

# NEW STUDENT GUIDE TO ENROLLMENT at Nassau Community College



**NCC**  
NASSAU  
COMMUNITY  
COLLEGE  
STATE UNIVERSITY OF NEW YORK



**Read through this guide carefully!**

Inside is information you will need to ensure successful enrollment at Nassau Community College.

[ncc.edu](http://ncc.edu)

Now that you  
have been  
accepted to  
NCC...

## CONGRATULATIONS!

This NEW STUDENT GUIDE contains a great deal of information intended to help you through the enrollment process. It has been prepared to help all of our new students – freshmen, transfers, visiting and non-degree – as well our returning (re-admitted) students. Please review this information and take action now. Being ready for your first semester at NCC can put you on the road to success throughout your college career.

# Getting Connected to Nassau Community College

## YOUR NCC STUDENT ID NUMBER

This is your NCC identification (ID) number. It can be found at the bottom of your acceptance letter. Keep it in a safe place as you will use it throughout your NCC career.

Returning students will continue to use their previous NCC-ID number.

## MyNCC PORTAL

With a single sign-on, you have one gateway to the services used by NCC students. Go to [mync.ncc.edu](http://mync.ncc.edu) to access your account. (You may also visit the College website at [ncc.edu](http://ncc.edu) and click on the icon for MyNCC.) Set up your portal account using the MyNCC log-on. Enter your NCC ID number and your date of birth (mmddyy) as your initial password. (You will then set your permanent password.)

Consider the MyNCC portal your personal guide throughout your college career at Nassau. You will use it to register for classes, pay your bill, access your grades, monitor your academic progress, and access your NCC student email.



## YOUR NCC STUDENT EMAIL (Required for all Registered Students)

Now that you are accepted to Nassau Community College, your NCC student email will become the College's official communication vehicle with you. Be sure to activate this account at the time of your registration for classes. Check it often to find out about academic advisement, registration, tuition bills, student life opportunities and more. You can view your email in MyNCC by clicking on the *mail icon* in your Quick Launch menu.

## NCC ALERT

The NCC Alert system allows NCC to text you about emergency situations on campus, such as class cancellations due to weather.

\*Click on the NCC Alert icon found in the Resources Section in MYNCC to activate this feature.



## ADVISEMENT/REGISTRATION

If you have completed college-level work and your scores (AP, IB, CLEP) or final grades (college courses completed in high school or at another college) are available, please submit official documents to Admissions for transfer credit evaluation prior to completing the advisement/registration process. If scores are not yet available, be sure to inform your advisor of these potential transfer credits.

If you are interested in taking pre-calculus (MAT 111) or calculus (MAT 112/122) or other courses that require these upper-level math courses as pre- or co-requisites\*, you must:

- a) Have transfer credit for the appropriate prerequisites
- b) Schedule the Advanced Algebraic Functions (AAF) test prior to registering for classes.

**Note:** The AAF is a separate exam from the math placement test and should only be attempted if you have the appropriate math background. Please schedule the test by contacting the Placement Testing Office at [Placementtesting@ncc.edu](mailto:Placementtesting@ncc.edu)

(\* Pre-requisite or co-requisite courses must be completed before students may take certain credit-bearing courses.)

### ➔ **New Degree-Seeking (Matriculated) Students** *[Never Attended NCC]*

Whether you are a new college student (freshman) or have transferred from another college (transfer), you will have the opportunity to consult with an Academic Advisor or Faculty Advisor prior to beginning your NCC journey. Watch your personal email and your NCC Student Email for advisement/registration information.

### ➔ **Readmitted Degree-Seeking (Matriculated) Students** *[Attended NCC, transferred to another college(s) and now returning to NCC]*

If you previously attended NCC, transferred elsewhere and are accepted for readmission to NCC, you may consult with an academic advisor and be ready to register for classes when your eligibility date arrives. If you would like to consult with an advisor prior to registering, visit [ncc.edu/advisement](http://ncc.edu/advisement) for more information.

### ➔ **Returning Students** *[Absent for two or more consecutive semesters - fall/spring - and have NOT attended another college during that time]*

If you have been readmitted to NCC after an absence of two (2) or more consecutive fall/spring semesters and have NOT attended another college during that absence, you are considered a returning student. You may consult with an academic advisor and be ready to register for classes when your eligibility date arrives. If you would like to consult with an advisor prior to registering, visit [ncc.edu/advisement](http://ncc.edu/advisement) for more information.

### ➔ **New Non-Degree Students**

Non-Degree students are not required to meet with an academic advisor, and you are able to register yourself online for courses that do not require prerequisites. If the course has prerequisites you will need to contact the academic department for a possible prerequisite waiver. The academic department may request to see your academic record noting courses and grades earned elsewhere to determine whether or not you meet the prerequisites.

For a list of course options for non-degree students that do not have restrictions, please visit [ncc.edu/advisement/helpful\\_tools/nondegree\\_course\\_options.shtml](http://ncc.edu/advisement/helpful_tools/nondegree_course_options.shtml)

### ➔ **Visiting Students**

Students wishing to attend Nassau Community College who are matriculated in other colleges/universities may apply to NCC as Visiting Students so long as they receive the approval from their Home Schools. You are eligible for study at Nassau Community College for up to two (2) consecutive semesters, while still maintaining matriculated status at your home institution. The home institution must provide written permission and list recommended courses to be taken at Nassau Community College. Reminder: Anyone can register you, as a visiting student, if you are away; however, a letter of authorization is needed if anyone other than you, the student, is going to drop or withdraw you from a class. For more information contact the NCC Office of the Registrar.

## NEW YORK STATE HEALTH REQUIREMENTS

New York State requires all college degree and non-degree students who are registered for six or more credits and who were born on or after January 1, 1957 to submit proof of immunization for measles, mumps and rubella (MMR) and the meningitis survey. Go to [ncc.edu/healthservices](http://ncc.edu/healthservices) to learn more and download forms.

If you are a returning (readmitted) student, please contact the Student Health Office to verify that you have met your requirements for immunization and completion of the meningitis survey.

*Failure to submit these documents will result in your disenrollment from classes without any refund of tuition and fees. Also a BLOCK will be placed on your registration for future semesters. Do not let this happen to you!*

## REGISTRATION FOR CLASSES

Once you have identified the classes you need to take and your eligibility date arrives, you are ready to register!

Log into MyNCC portal and select “Register for Classes” from the menu on the left hand side to enter the CRN numbers for the courses you wish to register for. Another option is to use SCHEDULE BUILDER, the program that helps you plan your semester. You enter your desired classes and other preferences and the Schedule Builder generates every possible schedule that meets your needs!

### ➔ When to Take Classes

NCC offers many options for class scheduling. Consider the Weekend College and take classes on Friday evenings and on Saturdays and Sundays. We also have a large selection of online and hybrid options through NCC online.

### ➔ Developmental Courses – WHY YOU NEED THEM

If your scores on the College’s placement test determined that you need one or more developmental classes, you MUST enroll in these classes in your first semester. They provide a critical foundation designed to help you succeed. These courses must be completed before you can move on to many credit-bearing classes. Eligibility for some programs of study requires completion of developmental classes before you can be considered for admission. (Note: developmental classes do not carry college credit, but tuition costs can be covered by financial aid.)

### ➔ Pre-Requisites

At NCC, you will build on your progress. “Pre-requisites” are course that must be successfully completed before you can take other related or more advanced courses. You may view pre-requisites for courses by clicking on the CRN (course registration number) for the course(s) you wish to take.

### ➔ Course Registration Waitlist Process

Students can waitlist for courses online provided they have met all the eligibility requirements for the course. Wait listing for a class does not guarantee a seat in a course. If a seat becomes available and you are next in line, you will be notified through your NCC Student E-mail and given 24 hours from the time of notification to register for that course. You must have an active NCC Student E-mail to view your waitlist notification. Always try to build a full schedule for yourself without counting on the waitlisted course. If you decide you no longer want the waitlisted class, make sure to drop yourself from the waitlist so others can take your spot.

## PAYING YOUR BILL

Your registration is not complete until payment has been made or you have confirmed that financial aid will cover your outstanding balance.

We encourage you to visit [ncc.edu/tuition](http://ncc.edu/tuition) to learn about tuition costs, payment due dates and tuition liability information.

### ➔ Financial Aid

To be considered for federal student aid, complete the FAFSA (Free Application for Federal Student Aid) at [studentaid.gov](http://studentaid.gov) for each academic year (September – August). Be sure to enter NCC’s school code, 002873.

New York State residents should also apply for TAP (Tuition Assistance Program) by following the link on FAFSA or at [hesc.ny.gov](http://hesc.ny.gov). The school code for the TAP application is 2113.

For more information, visit [ncc.edu/financialaid](http://ncc.edu/financialaid).

## RESIDENCY

To be eligible for Nassau County tuition, students must show proof of one year of legal residence in New York State and six months in the County of Nassau. If a student is under age 21, residency is established through information provided by the custodial parent.

Students who have lived in New York State for one year, but have not lived in Nassau County for six months, must present a **Certificate of Residence** from their county of legal residence. **Students with F-1 visas are charged non-resident tuition. Other immigration/visa categories may be required to present further documentation to the Office of Admissions**

Forms are available in the Office of Student Financial Services, located in the Student Services Center.

**Note: Students in certain pending immigration categories may be required to present further documentation and submit a notarized Student Affidavit of Intent to Legalize Immigration Status, available in the Office of Admissions.**

## SUBMIT FINAL ACADEMIC TRANSCRIPTS

All final official college and high school transcripts **MUST** be submitted to the Office of Admissions by the first day of the semester. Failure to submit these documents will result in a block on your account that can impact your class registration and the disbursement of your financial aid.

If you have taken any Advanced Placement (AP), International Baccalaureate (IB), or College Level Examination Program (CLEP) exams, be sure to submit your scores to Admissions for review. If you earned college credit in high school, official college transcripts should also be submitted.

## ORIENTATION AND STUDENT SUCCESS

New Student Orientation offers incoming students a great opportunity to learn more about the College, and to meet fellow students, faculty and staff. Learn more at [ncc.edu/studentlife](http://ncc.edu/studentlife).

Explore more by visiting the First-Year Experience page where you will find links to the *WHAT'S UP, NCC?* Blog, information on our *Conversations about College* workshops, and other opportunities for new students.

The Office of Student Life also hosts an Orientation for Parents at the start of each semester.

## YOUR STUDENT ID CARD

As soon as you have registered and paid for classes, go to the Student Services Center, first floor, and get your photo ID. This card is required for entrance into the library, the bookstore and other buildings on campus. Bring a copy of your paid bill and proof of identification (driver's license or school ID) with you.



## VEHICLE REGISTRATION

If you plan to drive to campus, be sure to purchase a parking permit. Failure to secure a proper parking permit can result in a Nassau County parking violation. Visit [ncc.edu/campuservices](http://ncc.edu/campuservices) and click on "Parking and Safety" to learn more.

## ATTENTION VETERANS!

Once registered for classes, all veterans and active military students need to meet with a certifying officer in the Registrar's Office, located in the Student Services Center. If you have not yet done so, be sure to submit your DD214 to this office. To learn about Military Educational Benefits, visit [hesc.ny.gov/pay-for-college/military-corner](http://hesc.ny.gov/pay-for-college/military-corner).

Veterans, dependent children or spouses who are using the GI Bill to pay for educational benefits must meet with one of the Certifying Officials in the Registrar's Office located in the Student Services Center. This must occur after you have registered for classes and please bring your Certificate of Eligibility. If you have questions, please call 516.572.7368.

For more information, visit the Center for Veterans Services, located in the Student Services Center, or visit [ncc.edu/campusservices](http://ncc.edu/campusservices).

## CENTER FOR STUDENTS WITH DISABILITIES

If you have a learning, psychological, hearing, visual and/or medical disability and need special assistance or accommodations, we urge you to contact the Center for Students with Disabilities (CSD). The CSD office is located in Building "U" and can be reached at 516.572.7241. Visit [ncc.edu/csd](http://ncc.edu/csd) for more information. All information and documentation are confidential.

## HONORS AT NCC

This highly selective course of study is available to students graduating at the top of their high school classes who now want the challenge of enrichment and supplemental academic activities. Ramp up your college experience and gain the Honors edge as a transfer student - the Honors designation on your transcript can open college doors that previously were not available to you! Call 516.572.7194 or visit [ncc.edu/honors](http://ncc.edu/honors) to learn more.

## CHILD CARE CENTER

The Children's Greenhouse Child Care Center, located on campus and licensed by New York State, provides a safe and nurturing environment for the children of NCC students and faculty. The center offers a range of care designed to meet the needs of specific age groups, ranging from infants through pre-school (ages 4 and 5). Call 516.572.7614 to learn more

## BOOKSTORE

The College Bookstore is conveniently located on campus. You may purchase your textbooks for all your courses. Go to [ncc.edu/campusservices](http://ncc.edu/campusservices) and click on "Bookstore."

Book Vouchers: Students who are eligible to receive a PELL grant may qualify to receive a book voucher. To learn more, go to [ncc.edu/financialaid](http://ncc.edu/financialaid) and review criteria listed under *Frequently Asked Questions*, number 12.

## STUDENT SUCCESS AT NCC

Take full advantage of the services and staff here to help you be successful! Not sure of a program of study? Stressed about upcoming tests? Need a part-time job? Feeling overwhelmed as a new student? Whatever your concern or question, you will find answers and guidance.

### **Course Success**

Start with your courses. More than 20 academic support services, geared to all programs of study, are available with a wide schedule of hours and at no fee. Invest your time now. Visit [ncc.edu/studentlife/orientation](http://ncc.edu/studentlife/orientation) and click Academic Support Services.

### **Other Support Services**

Many factors affect your ability to do well in college, and NCC offers you support all along the way. Some important offices for you to know about are the following:

#### [The Center for Educational and Retention Counseling \(CERC\)](#)

Located in Room 19 of Nassau Hall, CERC offers workshops on study skills, time management, academic motivation, relaxation and stress management techniques. Counselors provide assistance to students who are experiencing not only academic difficulty but to those who want to improve college skills.

### Career Counseling Center

Individual counseling is offered which focuses on assisting students through the career counseling process. Students can engage in self-assessment activities, participate in workshops and special events, and utilize both print or online resource materials to obtain information about career fields, trends and opportunities. The Center is located in Room 14 of Nassau Hall.

### Psychological Counseling

This office provides crisis intervention, psychotherapy and referrals for NCC students. Call 516.572.7698 or visit Nassau Hall, Room 9, for assistance.

## BEYOND THE CLASSROOM

### SPORTS

Athletics at NCC give students the opportunity to achieve in the classroom and on the playing field. Many of our student-athletes earn scholarships and gain prominence at senior colleges and universities, and beyond. The College boasts more than 20 nationally recognized teams, including basketball, football, dance, track and field, soccer, wrestling, golf and lacrosse. The College competes in the Region XV conference as a member of the National Junior College Athletic Association (NJCAA).

Visit [nassaulions.com](http://nassaulions.com) to learn more.

### CLUBS

Join a club or get involved in one of the College's many organizations – more than 100 of them are available! Select from the Intramurals, Speech and Debate, the Ski Club, Student Government, and many more. Whatever your interest, you will most likely find an activity that suits you. Visit [ncc.edu/studentlife](http://ncc.edu/studentlife) for a complete listing.

## Change of Plans?

If your plans change for any reason after you have registered for classes, please understand: **it is YOUR responsibility to drop all classes before the first day of the semester.** If you fail to do so, you will be financially liable for your tuition and fees. We do not want this to happen! If you have any questions or need additional guidance, please contact the Office of Admissions or the appropriate office.

## DIRECTORY – Service Offices

### Important Phone Numbers

Academic Advisement Center	516.572.7436	<a href="http://ncc.edu/advisement">ncc.edu/advisement</a>
Admissions Office	516.572.7345 or 7346	<a href="http://ncc.edu/admissions">ncc.edu/admissions</a>
Athletics	516.572.7522	<a href="http://ncc.edu/athletics">ncc.edu/athletics</a>
Bursar's Office/Student Financial Services	516.572.7326	<a href="http://ncc.edu/bursar">ncc.edu/bursar</a>
Center for Students With Disabilities	516.572.7241	<a href="http://ncc.edu/csd">ncc.edu/csd</a>
Financial Aid Office	516.572.7396	<a href="http://ncc.edu/financialaid">ncc.edu/financialaid</a>
Information Services Center	516.572.7501	<a href="http://ncc.edu/infoervices">ncc.edu/infoervices</a>
Placement Testing Center	516.572.7780	<a href="http://ncc.edu/placementtesting">ncc.edu/placementtesting</a>
Public Safety	516.572.7100	<a href="http://ncc.edu/publicsafety">ncc.edu/publicsafety</a>
Registrar's Office	516.572.7355	<a href="http://ncc.edu/registrar">ncc.edu/registrar</a>
Student Activities Office	516.572.7148	<a href="http://ncc.edu/studentlife">ncc.edu/studentlife</a>
Student Health Services	516.572.7123	<a href="http://ncc.edu/healthservices">ncc.edu/healthservices</a>
Student Personnel Services	516.572.7506	<a href="http://ncc.edu/campuservices">ncc.edu/campuservices</a>



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