

**DIRECTIONS FOR APPLYING FOR  
DUAL ENROLLMENT ENGLISH  
AT HILLSBORO HIGH SCHOOL**

**This is the first step to becoming a  
Dual Enrollment Student**

www.nsc.c.edu

Go to [www.nsc.c.edu](http://www.nsc.c.edu).



Google Search

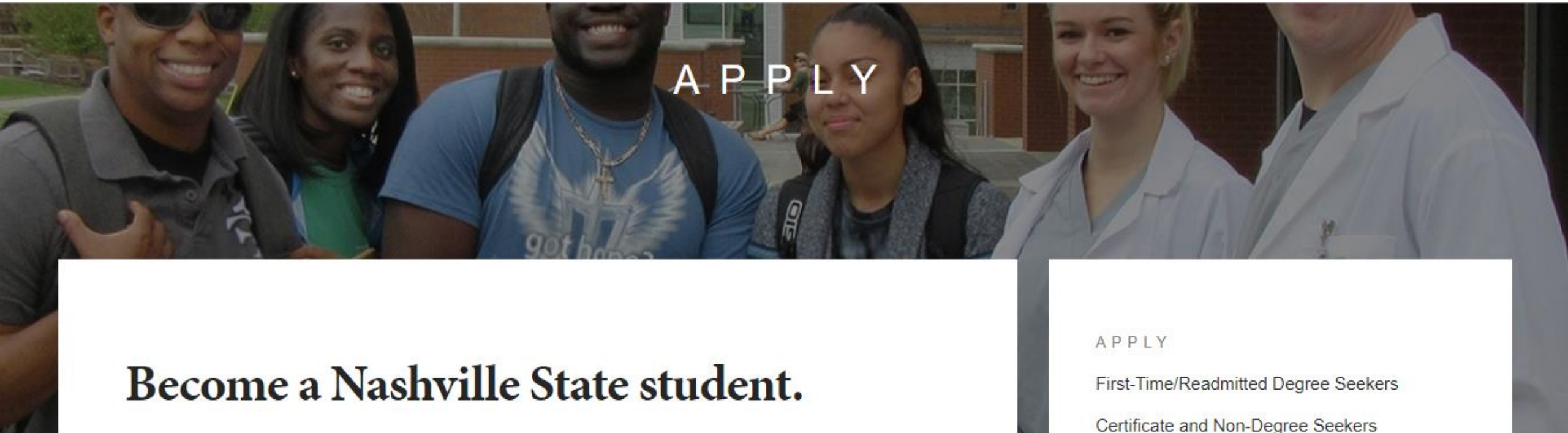
I'm Feeling Lucky

Click on **APPLY** in the top right corner.

# Move forward at Nashville State.

[PLAN YOUR FUTURE](#)





APPLY

# Become a Nashville State student.

To get started with the application, click below.

Apply now for Summer and Fall. Summer application deadline is May 15.

**APPLY NOW**

Click **APPLY NOW**.



APPLY

- First-Time/Readmitted Degree Seekers
- Certificate and Non-Degree Seekers
- International Students
- Transfer Students

**Application**





## Admissions Login

Do not check yet.

I'm not a robot



### First Time User?

You need to create an account before you can apply to the college. Select the "**First time user account creation**" link below the "**Login**" button.

You will need your Login ID and PIN to check your application status. Please write this down and keep it in a safe place.

### Need to Check Your Status or Finish an Application?

Simply login below with the Login ID and PIN you created previously.

**Login ID:** LEAVE  
**PIN:** BLANK

Click here.

Login

[First time user account creation](#)

[Return to Homepage](#)

## Admissions Login - New User

I'm not a robot



Create Your Login:

- Your Login ID can be up to 16 alphanumeric characters.
- **Please keep your login ID and PIN to check your Admissions status.**
- You will be able to check your Admissions status 3-5 business days from when you submit your application.

Your PIN can be up to 20 alphanumeric characters. Minimum 6 alphanumeric characters are required. Enter your PIN again to verify it and then select Login. Your Login ID and PIN will be saved.

Create a Login ID:

Create a PIN:

Verify PIN:

Login

[Return to Homepage](#)

Read the directions carefully to make your ID and PIN. **SAVE your Login ID and PIN somewhere safe!** Write it down or put it in your phone or do something else that works for you.

Check the "I'm not a robot" box above then click **Login**.



## Select an Application Type

To Apply for Admissions, first select the Application Type you want to complete.

**PLEASE READ THE FOLLOWING INFORMATION BEFORE CONTINUING:**

- You can check the status of your application online from the **Apply for Admissions** link.
- *Be sure to write down your chosen Login ID and PIN in order to check your status.*
- We will communicate with you concerning your application via **email** and **postal mail**.
- Please click the following link for a description of the application types: [Click Here](#).
- Reapplying? If so, please choose the appropriate readmission application type.
- *Please Do NOT fill out a new application for the same term if one has already been submitted. If you have already submitted an application and need to make updates to your major, application type, or any other changes, please contact the Admissions Office at [admissions@nsc.edu](mailto:admissions@nsc.edu) or 252-2215.*

Application Type: 10 Dual Enrollment-in High Sch ▼

This must say 10 Dual Enrollment-in High Sch.

Then click Continue.

Continue

[Return to Homepage](#)



If this does not say **10 Dual Enrollment-in High Sch** then click Return to Application Menu before moving on.

## Apply for Admissions

Select an Admission Term and enter your name.

\* - indicates a required field.

**Application Type:** 10 Dual Enrollment-in High Sch

<b>Admission Term:*</b>	Fall Term 2021 ▼
<b>First Name:*</b>	Brian
<b>Middle Name:</b>	
<b>Last Name:*</b>	Ketner

Choose **Fall Term 2021** and enter your name correctly. Then click **Fill Out Application**.

[Return to Application Menu](#)

RELEASE: 8.7.2

© 2020 Ellucian Company L.P. and its affiliates.



# Application Checklist

Fill out the application. A checklist is provided to help you complete it. You can complete each section in any order you wish.



Select "Application is Complete" when you have completed the application. Select "Finish Later" if you would like to finish your application later.

By clicking "Application is Complete," I understand that withholding information on this application or giving false information may make me ineligible for admission to, or continuation in, Nashville State Community College. Accordingly, I certify that all of the information and statements provided by me on this application are correct and complete. Further, if I am admitted to Nashville State Community College, I agree to abide by the rules and regulations of the institution.

Please [click here for the Application Agreement and Disclaimer](#).

Nashville State's classes are consistent with the expectation that students will use a computer and the Internet to complete assignments, engage in online discussions, and access various course shells. Computers are available for student use at each campus during campus open hours.

Start by clicking on Name

-  Name
-  Permanent Address and Phone
-  Local Address and Phone
-  Personal Information
-  Planned Course of Study
-  High School
-  Native Language
-  Emergency Contact

Application is Complete    Finish Later

[Please email the Office of Admissions for questions.](#)

RELEASE: 8.7.2



## Name (Checklist item 1 of 8)

Enter your name information.

When completing sections, selecting Checklist saves your changes and displays the Application Checklist. Continue moves to the next section. Finish Later saves your changes and displays the Application Menu. Use the Return to Checklist without saving changes link to navigate to different sections.

\* indicates a required field

<b>Last Name:*</b>	<input type="text" value="Ketner"/>
<b>First Name:*</b>	<input type="text" value="Brian"/>
<b>Middle Name:</b>	<input type="text"/>
<b>Suffix:</b>	<input type="text"/>
<b>Prefix:</b>	<input type="text"/>
<b>Previous Last Name:</b>	<input type="text"/>
<b>Nickname:</b>	<input type="text"/>

[Return to Checklist without saving changes](#)

RFI FASE: 8.7.1

Enter your **Last Name** and **First Name** as they appear on your birth certificate. Do not enter abbreviated names or nicknames in these boxes.

Enter your Middle Name and Suffix (Jr. or III) if applicable.

Click **Continue**.

Enter the address where you live. If you have an Apartment #, enter it on Street Line 2.

Choose **TN-Davidson** as the County. Leave the Nation as **None**.

For the **Phone Number**, enter your area code in the first box and the rest of your number in the second box. Leave the last box blank.

Click **Continue**.

## Permanent Address and Phone (Checklist)

Enter your Address information. You must enter a city and state.

When completing sections, selecting Checklist saves you from returning to the Application Menu. Use the Return to Checklist without saving button to return to the Checklist without saving your changes.

\* - indicates a required field.

### Permanent

Street Line 1:\*

Street Line 2:

City:\*

State:\*

Zip Code:\*

County:

Nation:

Phone Number (xxxxxx)-(xxxxxxxxxxx) (xxxxxxxxxx extension):\*



123 Your Street Name
Your City
Tennessee
YOUR ZIP
TN-Davidson
None
615 - 123-4567

[Checklist](#) [Continue](#) [Finish Later](#)

[Return to Checklist without saving changes](#)

This is your MAILING ADDRESS! This is very important because they will mail you an important letter. **Enter the address where you get your mail.** If it is the same as the previous screen, you still need to re-enter it here.

Choose TN-Davidson as the County. Leave the Country as None.

For the Phone Number, enter your area code in the first box and the rest of your number in the second box. Leave the last box blank.

Click Continue.



123 Your Street Name		
Your City		
Tennessee		
YOUR ZIP		
TN-Davidson		
None		
615	- 123-4567	

## Local Address and Phone (Checklist item 3)

This address will be used as your mailing address zipcode or a country code.

When completing sections, selecting Checklist saves you Application Menu. Use the Return to Checklist without s

\* - indicates a required field.

### Local

Street Line 1:\*

Street Line 2:

City:\*

State/Province:\*

Zip Code:\*

County:

Country:

Phone Number (xxxxxx)-(xxxxxxxxxxxx) (xxxxxxxxxx extension)

Checklist

Continue

Finish Later

[Return to Checklist without saving changes](#)

RELEASE: 8.7.1

SSN (XXXXXXXXXX):\* 123456789  
Birth Date:\* Month September Day 30 Year (YYYY) 2004

Enter your **Social Security Number** and **Birth Date** carefully. If you are not 100% sure of your SSN, **do not guess**. Find your Social Security Card or ask your parent.

These are optional.

What is your ethnicity?  
 Hispanic or Latino  
 Not Hispanic or Latino

Select one or more races to indicate what you consider yourself to be.

<b>American Indian or Alaska Native</b> <input type="checkbox"/> Alaskan Native <input type="checkbox"/> American Indian	<b>Asian</b> <input type="checkbox"/> Asian	<b>Black or African American</b> <input type="checkbox"/> Black or African American	<b>Native Hawaiian or Other Pacific Islander</b> <input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<b>White</b> <input type="checkbox"/> White
--	--	--	--	--

Gender:\*  Male  Female  
Citizenship:\* US Citizen  
Email:\* YOUR EMAIL  
Verify e-mail address:\* YOUR EMAIL  
Cellular Phone Number 615 - 123-4567  
Have you lived in TN continuously since birth?:\*  Yes  No  
If no, WHEN did you move to Tennessee?  
And WHY did you move to Tennessee?

Enter your **Gender**, **Citizenship Status**, and your **Email Address**. Enter the email address you check the most often. It does not have to be your MNPS email.  
Answer the question(s) about living in TN.  
Click **Continue**.





### Planned Course of Study (Checklist item 5 of 8)



Select your First Choice of Study and primary campus. Then click 'Enter Other Majors, Minors, and Concentrations' if your major of choice has an associated concentration. It is necessary to select a concentration if your intended major has 'Select Concentration' in parentheses. Not sure which program of study is right for you? [Click here](#) for descriptions of degree and certificate programs.

If you selected an application type that is considered non-degree, you will not need to select a major.

When completing sections, selecting "Checklist" saves your changes and displays the Application Checklist. "Continue" moves to the next section. "Finish Later" saves your changes and displays the Application Menu. Use the "Return to Checklist without saving changes" link to navigate to different sections.

Students that wish to pursue Central Processing, Nursing, Occupational Therapy Assistant, or Surgical Technology will need to submit a separate application to the program as well. Students that want to enroll in Occupational Therapy Assistant or Nursing, must select AS\_University Parallel, Health Sciences until accepted into the program. If you have selected certificate and wish to be degree-seeking, please "Return to Checklist without saving changes," click "Finish Later" and start a new application with the appropriate application type.

\* - indicates a required field.  
**First Choice of Study:** Non-Degree Seeking

Change this Program

Checklist Continue Finish Later

This should say **Non-Degree Seeking**.  
  
If it already says **Non-Degree Seeking**, just click **Continue**.  
  
If it does **NOT** say **Non-Degree Seeking**, click **Change this Program** and change it to **Non-Degree Seeking**. Then click **Continue**.

## High School (Checklist item 6 of 8)

Enter your High School code. If you do not know the code, select the [Lookup High School Code](#) link to search for it. The page allowing you to search by the high school's state or province, or by the country will display. If you cannot find your high school through the lookup page enter the information on this page.

**PLEASE BE PATIENT. THE SEARCH INFORMATION MAY TAKE SOME TIME TO LOAD. IT MAY APPEAR TO BE FROZEN, SO PLEASE DO NOT EXIT.**

Select [Enter](#) or [View another High School](#) to enter information about additional high schools you attended.

- If you received a GED, please enter **888888** in the High School Code field and GED in the High School Name field.
- If you were home schooled, please enter **666666** in the High School Code field and the name of your home school in the High School Name field.
- If you attended high school in a country other than the United States, please enter **777777** in the High School code field and the name of your high school in the High School Name field.
- If the high school code is not in the "Lookup High School Code" search, please enter **UNKHS** in the high school code field and type the name of your high school in the high school name field.
- If you are unsure of your completion date, please choose May for the month, 01 for the day, and the correct year.

When completing sections, selecting "Checklist" saves your changes and displays the Application Checklist. "Continue" moves to the next section. "Finish Later" saves your changes and displays the Application Menu. Use the "Return to Checklist without saving changes" |

\* - indicates a required field

**High School Code:**\*  [Lookup High School Code](#)

**If School not found:**

**High School Name:**\*

**Graduation Date:**\* Month  Day  Year (YYYY)

Enter **431680** for the **High School Code**.

Type **Hillsboro High School** for the **High School Name**.

Everyone enters **May 01** for the **Graduation Date**.

If you will be a senior next year, enter **2022** for the **Year**.

If you will be a junior next year, enter **2023** for the **Year**.

Click **Continue**.

[Enter or View another High School](#)

[Checklist](#) [Continue](#) [Finish Later](#)

[Return to Checklist without saving changes](#)



**Native Language** (Checklist item 7 of 8)

Please enter your visa and international information. If a visa type is entered, then a visa number and start and end dates must be entered as well. International information such as country of citizenship can be entered without entering any visa information.

When completing sections, selecting Checklist saves your changes and displays the Application Checklist. Continue moves to the next section. Finish Later saves your changes and displays the Application Menu. Use the Return to Checklist without saving changes link to navigate to different sections.

\* - indicates a required field.

**Birth Country:**

**Native Language:\***

Enter your **Birth Country** and your **Native Language** (the language you learned first growing up and/or the language you speak the most at home).

Click **Continue**.

[Return to Checklist without saving changes](#)

RELEASE: 8.7.1

Enter the information for your emergency contact. This is who they would contact in the case of an emergency.

Remember to enter the phone number as shown in the example.

Click **Continue**.

## Emergency Contact (Checklist item 8 of 8)

Please enter your emergency contact information, choose more than one relative select Enter or View another Relative

When completing sections, selecting Checklist saves your Application Menu. Use the Return to Checklist without saving

enter information about

anges and displays the

\* - indicates a required field.

**Relationship:\***

**Last Name:\***

**First Name:\***

**Street Line 1:\***

**Street Line 2:**

**City:\***

**State/Province:\***

**Zip Code:\***

**Phone Number (xxx)-(xxxxxxx) (xxxxxxxxxxx extension):\***

Mother

Mom's Last Name

Mom's First Name

Mom's Street Address

Mom's City

Tennessee

MOM'S ZIP CODE

615 - 123-4567

Enter or View another Relative

Checklist Continue Finish Later

[Return to Checklist without saving changes](#)

RELEASE: 8.7.1

# Application Checklist

Fill out the application. A checklist is provided to help you complete it. You can complete each section in any order you wish.

Select "Application is Complete" when you have completed the application. Select "Finish Later" if you would like to finish your application later.

By clicking "Application is Complete," I understand that withholding information on this application or giving false information may make me ineligible for admission to, or continuation in, Nashville State Community College. Accordingly, I certify that all of the information and statements provided by me on this application are correct and complete. Further, if I am admitted to Nashville State Community College, I agree to abide by the rules and regulations of the institution.

Please [click here for the Application Agreement and Disclaimer](#).

Nashville State's classes are considered to be web-enhanced. Faculty have an expectation that students will use a computer and the Internet to complete assignments, engage in online discussions, and access various course materials through Desire2Learn (D2L) course shells. Computers are available for student use at each campus during campus open hours.

✓ Name	✓ Planned Course of Study
✓ Permanent Address and Phone	✓ High School
✓ Local Address and Phone	✓ Native Language
✓ Personal Information	✓ Emergency Contact

Application is Complete   Finish Later

You should have checkmarks by each item. If not, click the item missing the checkmark to complete it.

Once everything has a checkmark, click **Application Is Complete**.

[Please email the Office of Admissions for questions.](#)





## Admissions Agreement

---

You must agree to the terms below, or you will be directed back to the Application Menu page and your application will not be submitted. If you have questions, contact information can be found in the [HELP](#) link above.

**I understand that withholding information requested on this application, including attendance at any other institution, or giving false information may make me ineligible for admission to the university or subject to dismissal. I have read this application and certify that the statements I have made on this application are correct and complete, including a report of all college work attempted or completed.**

[I agree to the terms](#)

[I do not agree](#)

Read the terms above and click [I agree to the terms](#).

---

**RELEASE: 8.7.2**

© 2020 Ellucian Company L.P. and its affiliates.

This is the confirmation page that your application was submitted successfully!  
Read the info below carefully.

Thank you for submitting your application to NSCC! Please save the login id and pin that you generated as a new user. Once your application has been processed, you will be able to check your admissions status by logging into your account through the "Apply for Admission" link. Please allow at least three to four days in processing time.

You will also receive a letter from Admissions acknowledging receipt of your application. This letter will contain your student identification number, or A number. The A number will be used to login to the secure area of MyNSCC, **after you have been admitted.**

For specific admissions requirements, please view the "Admission to College" section of the [catalog](#). In order

- Official High School transcript or GED score report
- Official College transcript(s)
- ACT/SAT scores (cannot be more than five years old) or take the Accuplacer placement exam
- [Immunization Waiver Form](#)
- Michigan placement test, if non-native English speaker
- INS documentation, if not a US citizen
- Proof of registration with the Selective Service, if male between the ages of 18 and 26
- [Proof of citizenship or lawful presence](#)

Please check our website, [www.nsc.edu](http://www.nsc.edu), for specific registration dates and to see when classes begin.

To apply for Financial Aid, please visit <http://www.fafsa.ed.gov>. NSCC's institutional code is **007534**. Please

### Information for Students with Disabilities

Qualified individuals requiring ADA accommodations must apply for accommodations through Nashville State Community College's Access Center.

To learn more about the types of supports that are available please contact [AccessCenter@nsc.edu](mailto:AccessCenter@nsc.edu) or 615-353-3721.

Please email [admissions@nsc.edu](mailto:admissions@nsc.edu) or call Admissions at 615-353-3215 if you have any further questions.

Counselors will send your **transcript**.

If you have official **ACT scores**, let your counselor know. You will be responsible for taking the **Accuplacer Test**.

There is a link with more info about the Accuplacer Tests on the last slide of these directions.

You will be contacted if any of the other documents listed are required for you.

Write down this contact info in case you have questions later.

bketner1/1

[Return to Application Menu](#)

Click [Return to Application Menu](#).



You should see your Submitted Application. **Make sure your info matches everything shown here** (except of course the date will be different). If anything is not correct, you need to email [admissions@nsc.edu](mailto:admissions@nsc.edu) or call 615-353-3215 for help.

[HELP](#) [EXIT](#)

Application Menu

**Applications in Progress**

Admission Term	Application Type	Application Preference	Field of Study	Date Created	Last Section Updated
<a href="#">New</a>	Create a new application				



**Submitted Applications**

Admission Term	Application Type	Application Preference	Field of Study	Date Created
<a href="#">Fall Term 2020</a>	10 Dual Enrollment-in High Sch	Not entered	Non-Degree Seeking	May 21, 2020

[Send email to Office of Admissions](#)

[Return to Homepage](#)

Click **Return to Homepage** to logout.

# **CONGRATS! YOU JUST COMPLETED STEP 1 FOR DUAL ENROLLMENT!**

## **CHECK YOUR MAIL AND EMAIL OFTEN!**

You will get a letter with your *A#* (which is your Nashville State Student ID#). This is a very important number so save this letter and save your *A#* somewhere safe.

## **NEXT STEP: TAKE THE ACCUPLACER TEST**

The next step for most students will be to take the Accuplacer Tests. You will need to wait until you get your *A#* in order to sign up to take the Accuplacer Test.

Directions and more info at [www.hhsounseling.com/dual-enrollment](http://www.hhsounseling.com/dual-enrollment).