

Registration Checklist

Along with registering for classes, here is what you'll need to do to make a smooth transition to NECC

DEVELOP YOUR ACADEMIC PLAN

Develop an academic plan with an advisor. This plan will help you monitor your progress toward your degree or certificate program and keep you focused on your goal. Be sure to let the advisor know if you have taken courses at other colleges, if you were in Tech Prep or advance placement courses in high school.

ACCESS TO "MY NECC"

To access your student account, go to <http://www.necc.mass.edu> and click on the "MY NECC" button and select self service online. You will need your student ID number. Your initial password will be your birthday in the MMDDYYYY format. At "My NECC" you will find a host of on-line resources including your class schedule, financial aid, grades, transcript, and instructions on how to use your NECC email account and waive your health insurance. Please Note: NECC does not mail grades or class schedules to students. To access your grades or schedule use My NECC Self-Service.

A STUDENT ID CARD

College Photo ID Cards are provided to new NECC students and stickers are given to current students each semester for their existing ID Cards. You can get an ID card or a sticker in the Student Engagement Center, D-117, 978-556-3731, on the Haverhill campus or L-133, 978-738-7417, on the Lawrence campus. Go to: <http://www.necc.mass.edu/calendars/index.php#studentlife> for times and dates.

FINANCIAL INFORMATION RELATED TO YOUR EDUCATION

Have you applied for Financial Aid? If not, please review steps on the reverse side. For information on payment, visit the Bursar Website at: <http://www.necc.mass.edu/bursar/index.php>. Here you will find information on NECC's tuition payment plan, cost of attending NECC, the refund policy, and health insurance.

HEALTH INSURANCE: A STATE REQUIREMENT

Every student enrolled in 9 or more credits must show proof of being covered by health insurance by filling out the Health Insurance Waiver available on My NECC. The student invoice contains instructions on how to waive the insurance charge. If the student does not have health insurance coverage, it must be purchased from NECC.

YOUR IMMUNIZATION REQUIREMENT FORM

Within thirty days of registering for classes, students must show proof of immunizations. College immunization requirements apply to: 1) all full-time undergraduate students; 2) all full-time and part-time health science students; and 3) any full-time or part-time student attending a post secondary institution while on a student or other visa, including foreign students attending or visiting classes as part of a formal academic visitation exchange program.

CHECK Your NECC Email and Self-Service

After you register for classes, most correspondence from NECC will be sent to your NECC email account. Please be sure to check your NECC email and Self-Service regularly. To access your email account, click on MY NECC on the NECC Website – www.necc.mass.edu, and select student email.