



**NORTHEAST TEXAS**  
COMMUNITY COLLEGE

# 7 Steps to Success Checklist

*Steps to getting enrolled at Northeast Texas Community College*

- 1. Complete the Application for Admission at [www.ntcc.edu/admissions](http://www.ntcc.edu/admissions)  
*Select APPLY ONLINE, TERM, and the appropriate application (New Student, Transfer, Returning, etc.)*
- 2. Apply for Financial Aid at [www.fafsa.gov](http://www.fafsa.gov) — NTCC School Code - 016396  
*The FAFSA (Free Application for Federal Student Aid) is used to determine eligibility for federal/state aid. Visit the NTCC Financial Aid Office at [www.ntcc.edu/financialaid](http://www.ntcc.edu/financialaid) for additional assistance.*

**After completing BOTH applications above AND you have received your admission letter with your NTCC Student ID number, send the following to the Admissions Office:**

- 3. Provide **OFFICIAL** transcripts (high school, GED, or college)  
***Official transcripts come directly from the sending institution to NTCC.***  
*If you have completed more than 12 college credit hours AFTER high school graduation, we will not need your high school or GED transcripts; less than 12 hours, then it is required. You must provide ALL transcripts from EVERY college you have attended. All high school transcripts MUST have the Date of Graduation.*
- 4. Provide OFFICIAL immunization record with proof of bacterial meningitis vaccination, or proof of exemption. (for all students 21 years of age or younger)

*If you intend to live on campus, it is **REQUIRED**, regardless of age, to provide proof of the Bacterial Meningitis Vaccine at least 10 days prior to moving in. You will also need to apply for housing as soon as possible by going to the MyEagle Portal and completing the online application and submitting the deposit.*  
**More information for housing can be found at [www.ntcc.edu/housing](http://www.ntcc.edu/housing)**

- 5. Provide TSI Assessment or approved alternative placement test scores  
*Approved alternatives include: exit-level STAAR, SAT, ACT, or completed college-level coursework*  
If you need to take the TSI, visit the NTCC Testing Center at [www.ntcc.edu/testing](http://www.ntcc.edu/testing).  
*Test scores are required for registration, except for TSI exempt certificates.*

**After providing ALL of the above items required, then complete the final two steps:**

- 6. Access your NTCC MyEagle Portal, email, and complete online orientation.  
*All first-time, full-time students are **REQUIRED** to complete the orientation. If you have less than 12 college credit hours, or if you have never been a full-time college student, you **MUST** complete the online orientation.*  
For help accessing your account, visit [www.ntcc.edu/computerservices](http://www.ntcc.edu/computerservices).
- 7. Meet with an Advisor and Register for Classes  
*All first-time students will be assigned to an advisor and required to meet with them prior to registration.*  
Visit Academic Advising at [www.ntcc.edu/advising](http://www.ntcc.edu/advising) for additional information.



# “After I Register” Checklist

*After you have registered for your first semester of courses at NTCC, please follow these steps.*

- 1. Review the 7-Steps to Success Checklist. Have you completed all of the steps?**  
*All information can be found in your myEagle portal.*
- 2. Follow up with Financial Aid & the Business Office.**  
*PELL Award status and payment balances can be checked in the “Financial” tab of your myEagle portal.*
- 3. Get your Parking Sticker & Student ID at the Student Services Center.**  
*Complete the Parking Sticker Registration Form in your myEagle portal prior to arriving on campus. Select STUDENT, STUDENT LIFE and then PARKING. When you come to pick up your parking sticker, please bring your Driver’s License with you and get your Student ID made.*
- 4. Visit the NTCC Bookstore to get your books, supplies, and other NTCC merchandise.** *Please note that charges cannot be made to your financial aid account until 2-weeks before class starts.*
- 5. Prepare your computer for Blackboard, and download your NTCC email to your phone.**  
*Follow the instructional videos provided by Computer Services to get your computer ready for Blackboard and online learning - <https://www.ntcc.edu/computerservices>, and stay connected by downloading Microsoft Outlook.*
- 6. Visit NTCC’s Financial Literacy website and learn more about managing your financial aid.** <https://www.ntcc.edu/student-services/financial-aid/financial-literacy>
- 7. Get involved on campus by joining a student organization.**  
*Visit Student Life at <https://www.ntcc.edu/studentlife> to learn more.*
- 8. Register early.**  
*Register for courses early so that you can get the ideal schedule for you. Spring registration opens in November, and Summer and Fall registration will open in April.*
- 9. Visit NTCC’s Career and Transfer Center to explore your future options.**  
*What 4-year institution will you transfer to in order to complete your bachelor’s degree? Are you going into the workforce? <https://www.ntcc.edu/student-services/career-transfer-center>*
- 10. Apply for Graduation.**  
*At the beginning of your last semester at NTCC, apply for graduation. Be sure to check your email on a regular basis to get updates on your status and ceremony updates.*