NORTHAMPTON
COMMUNITY COLLEGE

Dual Enrollment Application Steps for First Time Students

*Must Be Completed Prior to Placement Testing, Course Registration, and Orientation.
*Talk to your school counselor to see when you are eligible and learn about course options and times.

INITIAL APPLICATION SET UP:

1. Apply online at https://www.northampton.edu
   - Click on "Apply"
   - Select "Dual Enrollment Student> Apply as Dual Enrollment Student Here"
   - Start a New Application
   - Create an application account using your personal email address and create a password (your school email & iCloud accounts can block incoming messages)
   - Check your personal email account for confirmation link. Click the link, and return to the application portal to login and start your application
     - We recommend using a computer or tablet to complete the application
   - Select Dual Enrollment as your Admissions Category

APPLICATION:

2. Complete ALL questions marked with a red asterisk (*)
   - FALL: Begins in August
   - SPRING: Begins in January
   - SUMMER: Begins in May, June, July (Accelerated)

   ### HELPFUL HINTS:

   - SSN is not required to complete the application. You must check the box to bypass providing this information
   - You will be required to provide a cell phone number for verification. This phone must be with you when completing the application as you will receive either a call or a text message
   - Fill out the application completely and check the box to certify that the information you provided is correct and accurate

WHAT'S NEXT?

Shortly after submitting your application to NCC, you will receive an email from Support@northampton.edu, SUBJECT LINE: Access Your NCC Account Now! This email will contain your student ID, NCC Email, Username, and a LIVE link to set up your NCC account.

Follow the prompts to login and set up your NCC account.
Follow the prompts to set up MFA (Multi Factor Authentication)
We recommend using the Text Message option

Remember to save your password so you can log into your workday student portal onto all your devices. If you do not receive this email, or need assistance, please contact helpdesk@northampton.edu

Follow the Steps to Registration:
https://www.northampton.edu/admissions/dual-enrollment/

1. Talk to your school counselor to see when you are eligible and learn about course options and times.
2. Complete the **FERPA & Approval Form (PDF)** with all signatures (parent/guardian included), to your high school counselor.
3. Request that your high school send your FERPA and Transcript to **dualenrollment@northampton.edu**. Allow 7-10 business days for processing.
4. **Complete Orientation** (Online Zoom Session) - This virtual session will introduce you to the basic processes and technology you need to be successful as a Spartan. We'll cover important next steps in the enrollment process like transcripts, placement and academic advising as well as review how to log into your Student Workday account, access your email and more. Sign up **here**.
5. Log into your **Student Workday Portal** to set up and confirm your NCC accounts. Instructions provided in your acceptance email (information above).
6. Log into your NCC Email & check it often. This will be the only way NCC will communicate with you from now on.
   * Helpful videos for DE students found here:

   https://www.northampton.edu/admissions/dual-enrollment/dual-enrollment-helpful-videos.html

If you have any questions or need help, reach out to our College Connections Team at **collegeconnections@northampton.edu**.