and April 28, 2010, for the spring semester. Students who desire to withdraw from college should contact their advisor or the Counseling Center to begin the process. Students are responsible for completing the College Withdrawal process which includes:

Procedure for College Withdrawal

1. The student will contact his/her advisor or the Counseling Center to initiate the college withdrawal process. The advisor will assist the student to record the following information on the “College Withdrawal Form” (Page 30):
 - a. The student’s name
 - b. The date
 - c. The student’s identification number
 - d. The appropriate reason for the withdrawal
 - e. All course information for all classes on the student’s schedule.
 - f. The advisor will contact each instructor to obtain the student’s last date of attendance in class.

Note: If the student has one or more virtual classes (indicated by a “V” in the section number), the advisor should contact the Distance Learning Coordinator for a last date of attendance in these classes.
2. The student will verify that the information is correct and sign the form.
3. The student’s advisor/counselor will contact the library, the security office, and the bookstore to determine if the student is clear to withdraw. The advisor/counselor will sign the form to signify that the information is accurate and complete.
4. The student will deliver the form to the appropriate offices for approval in the following order:
 - a. Financial aid, if the student receives scholarship, Pell Grant, or Student Loans.
 - b. Director of Housing, if the student resides in campus housing.
 - c. The Business Office will collect a withdrawal fee of \$10.00 for each withdrawal form submitted. The form will be collected at the Business Office and delivered in bulk to the Records Office.
5. The Records Office will record in BANNER a “W1” for each class that the student is enrolled. A copy of the form will be placed on file in the student’s permanent record.

Please reference the College Withdrawal Form. (Page 30)



COLLEGE WITHDRAWAL FORM

Note to Advisors and Students: Please use this form to request withdrawal from all classes on a student's schedule. The "Class Withdrawal Form: should be used to request withdrawal from some of the classes on the schedule.

Section I. Student and Class Information

NAME _____

DATE _____

IDENTIFICATION NUMBER _____

SEMESTER _____

PLEASE INDICATE THE REASON FOR WITHDRAWING:

- PERSONAL ILLNESS
- FINANCIAL HARDSHIP
- FAMILY HARDSHIP
- ACADEMIC DIFFICULTY
- OTHER, PLEASE SPECIFY _____

CRN	COURSE	NUMBER	SECTION	LAST DATE OF ATTENDANCE	INSTRUCTOR

NOTE: ANY CLASS THAT HAS A "V" IN THE SECTION IS A VIRTUAL CLASS. PLEASE CONTACT THE DISTANCE LEARNING COORDINATOR TO OBTAIN THE LAST DATE OF ATTENDANCE. THE ADVISOR SHOULD ALSO CONTACT EACH OF THE FOLLOWING OFFICES TO DETERMINE THAT THE STUDENT IS CLEAR TO WITHDRAW.

- LIBRARY
- SECURITY OFFICE
- BOOKSTORE

STUDENT'S SIGNATURE

ADVISOR/COUNSELOR SIGNATURE

SECTION II. APPROVALS

DIRECTOR OF HOUSING (IF APPROPRIATE) _____

DIRECTOR OF FINANCIAL AID (IF APPROPRIATE) _____

BUSINESS OFFICE _____

RECORDS OFFICE _____

REVISED DATE: JUNE 1, 2009
DEAN OF INSTRUCTION



Class Cut-out Form

Please process a Cut-Out for the Following students.

Student Name	ID	CRN	Course Prefix and Number	Last Date of Attendance

INSTRUCTOR'S NAME _____

DATE SUBMITTED _____

NOTE: A PDF VERSION OF THIS FORM IS LOCATED IN THE CLASS FORMS FOLDER LOCATED IN THE NE DOCS ON TIGGER.



Request for Reinstatement to Class

INSTRUCTIONS: THE STUDENT WILL COMPLETE THIS FORM WITH RELEVANT INFORMATION TO JUSTIFY THE REQUEST TO BE REINSTATED. THE COMPLETED FORM SHOULD BE RETURNED TO YOUR INSTRUCTOR IMMEDIATELY.

STUDENT INFORMATION

STUDENT NAME _____ STUDENT IDENTIFICATION NUMBER _____
COURSE NAME _____ COURSE CATALOG NUMBER _____
COURSE CRN _____ INSTRUCTOR'S NAME _____

1. PLEASE LIST THE DATE AND REASON FOR EACH ABSENCE TAKEN DURING THE COURSE. PLEASE INDICATE IF YOU MISSED OTHER CLASSES ON THESE DATES ON THE BACK OF THIS FORM.

- a) ABSENCE #1 _____
- b) ABSENCE #2 _____
- c) ABSENCE #3 _____
- d) ABSENCE #4 _____
- e) ABSENCE #5 _____
- f) ABSENCE #6 _____

STUDENT SIGNATURE

DATE

FACULTY RECOMMENDATION

RECOMMENDED FOR REINSTATEMENT

NOT RECOMMENDED FOR REINSTATEMENT

COMMENTS: _____

INSTRUCTOR'S SIGNATURE

DATE

PLEASE FORWARD TO DEAN OF INSTRUCTION

APPROVED FOR REINSTATEMENT

NOT APPROVED FOR REINSTATEMENT

DEAN OF INSTRUCTION

DATE

NOTE TO STUDENTS: A REQUEST FOR REINSTATEMENT TO CLASS WILL BE CONSIDERED BY YOUR INSTRUCTOR AND BY THE DEAN OF INSTRUCTION UNDER TWO (2) CONDITIONS:

- 1. ALL ABSENCES INCURRED ARE THE RESULT OF GENUINE EXTENUATING CIRCUMSTANCES.
- 2. REINSTATEMENT MAY BE GRANTED WITH THE UNDERSTANDING THAT NO ADDITIONAL ABSENCE IS ALLOWED.

A COPY OF THIS FORM WILL BE SENT TO THE RECORDS OFFICE AND TO THE INSTRUCTOR.

PROCEDURE FOR *CLASS WITHDRAWAL* Effective July 1, 2009

Process for Class Withdrawal (Page 35):

1. **Faculty provide Class Withdrawal Form (Page 35) to student**
2. **Student**
 - Completes personal information and identifies class or classes from which he/she wishes to withdraw
 - Obtains signature of class instructor
 - Obtains signature of faculty advisor or counselor
3. **Faculty approves class withdrawal and provides “Last Date of Attendance” for the class**
4. **Student submits completed/signed form to a Counselor in the Counseling Center**
5. **Counselor**
 - Verifies Class Withdrawal Form for completeness and accuracy
 - Counsels student on academic issues concerning class withdrawal, as appropriate
 - Verifies withdrawal with Housing office staff and Financial Aid office staff, if appropriate for student’s circumstances
 - Counselor approves class withdrawal and collects Class Withdrawal Form
6. **Counseling Center staff forward completed Class Withdrawal Form to Records Office staff daily**
7. **Records Office staff process the class withdrawal within Banner**

Changes in class withdrawal process:

Effective July 1, 2009, the revised class withdrawal process concludes in the Counseling Center. This change will provide an opportunity for the Counseling Center to work with students on retention, tutoring, and other services that are available to improve the students’ academic success. The new process will also eliminate the need for the students to bring their completed Class Withdrawal Form to the Business Office in Stringer Hall.

There is no fee for Class Withdrawals.

Please see the *Class Withdrawal Form (Page 35)*.

CLASS WITHDRAWAL FORM

Note to Instructors and Students: Please use this form to request withdrawal from one or more classes on a student's schedule. The "College Withdrawal Form" should be used to request withdrawal from all classes on the schedule.

Section I: Student and Class Information

NAME _____ DATE _____

STUDENT IDENTIFICATION NUMBER _____

HOURS REMAINING _____

SEMESTER/TERM: _____

PLEASE INDICATE THE REASON FOR WITHDRAWING:

PERSONAL ILLNESS
FINANCIAL HARDSHIP
FAMILY HARDSHIP

ACADEMIC DIFFICULTY
OTHER, PLEASE SPECIFY

LIST **ALL** COURSES FOR WHICH A WITHDRAWAL IS REQUESTED

CRN	COURSE	NUMBER	SECTION	LAST DATE OF ATTENDANCE	INSTRUCTOR SIGNATURE

STUDENT'S SIGNATURE

ADVISOR/COUNSELOR SIGNATURE

SECTION II: APPROVALS

COUNSELING CENTER STAFF _____ DATE: _____

COUNSELING CENTER OFFICE USE ONLY:
 COUNSELING CENTER STAFF VERIFIED STUDENT APPROVED FOR CLASS WITHDRAWAL

DIRECTOR OF HOUSING (IF APPROPRIATE)
 DIRECTOR OF FINANCIAL AID (IF APPROPRIATE)

COUNSELING CENTER STAFF WILL FORWARD COMPLETE AND APPROVED CLASS WITHDRAWAL FORM TO RECORDS OFFICE FOR PROCESSING.

RECORDS OFFICE _____

DATE: _____

REVISED DATE: JULY 1, 2009