

Northern Essex Community College has an open admission policy and accepts students on a first-come, first-served basis for most programs. To be admitted to a degree or certificate program, you must have earned a high school diploma or GED/HiSet, or other state approved equivalency credential. Some programs have special admission criteria and/or limited enrollment. Please check the college website at [www.necc.mass.edu](http://www.necc.mass.edu) for details on these special programs.

**Please print clearly**

Social Security Number: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ For office use only: generated student ID \_\_\_\_\_  
Required if seeking financial aid or tax credit Month Day Year

Full Name: \_\_\_\_\_ Any Previous Last Name(s): \_\_\_\_\_  
Last First Middle

Preferred First Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street Apt.

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Primary Phone #: \_\_\_\_\_ ALT #: \_\_\_\_\_

I wish to receive non emergency text messages from NECC. (Optional). Cell phone # \_\_\_\_\_  
[Consent is revoked by notifying Enrollment Services].

## Demographic Information - Optional

We ask the following questions to help the College best serve our students and our region. Information provided will not be used in a discriminatory manner. Your response to these questions makes it possible for us to apply for resources to help support our students.

**Race/Ethnicity: Please answer both a. and b.**

**a. Ethnicity:** Are you of Hispanic or Latino origin?  Yes  No  Male  Female

**b. Race:** Choose one or more from the list below.

African-American/Black  Asian  American Indian/ Alaskan Native  Cape Verdean  Native Hawaiian/Pacific Islander  White/Caucasian

**c.** Did your parent(s) graduate from college with a bachelor's degree? Mother:  Yes  No Father:  Yes  No

## Citizenship Information

**Are you a U.S. Citizen?**  Yes  No

**If No, are you a Permanent Resident?**

Yes – Please submit a copy of both sides of your Permanent Resident Card

No – Current Visa Type?: \_\_\_\_\_ (Please submit a copy) Country of Birth \_\_\_\_\_

Country of Citizenship \_\_\_\_\_ Will you require a student (F-1) visa?  Yes  No (If Yes, an I-20 application packet is available at the Behrakis One-Stop Student Center and the CPAC in Lawrence and must be submitted along with completed documentation at least 6 weeks prior to the date classes begin.)

Other \_\_\_\_\_

## High School Education

**Will you have a high school diploma or your GED/HiSet before you begin classes?**

Yes - Year of Graduation \_\_\_\_\_ or Year received GED/HiSet: \_\_\_\_\_  No - PLEASE SEE AN ENROLLMENT ADVISOR

High School Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Did you receive your GED/HiSet at NECC?  Yes  No

**Did you register to become a CVTE student while in high school?** (If you are not sure please contact your high school guidance counselor.)  Yes  No

## College Education

Is this your first time attending college?  Yes  No

1. College Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_ Graduation Date: \_\_\_\_\_ Degree Received: \_\_\_\_\_

2. College Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_ Graduation Date: \_\_\_\_\_ Degree Received: \_\_\_\_\_

3. College Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_ Graduation Date: \_\_\_\_\_ Degree Received: \_\_\_\_\_

Please print clearly

## Starting Semester

### Choose Only One:

Fall/September: \_\_\_\_\_ Year  
 Spring/January: \_\_\_\_\_ Year  
 Summer: \_\_\_\_\_ Year

### Student Type:

- First Time (You never attended college before)  
 Previous NECC Student (You attempted or received college credit from NECC before)  
 Transfer Student (You previously attended another college and received college credit)

## Educational Objectives

### Intend to pursue a degree or certificate program.

Please select at least one major and write exactly as shown on list of majors page.

First Choice: \_\_\_\_\_

Second Choice or Dual Major: \_\_\_\_\_

If you are unsure about your selection and would like further guidance please check here

### What is your overall goal at NECC?

- Earn a degree or certificate  
 Transfer to a 4-year institution  
If transfer, are you interested in:  
 Mass Transfer: Transfer to MA public institution with tuition benefit  
 Bachelor's Degrees at NECC: NECC graduates can earn a bachelor's degree on campus through one of our 4 year partnerships.  
 Enter workforce upon graduation

## Residency Information

### Choose one of the following:

- Massachusetts Resident  New England Resident  Other

#### Massachusetts Resident:

In order to qualify for in-state tuition rates, you must have proof of Massachusetts residency. You are considered a Massachusetts resident if you have lived for at least six months in a Massachusetts verifiable place of residence, and intend to continue living in Massachusetts for the duration of your attendance in a public, state-funded college. I understand that if I present an in-state address I will be eligible for in-state tuition rates only if I am an American citizen, or a permanent United States resident living in Massachusetts for at least the last six months. All Massachusetts residents must also complete the enclosed **Massachusetts Community College In-State Tuition Eligibility Form**.

#### New England Resident:

In order to qualify for the New England resident tuition rates, you must have proof of residency in Connecticut, Maine, Vermont, New Hampshire or Rhode Island.

**Note:** International or foreign students *are not eligible* for Massachusetts or New England resident rates.

## Applicant Signature

I certify that all the information submitted on this application is true.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Only needed if Applicant is under 18 years of age

## For Office Use Only

Semester: \_\_\_\_\_

Billing Code  R  N  B

Date Entered On: \_\_\_\_\_

CPH  CPL  UNK

## Do Not Write in this Space

Degree Code: \_\_\_\_\_

Major Code: \_\_\_\_\_

Decision Code: \_\_\_\_\_

Entered by: \_\_\_\_\_

Source \_\_\_\_\_ Contact \_\_\_\_\_ Staff \_\_\_\_\_ Date \_\_\_\_\_

# MASSACHUSETTS COMMUNITY COLLEGES IN-STATE TUITION ELIGIBILITY FORM

This Information is Required for ALL Massachusetts Residents

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

SSN# or Student I.D. Number \_\_\_\_\_ Date of Birth \_\_\_\_\_ Phone \_\_\_\_\_

Are you a U.S. Citizen?  Yes  No

**IF YOU ARE NOT A U. S. CITIZEN, PLEASE COMPLETE THE FOLLOWING:**

Are you a Permanent Resident?  Yes  No (If yes, list USCIS number : \_\_\_\_\_)

If you are not a U.S. Citizen or Permanent Resident, please state your Visa or immigration status in detail: \_\_\_\_\_

**Please check the in-state or reduced tuition eligibility category that applies to you:**

\_\_\_\_\_ I have been a Massachusetts resident for six (6) continuous months and intend to remain here.

\_\_\_\_\_ I have been a Massachusetts resident for LESS THAN six (6) continuous months.

Previous State: \_\_\_\_\_

As proof of my intent to remain in Massachusetts, I possess at least 2 of the following documents, which I shall present to the institution upon request. These documents\* are dated within one (1) year of the start date of the academic semester for which I seek to enroll (except possibly for my high school diploma). The institution reserves the right to make any additional inquiries regarding the applicant's status and to require submission of any additional documentation it deems necessary.

**Please check-off those documents you possess as proof of your intent to remain in Massachusetts.**

\_\_\_\_\_ Valid driver's license

\_\_\_\_\_ Utility bills\*

\_\_\_\_\_ Employment pay stub\*

\_\_\_\_\_ Valid car registration

\_\_\_\_\_ Voter registration\*

\_\_\_\_\_ State/Federal tax returns\*

\_\_\_\_\_ Mass. high school diploma

\_\_\_\_\_ Signed lease or rent receipt\*

\_\_\_\_\_ Military home of record\*

\_\_\_\_\_ Record of parents' residency for unemancipated person\*

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ I am a member of the armed forces (or spouse or unemancipated child) on active duty in Massachusetts.

**Certification of Information**

I certify that this information is true and accurate. I understand that any misrepresentation, omission or incorrect information shall be cause for disciplinary action up to dismissal, with no right of appeal or to a tuition refund.

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature (Applicant is Under 18 Years Old): \_\_\_\_\_ Date \_\_\_\_\_

**(application continued on next page)**

**FOR OFFICIAL USE ONLY – DO NOT WRITE IN THIS BOX**

I have reviewed the above information in order to determine this individual's eligibility to receive the in-state tuition rate. Based on my review I have determined that this individual:

\_\_\_\_\_ IS eligible for the in-state tuition rate.

\_\_\_\_\_ IS NOT eligible for the in-state tuition rate.

\_\_\_\_\_ I am unable to make a determination at this time. The following additional information has been requested from the applicant:

Authorized College Personnel: \_\_\_\_\_ Date: \_\_\_\_\_

**Questions? Please call Behrakis One-Stop Enrollment Services: 978-556-3700.**

## OTHER INFORMATION

### Financial Aid and FAFSA

#### Intent to Apply for Financial Aid

Northern Essex Community College awards millions of dollars in federal, state and institutional financial aid each year to eligible students. However, many students miss out because they do not realize they are eligible and do not complete the Free Application for Federal Student Aid (FAFSA). To apply for financial aid, students must complete the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Financial Aid can be used to pay for tuition, fees, books, transportation, and other educational expenses.

We strongly encourage you to complete the FAFSA. If you need help with your financial aid application or college financial planning, our Financial Aid Office has counselors who can assist you. For assistance, email us at [aid@necc.mass.edu](mailto:aid@necc.mass.edu)

Please select the option below that best describes your plans to complete a FAFSA. This information will have no impact on whether you are admitted to the college.

- I plan to apply (or have already applied) for federal, state and institutional financial aid and am prepared to complete (or have completed) the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- I plan to apply for federal, state and institutional financial aid, but I need help from the Financial Aid Office to complete the FAFSA.
- I do not plan to apply for federal, state or institutional financial aid at this time.

### Veterans and Military Information — please check all that apply:

- Active Duty
- Active Reserve
- Inactive Reserve
- National Guard
- Veteran
- Dependent of Active Duty Military
- Dependent of National Guard or Reserve
- Dependent of Veteran

### Educational Rights and Privacy Act (FERPA)

#### Authorization to Release Information to a Third Party

Specifically, FERPA prohibits an institution of higher education from releasing most student record information to any requesting third-party, absent the subject student's prior written consent. Failure by the college to comply with FERPA may result in a violation of federal law and jeopardize the college's federal funding. This form is a signed consent form by \_\_\_\_\_ (print student's name) authorizing Northern Essex Community College to release your educational record information to \_\_\_\_\_ (print person or agency allowed to view records).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Interests — please check all that apply:

- Athletics (see below)
- Clubs & Organizations
- Commonwealth Honors Program
- Dance
- Honors
- Leadership Opportunities
- MASS Transfer/Transfer Options
- Student Newspaper
- Study Abroad
- Theater
- Veteran's Services

Are you interested in playing any of the following sports?

Men's:  Baseball  Basketball  Cross Country  Outdoor Track & Field  Golf

Women's:  Cross Country  Outdoor Track & Field  Softball  Volleyball  Golf  Basketball

**Questions? Please call Behrakis One-Stop Enrollment Services: 978-556-3700.**

**Affirmative Action and Equal Opportunity Policy:** Northern Essex Community College is an affirmative action/equal opportunity college and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

**All inquiries concerning application of the above should be directed to the College's Affirmative Action/Section 504 Compliance Officer:** Justine Caron, Director of Human Resources, Section 504/ADA Compliance; Title IX; Affirmative Action; Northern Essex Community College, 100 Elliott Street, B-219, Haverhill, MA 01830; Phone: 978-556-3956; Email: [jcaron@necc.mass.edu](mailto:jcaron@necc.mass.edu)

# APPLICATION CHECKLIST & ADDITIONAL INFORMATION

## Application Checklist

- Fill out your application for admission.** Complete your application and mail to: Northern Essex Community College, Behrakis One-Stop Enrollment Services Center, 100 Elliott Street, Haverhill, MA 01830. You may also bring your completed application to the One-Stop Student Services Center in Haverhill or Lawrence.
  - High School Transcript** — Submit one of the following: your final high school transcript and/or high school diploma, GED/HiSet diploma and/or scores, or a transcript from an approved home school program.\*
  - College Transcripts** — Submit official college transcripts from all colleges and universities you have attended to NECC.\*
- \* Diplomas and transcripts from foreign countries must be evaluated for US equivalency by a recognized credential evaluation agency such as the Center for Educational Documentation (CED), [www.cedevaluations.com](http://www.cedevaluations.com).

## Financial Aid Information

Financial aid is available to students enrolled in approved degree and certificate programs and who are making satisfactory academic progress (SAP). To apply for financial aid, complete the Free Application for Financial Aid online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), school code 002174. To review the SAP policy and other financial aid information, visit [www.necc.mass.edu/afford](http://www.necc.mass.edu/afford).

## Academic Skills Assessment

The Massachusetts Board of Higher Education has mandated that basic skills tests are required for purposes of appropriate course placement for new students registering for credit courses to help ensure your academic success. Full or partial assessment waivers can be given upon evaluation of the following: official high school advanced placement exam score report, high school transcripts, official SAT score report and/or official college transcript(s). For our full assessment policy please visit our website at [www.necc.mass.edu/apply/assessment](http://www.necc.mass.edu/apply/assessment) or call 978-556-3428.

## Learning Accommodations

To receive accommodations for a documented disability during assessment testing and each academic semester, contact the Learning Accommodations Center in the Behrakis One Stop or call 978-556-3654. For information about services for Deaf and Hard of Hearing students call 978-241-7045 (VP/voice).

## Student Status

### Permanent Resident Status

All applicants having permanent resident status must submit a copy of both sides of their Alien Registration Card (Green Card).

### International students

International applicants must complete an International Student Application Packet in order to be issued an I-20. The I-20 is then used to apply for a student visa (F-1).

## Student Insurance

The Massachusetts Universal Health Insurance Law requires every student enrolled in nine (9) or more credits to have adequate medical insurance coverage. Students without health insurance will be charged health insurance fees.

## CORI/SORI — Criminal Offender Record Information and Sex Offender Registry Information Checks

In order for a student to be eligible to participate in an academic, community or clinical program that involves potential unsupervised contact with children, the disabled, or the elderly, the student may be required to undergo a Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible to participate in such activities. The College is authorized by the Commonwealth's Department of Criminal Justice Information Services, pursuant to Massachusetts General Laws, Chapter 6, Sections 167-178B, to access CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.

NH background checks as well as Certified Background checks may also be required. For more information regarding the College's CORI/SORI check process, please contact CORI coordinator at 978-556-3974.

## Immunization Requirement Form

Within thirty days of registering for classes, students must show proof of immunizations. The immunization requirements apply to: All full-time students (12 credits or more), any student attending on a visa, and any part-time student enrolled in classes whose practicum requires immunizations. Once registered for classes, you will receive an email communication to your NECC email address. The Immunization Requirements form link will be included. You may also print the form by going to [www.necc.mass.edu](http://www.necc.mass.edu).

# LIST OF MAJORS

PLEASE NOTE: The following Majors are subject to change. Please see [www.necc.mass.edu](http://www.necc.mass.edu) for current information.

## Art & Design

### Associate Degree

- General Studies: Art and Design

## Business

### Associate Degrees

- Accounting
- Business Management
- Business Management: Healthcare Practice
- Business Transfer
- Hospitality Management

## Communication Arts

### Associate Degrees

- General Studies: Music Option
- Liberal Arts: Journalism/Communication Option

### Certificates

- Music Technology Certificate

## Computer & Information Sciences

### Associate Degrees

- Computer & Information Sciences: Computer Science Transfer Option
- Computer & Information Sciences: Information Technology Option
- Computer & Information Sciences: Networking and Security Option
- Technology & Business

### Certificates

- Computer Networking Certificate
- Computer Security Certificate
- Web Design and Development Certificate

## Criminal Justice

### Associate Degree

- Criminal Justice
- Criminal Justice Private & Public Safety (accelerated)

### Certificate

- Law Enforcement Certificate

## Deaf Studies

### Associate Degrees

- Deaf Studies\* DF
- Deaf Studies: Interpreting Transfer\* DF

### Certificate

- Deaf Studies: Sign Language Interpreter Certificate \* DF

## Education

### Associate Degrees

- Early Childhood Education
- Elementary Education
- Liberal Arts: Middle/High School Teaching Option

### Certificate

- Early Childhood Director

## General Studies

### Associate Degrees

- General Studies: Art and Design
- General Studies: Individualized Option
- General Studies: Music Option

## Health

### Associate Degrees

- Business Management: Healthcare Practice
- Exercise Science  
(Exercise Science Transfer Concentration)  
(Health Fitness Concentration)
- Nursing (ADN)\* DF  
(Advanced Placement Option - LPN Bridge)\* D
- Paramedic (EMT-P) Technology\* DF
- Radiologic Technology\* DF
- Respiratory Care\* DF

### Certificates

- Dental Assisting Certificate\* DF
- Medical Assistant Certificate: Day Option\* DF
- Paramedic (EMT-P) Technology Certificate\* DF
- Practical Nursing (PN) Certificate\* DF
- Sleep Technologist Certificate\*

## iHealth

Complete most of your coursework online

### Associate Degrees

- General Studies: Health Specialization
- Public Health\*

### Certificates

- Clinical Research Coordinator Advanced Certificate
- Community Health Worker Certificate
- Healthcare Technician Certificate
- Medical Assistant Certificate - Evening\*
- Medical Billing Certificate
- Medical Coding Certificate
- Medical Office Assistant Certificate

## Human Services

### Associate Degree

- Human Services\* D

### Certificates

- Alcohol/Drug Abuse Counseling Certificate\* D
- Community Support Human Services Practitioner Certificate\* D
- Direct Support Certificate\* D

## Liberal Arts

### Associate Degrees

- Liberal Arts
- Liberal Arts: Journalism/Communication Option
- Liberal Arts: Middle/High School Teaching Option
- Liberal Arts: Philosophy Option
- Liberal Arts: Psychology Option
- Liberal Arts: Writing Option

## Science

### Associate Degrees

- Biology
- Chemistry/Physics/Environmental Science
- Laboratory Science  
(Analytical Chemistry Concentration)  
(Biotechnology Concentration)  
(Environmental Sciences Concentration)  
(Forensic Science Concentration)

## Technology & Engineering

### Associate Degrees

- Engineering Science  
(Chemical Engineering Concentration)  
(Civil/Environmental Engineering Concentration)  
(Electrical/Computer Engineering Concentration)  
(Mechanical Engineering Concentration)  
(Plastics Engineering Concentration)
- Engineering Science Advanced Manufacturing  
(Electronics Concentration)  
(Precision Machining Concentration)
- Engineering Science Technology Option  
(Electronic Technology Concentration)  
(Mechanical Technology Concentration)

### Certificates

- Advanced Manufacturing Precision Machining Certificate
- Computer Aided Drafting Certificate
- Electronic Equipment Technology Certificate

\* Criteria-Based programs have special admission requirements and/or limited enrollment.

\*\* This program is awaiting Federal Financial Aid approval.

\*\*\* Program is not eligible for Federal Financial Aid.

D = Day Acceptance Only E = Evening Acceptance Only F = Fall Semester Acceptance Only