

HS Counselors Admission Process Map Dual-Credit Students

Admissions (First-Time NICC Students)

Application

•Assist HS Students with online application

Documentation

•Collect completed Dual-Credit Forms, Social Security Numbers, Tribal IDs (if applicable)

Placement (Optional)

 For English and Math courses, NICC uses a multiple measures placement program (e.g., high school transcript, ACT, SAT, Accuplacer, etc.)

Link to Online Application

Link to Admissions Application Tutorial

NICC Admissions Team

Name	Campus	Role	Email Address
Crystal Ross	Macy	Dual-Credit Advisor- Admissions, Registration	CRoss1@thenicc.edu
Terri Grant	Santee	Student Services- Admissions, Registration	TGrant@thenicc.edu
Yasmeen Sandoval	SSC	Student Services- Admissions, Registration	YSandoval@thenicc.edu
Marcella Stephenson	Pawnee	Student Services- Admissions, Registration	MStephenson@thenicc.edu
Christa Carrillo	Macy	Student Services- Admissions, Registration	macccountry@thenicc.edu
Janelle Wolfe	Macy	Student Services- Admissions, Registration	JWolfe@thenicc.edu
Susan Tyndall	Macy	Textbooks, Librarian	MacSTyndall@thenicc.edu
Troy Munhofen	Macy	Registrar, Transcript Requests	TMunhofen@thenicc.edu
Marcie Carter	Macy	Financial Aid	MCarter@thenicc.edu
Vanessa Hamilton	Macy	Student Billing	VHamilton@thenicc.edu
Dawne Price	Macy	Dean of Student Services	DPrice@thenicc.edu
Viji Rajasekar	SSC	Educational Access Team Coordinator- serving students with special needs	VRajasekar@thenicc.edu

Registration (New and Returning NICC Students)

HS Counselor sends a list of students by class to the Admissions Team

NICC Admissions
Team will
complete the
registration

HS Counselor will follow up with students to collect missing documents Reminder of important dates:
Drop/Add Date
Midterms
Finals

Student receives NICC login credentials (e.g., NICC email, Canvas, Empower)

Student reports for first day of class(es)

- Services for Students with Special Needs- At the college level, students must self-report their disability to receive accommodations. If a student has an IEP at your school, this can be used as documentation for our Educational Access Team. If the student is registered for course(s) with NICC faculty outside of your institution, we can assist them with the application for accommodations.
- Attendance- Early Alerts will occur when student has missed 2 class periods and again when they miss 7 class periods.

Student Billing

- NICC has eliminated the Student Services Fee as of Fall 2021
- ACE Scholarships- NICC does accept ACE scholarships to cover tuition. Please pay attention to deadlines for application.
- **NICC Tuition Waivers** NICC honors all students that are dually enrolled. Any student unable to get an ACE Scholarship (or alternative grant funds), their tuition will be covered by NICC.