

**COLLEGE  
APPLICANTS**



**CHECKLIST FOR PUBLIC HEALTH PROGRAM  
APPLICANTS**

For September 2024 Admission

Dear Student:

This checklist will enable you to create a personal record of the documents/activities you have completed towards applying to the Associate in Science - Public Health Program.

**Admission Information:**

Admission to the Public Health Program is competitive. Beginning **October 1, 2023** applicants should meet with a Center for Health Professions advisor or Program Coordinator in order to complete their change of major/action form once they have completed all of the criteria, including any approved waivers (by the Program Coordinator) for the age of the science courses. The Public Health Admissions Committee reviews **completed applicant files** beginning October 1, 2023 and makes admission decisions on an on-going basis.

**Academic Advising:**

Individuals interested in applying to the Public Health Program are required to meet with an advisor when starting the admission process to assist with questions and clarify the process.

- ☐ **APPLICATION FOR ADMISSION** (if you are a new student or have not been enrolled for the previous three years) **Major Choice: General Studies: Health Specialization, Interest in Public Health Program.**
- ☐ **Official transcript(s)** showing evidence of high school graduation, or the equivalent with passing GED/HiSet scores.
- ☐ **Official college transcript(s)** if transfer credits are being requested. **GPA 2.0 or higher for each course being requested in transfer.**
- ☐ Your NECC GPA must be 1.8 or higher in order to apply to the program or if you are a transfer student with no credits from NECC your overall GPA (1.8 or higher) from the last college you attended will be used to meet this requirement.
- ☐ **Completion of the Mandatory Public Health Session** during the Fall 2023, Spring or Summer of 2024. For Information Session dates, go to [our Health information sessions page in our website](#).

**IMPORTANT INFORMATION**

- Specific Science Courses within the program curriculum must be completed within seven (7) years prior to the anticipated start date of the Public Health Program.

☐ **NECC Assessment Testing Required: reading, writing and mathematics**

Note: Students who have successfully completed specific college courses may be waived from the assessments. Please talk to an advisor for further information. To obtain assessment schedule call the Assessment Center (978-556-3428). **Assessment results must indicate that the applicant does not need to take any of the following courses: College Reading, Reading Writing and Reasoning, Writing Fusion. Students must be eligible to take MAT114 -Math for Careers in Health Science or higher.**

Reading Assessment completed on \_\_\_\_\_.

Writing Assessment completed on \_\_\_\_\_.

Mathematics Assessment completed on \_\_\_\_\_.

- ☐ Completion or enrollment/registration in the HES 102 Learning Strategies for Success in Health Care Careers course. Students must attain a “C” or higher in HES102.
- ☐ Completion or enrollment/registration in the English Composition I course (without Fusion). Students must attain a “C” or higher in English Composition I. (Addendum effective May 1, 2017)

**IMPORTANT FINAL STEP:**

- ☐ **Change of Major/ACTION FORM** –Upon completion of all of the above items from the checklist, meet with a Center for Health Professions advisor or Program Coordinator to determine if you are eligible to fill out a Change of Major/Action Form to be considered for acceptance to the Public Health Program for Fall 2024. You may need to bring documentation of specific criteria to the advisor. **All checklist items must be presented as part of your final step. Please submit the Action Form as soon as all criteria requirements are completed.**

The Public Health Program is committed to educating a workforce that mirrors the rich socio-ethnic culture of the communities we serve. Therefore, we endeavor to attract and recruit a diverse group of students for each incoming class. We also reserve the right to invoke a geographical preference for applicants from the college’s primary service area.

**ADDITIONAL PROGRAM INFORMATION****Important Dates**

While there is no deadline for completing applications to the Public Health Program, we encourage you to do so as soon as possible. Completed applications are reviewed and admission decisions are made on an on-going basis.

**Program Capacity**

The Public Health Program has a limited number of seats. In general, the College accepts up to 20 students to begin this program each September.

The criteria describe the MINIMUM standards that must be met in order to be reviewed for admission to this program.

No single criterion is used to make the admission decision; rather, each applicant is evaluated based upon the entire file of information provided to the College as part of the admission process. Academic grades are important criteria, and these factor strongly in the admission decision.

**Wait List Status**

The Public Health Program Review Committee establishes a Wait List for qualified applicants who are not initially accepted into the program. The Wait List is approximately 25% of the program capacity. Students are called from the Wait List on a space available basis. Students who are placed on the Wait List, and for whom a seat does not open during the current admission cycle, are given first option on admission for the following year.

If there are significant changes in the admission criteria, students on the Wait List may be required to comply with the new criteria. This decision is at the sole discretion of the academic program faculty.

**Transfer Credits**

Transfer credits from other colleges/universities are awarded only for comparable courses that are completed with a grade of 'C' or higher.

Science courses must have been taken not more than seven (7) years prior to the anticipated start date of the Public Health Program to count as credits towards completing the program.

**Health Requirements**

Information regarding the College's health requirements will be sent to you upon your acceptance to the program.

**Criminal Offender Record Information (CORI) and Sex Offender Record Information (SORI)**

Students interested in participation in an academic program that involves working with children, the disabled, or the elderly, or a cooperative education experience or a program that includes a clinical affiliation with a private public health care provider, may be required to undergo a Criminal Offender Record Information (CORI) check, a Sex Offender Registry Information (SORI) check, and/or a Criminal History Record Information (CHRI) check. Students will need to provide a government issued photo identification and sign a release form allowing the college to view the student's CORI or SORI reports. Depending on the contents of a student's CORI or SORI reports, participation in an academic program or a cooperative education experience or a clinical or practicum affiliation related thereto, may be denied. CORI

checks may be performed pursuant to Mass. General Laws, Chapter 6, Sections 172(C), and consistent with guidelines promulgated by the Executive Office for Health and Human Services, and/or the Commonwealth's Department of Public Health. SORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Section 172(C). CHRI checks may be performed based on the NH Code of Administrative Rules and state statutes to include RSA 106-B:14 and RSA 106-B:7,1(b). For more information, contact the Registrar at 978-556-3700.

### **Clinical Affiliate Random Drug & Alcohol Screening Analysis Notification to Students**

Please be advised that students enrolled in the following Health Professions programs are required to undergo and pass a drug screening analysis in order to be eligible for placement in a clinical facility. Students who are assigned to clinical education experiences at certain clinical facilities will be required to undergo and pass an additional random drug screening analysis in order to remain at that clinical facility. **Students who either fail to pass, or refuse to submit to, or fail to report within the required time frame for a drug screening analysis will be ineligible for clinical placement which in turn will affect their status in the**

**program.** Health Profession programs that require drug screening analysis include: Dental Assisting, Paramedic Technology, Medical Assisting, Associate Degree Nursing, Healthcare Technician, Practical Nursing, Radiologic Technology, Sleep Technology, Respiratory Care, Public Health, Community Health Worker, Medical Coding, Medical Billing, and Medical Office Assistant.

### **Affirmative Action**

Northern Essex Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, creed, religion, color, gender, gender identity, sexual orientation, age, disability, genetic information, maternity leave, military service and national origin and any other protected class in its education programs and activities as required by Title IX of the Educational Amendments of 1972, the American 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.

The following people have been designated to handle inquiries regarding Affirmative Action and Title IX compliance/sexual harassment:

Liz Trelegan, Assistant Director of Human Resources  
Affirmative Action Officer/Title IX Coordinator  
Northern Essex Community College  
100 Elliott Street, B219  
Haverhill, MA 01830  
Phone: 978-556-3928  
Email: [etrelegan@necc.mass.edu](mailto:etrelegan@necc.mass.edu)

Patricia Gauron, Executive Director of Human Resources  
Deputy Title IX Coordinator  
100 Elliott Street, B219  
Haverhill, MA 01830  
Phone: 978-556-3937  
Email: [pgauron@necc.mass.edu](mailto:pgauron@necc.mass.edu)

NECC Public Safety

(After normal business hours, i.e. after 5 p.m. Monday-Friday or on Saturday and Sunday)

Emergencies Only 978-556-3333 or dial ext 3333 from any campus phone

General Information 978-556-3689

Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action Officer/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.

Learn more about [Center for Accessibility Resources and Services](#) at NECC and current ADA Regulations.

Click here to see the full [Commonwealth of Massachusetts Board of Higher Education Massachusetts Community Colleges Policy on Affirmative Action, Equal Opportunity and Diversity](#).

Updated: 2023-2024 Academic Catalog (Effective Fall 2023)

**Core Academic Skills:**

Enrolling in an associate degree program at Northern Essex? If so, beginning in fall 2014, there's a new graduation requirement that may apply to you.

If you are new to Northern Essex and have no academic history at the college, you will be required to take at least one course that's intensive in each of Northern Essex's six core academic skills in order to be eligible to graduate. Whether you will be joining the workforce or transferring to a four-year college or university, we want to be sure that you graduate with the skills that will lead to success in your career and in life.