

# Advising & Registration Guide

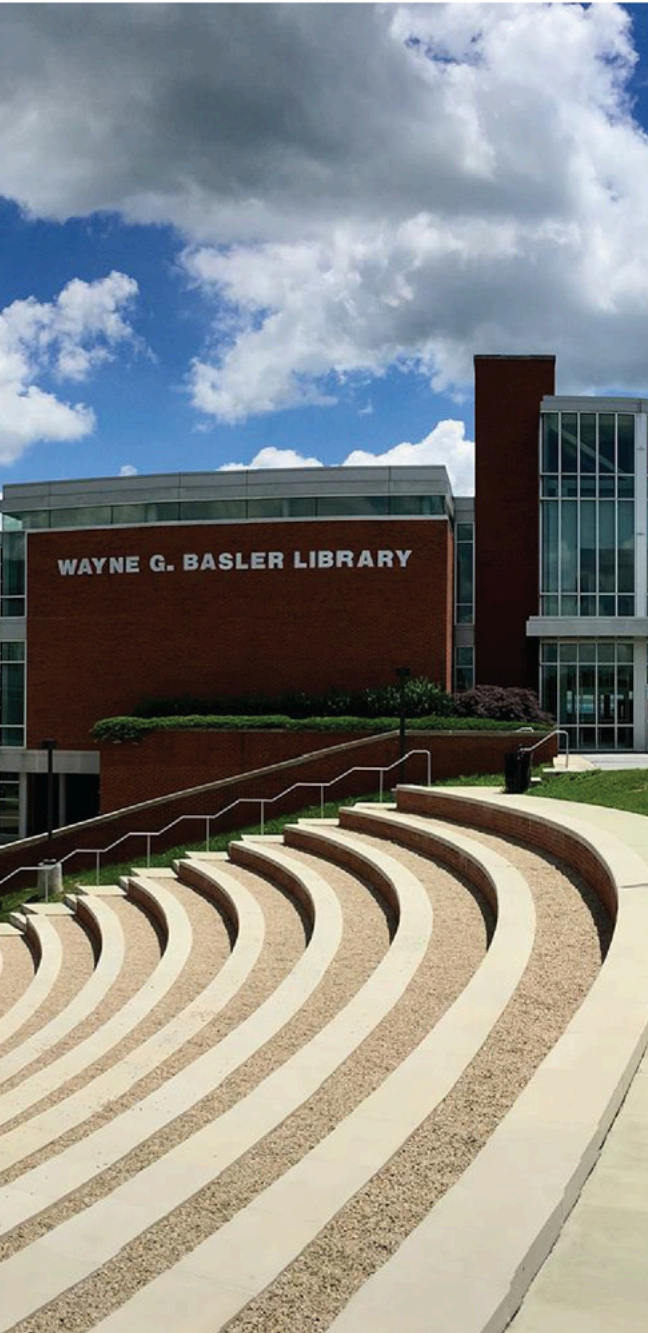
Spring 2025



**NORTHEAST STATE**

*We're here to get you there*

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*The Advising and Registration Guide is a valuable resource designed to assist students with understanding the process of academic advising, class scheduling, and registration.*

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# Northeast State Campuses

## BLOUNTVILLE

### Northeast State Main Campus

2425 Hwy 75  
Blountville, TN 37617

### Northeast State Aviation Center

917 N. Hanger Road  
Blountville, TN 37617

## ELIZABETHTON

### Northeast State at Elizabethton

386 Hwy 91 N  
Elizabethton, TN 37643

## GRAY

### Northeast State at Gray

120 Dillon Court  
Gray, TN 37615

## KINGSPORT

### Blazier-Wilson Hall

West Market Street  
Kingsport, TN

### Kingsport Center For Higher Education (KCHE)

300 West Market Street  
Kingsport, TN 37660

### Regional Center for Advanced Manufacturing (RCAM)

305 West Main Street  
Kingsport, TN 37660

### Regional Center for Automotive Programs (RCAP)

337 West Center Street  
Kingsport, TN 37660

### Regional Center for Health Professions (RCHP)

300 West Main Street  
Kingsport, TN 37660

## OFF-CAMPUS SITES

For more information about our off-campus sites, please scan the QR Code or visit:

[www.NortheastState.edu/multi-campus-programs/campuses](http://www.NortheastState.edu/multi-campus-programs/campuses)



# Academic Calendar

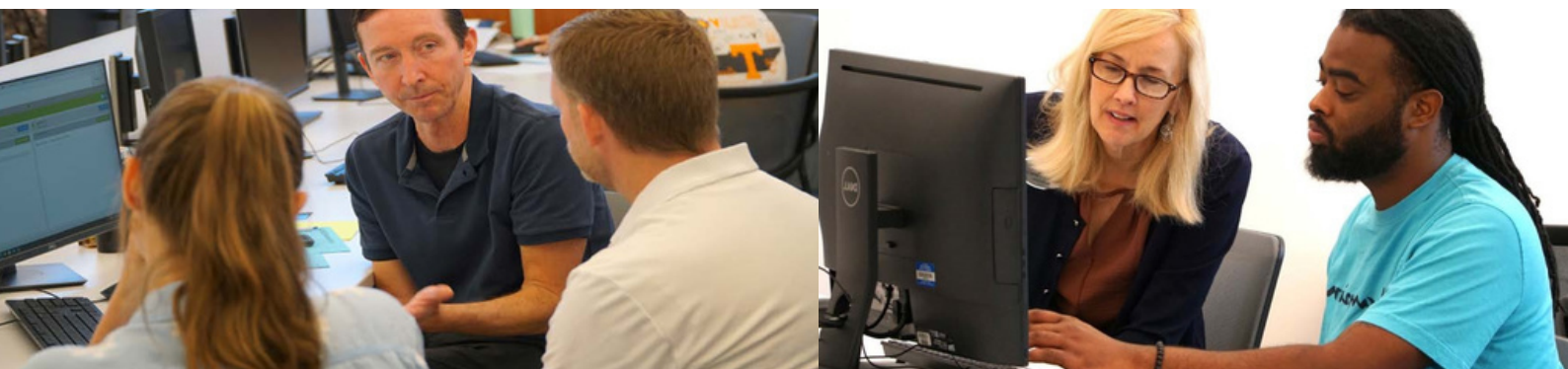
SPRING SEMESTER 2025

<b>November 4</b>	<b>Priority Registration for Spring Semester 2025 Begins</b> Registration opens via MyNortheast. All students are required to schedule a faculty advising appointment prior to registration.
<b>January 10</b>	<b>Fees Due for Spring Semester 2025</b>
<b>January 13</b>	<b>PURGE - Student Schedules are Deleted for Non-payment</b>
January 17	Last day for Completed Application and Registration for Spring 2025 - Full Term (All fees due the day of registration)
January 20	TN eCampus End of Registration/Last Day to Add a TN eCampus Class
January 20	Holiday - Martin Luther King, Jr.'s Birthday Observed - College Closed
January 20	Last Day for 100% Refund
January 21	Late Registration/Late Payment Fee (\$10) Charged Beginning Today
<b>January 21</b>	<b>Regular Classes Begin</b>
January 25	Adding of Additional Spring 2025 Courses for Admitted/Enrolled Students ends - Full Term
February - May	<a href="#">ETS Proficiency Profile Exit Exam for Graduates (Click to schedule the ETS Proficiency Profile Exit Exam for Spring 2025 Graduates)</a>
February 3	Last Day to Drop a Class Without it Appearing on Official Transcript
February 3	Last Day for 75% Refund
February 3	Deadline for Application for Graduation Spring Semester 2025
February 3	Preferred Submission Date - Application for Graduation Summer 2025
February 16	Last Day for 25% Refund
March 10 - 14	Spring Break for Students
March 28	Last Day to Drop a Class, Withdraw, or Change to Audit
<b>April 7</b>	<b>Priority Registration Begins for Summer/Fall Semesters 2025</b>
April 7	Administrative Closing Day - College Closed
April 24	Honors Convocation
May 2	Deadline for Completing Fall Semester 2024 Grade of "I"
<b>May 2</b>	<b>Last Class Session Before Final Exams</b>
May 5 - 9	Final Exam Period
May 12	All Grades Due by 11:59 p.m. in Student Information System
May 13	Commencement - Last Day for Faculty

*Scan the QR Code to View the Full  
2024 - 2025 Academic Calendar*



# Registration Information



## Spring 2025 Registration

Spring 2025 registration for current students begins **Monday, November 4 at 7:30 a.m.** Students can register online through their [MyNortheast](#) account.

## Current Students

If you're working toward a degree or certificate, you must meet with an academic advisor before registering for classes. There will be an advising hold on your account, which means you will not be able to add or drop classes until you have met with your advisor. You can schedule an appointment with your advisor using the [online scheduling system](#). See the [Advising Requirement](#) page on how to schedule an appointment. Registration for Spring 2025 classes begins on Monday, November 4 at 7:30 a.m. Once you have been cleared by your advisor, you can register online through your [MyNortheast](#) account.

## First-Time College Students

If this is your first time attending college, you will register for your classes during your new student advising and registration day. You will receive a letter in the mail with instructions on how to sign up for a date. Registration and advising for new students will take place from December 2024 until the first day of classes. (Spring 2025 classes start on January 21.)

# Advising Requirement

## Required Advising for Students

All students are **REQUIRED** to meet with an advisor before registering for classes each semester.

## How to Schedule an Advising Appointment

1. Log in to **MyNortheast**, click on the link for Degree Works (under *Student Advising Tools*)
2. Enter your student ID number into the search bar
3. In the third section of your Degree Works audit, click the link that reads:  
*“Scheduling an appointment with your faculty advisor is required each semester. Click here to schedule an appointment.”*

You may also visit [www.NortheastState.edu/Registration](http://www.NortheastState.edu/Registration) and click on the [Schedule an Advising Appointment](#) link.



# How to Read the Schedule

Once cleared for registration by your advisor, you may schedule your classes through your [MyNortheast](#) account once registration opens.

Below is an example of a registration screen for Human Anatomy & Physiology (BIOL 2010). Over the next several pages, you will learn how to read the course selection screen so that the registration process goes as smoothly as possible.

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time
<input type="checkbox"/>	84491	BIOL	2010	1G1	NPA	4.000	Human Anatomy & Physiology	MW	10:30 am-01:20 pm
<input checked="" type="checkbox"/>	86173	BIOL	2010	1G4	NPA	0.000	Human Anatomy & Physiology	MW	01:30 pm-03:20 pm
<input checked="" type="checkbox"/>	84196	BIOL	2010	1K1	NPG	4.000	Human Anatomy & Physiology	MW	10:05 am-12:55 pm

Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
24	23	1	Terry Hal Gillenwater (P)	10/21-12/06	GRAY G105B	Learning Communities Curricula and Supplemental Course
24	23	1	Terry Hal Gillenwater (P)	10/21-12/06	GRAY G105B	Learning Communities Curricula and Supplemental Course
18	17	1	David J. Maldon (P)	10/21-12/06	KCHE KC316	Learning Communities Curricula and Supplemental Course
18	17	1	David J. Maldon (P)	10/21-12/06	KCHE KC309	Learning Communities Curricula and Supplemental Course

# Course Availability & Course Identification Numbers

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time
<input type="checkbox"/>	<a href="#">84491</a>	BIOL	2010	1G1	NPA	4.000	Human Anatomy & Physiology	MW	10:30 am-01:20 pm
<input checked="" type="checkbox"/>	<a href="#">86173</a>	BIOL	2010	1G4	NPA	0.000	Human Anatomy & Physiology	MW	01:30 pm-03:20 pm
<input checked="" type="checkbox"/>	<a href="#">84196</a>	BIOL	2010	1K1	NPG	4.000	Human Anatomy & Physiology	MW	10:05 am-12:55 pm

## Select



C

C

## Select

Classes listed with a “C” are closed and will accept no additional registrations. A checkbox indicates there is a seat available and you can register for the class.

## CRN

[84491](#)

[86173](#)

[84196](#)

## CRN

The “CRN” is the course reference number that identifies the specific course and section. Additional information about the class such as specific meeting dates and restrictions can be found by clicking on the [blue CRN number](#).

## Subj Crse

BIOL 2010

BIOL 2010

BIOL 2010

## Subj

The “Subj” is the Subject code for the class. This identifies which academic program the course is a part of. For example, BIOL is Biology. ENGL is English.

## Crs

The “Crse” identifies the class code that matches the class a student needs for their requirements from DegreeWorks.



# Course Section

## Sec

## Section

1G1

The letters used in section “Sec” numbers provide information as to the course’s location, instructional modality, or special distinction.

1G4

1K1

Click on the [CRN](#) for details specific to an individual course.

Sec	Campus, Instructional Modality, or Special Distinction
A	NeSCC Aviation Center
B	Blountville Campus
E	Elizabethton Campus
G	Gray Campus
K	Kingsport Campus
<u>H</u>	Honors course, limited to <u>Honors Program</u> participants
I	Online (Internet) course
T	Course delivered simultaneously across campuses <ul style="list-style-type: none"> <li>E.g., ET1 indicates class meets on the Elizabethton campus</li> </ul>

Sec	Campus, Instructional Modality, or Special Distinction
X	Course delivered via Zoom <ul style="list-style-type: none"> <li>Requires online attendance by both the instructor and students</li> <li>No on-campus meetings</li> <li><i>Days</i> and <i>Times</i> columns indicate online meeting times</li> </ul>
Y	Hybrid course <ul style="list-style-type: none"> <li>Requires on-campus or Zoom attendance <i>and</i> online participation</li> </ul>
Z	Course delivered via Zoom and requires on-campus attendance <ul style="list-style-type: none"> <li><i>Days</i> and <i>Times</i> columns will indicate the day(s) and times the class will meet on campus</li> <li><i>Location</i> column identifies building and room number for on-campus meeting.</li> </ul>

# Identifying the Campus



Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time
<input type="checkbox"/>	84491	BIOL	2010	1G1	NPA	4.000	Human Anatomy & Physiology	MW	10:30 am-01:20 pm
<input checked="" type="checkbox"/>	86173	BIOL	2010	1G4	NPA	0.000	Human Anatomy & Physiology	MW	01:30 pm-03:20 pm
<input checked="" type="checkbox"/>	84196	BIOL	2010	1K1	NPG	4.000	Human Anatomy & Physiology	MW	10:05 am-12:55 pm

## Cmp

NPA

NPA

NPG

## Cmp

This column indicates the campus location or indicates online or Zoom delivery.

Cmp	Campus
N2D	NeSCC Aviation Center
73M	Blountville Campus
NPB	Elizabethton Campus
NPA	Gray Campus
NPG	Kingsport Campus
ZOZ	Instruction delivered online (Internet) or viz Zoom.

# Credit Hours, Course Title, Days & Times

Cred	Title
4.000	Human Anatomy & Physiology
0.000	Human Anatomy & Physiology

## Cred and Title

“Cred” indicates the total number of credits for the course. Labs are listed at 0.000 credit hours.

Days	Time
MW	10:30 am-01:20 pm
MW	01:30 pm-03:20 pm
MW	10:05 am-12:55 pm

## Days and Time

The “Days” column indicated the days of the week the class meets either on campus or online via Zoom.

The “Time” column represents the duration of time the class will meet on the given days.

Days	Class Meeting
M	Monday only
T	Tuesday only
W	Wednesday only
R	Thursday only
F	Friday only
MW	Meets twice a week: Monday & Wednesday
MWF	Meets three times a week: Monday, Wednesday, & Friday
TR	Meets twice a week: Tuesday & Thursday

# Course Capacity & Additional Information

Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
24	23	1	Terry Hal Gillenwater (P)	10/21-12/06	GRAY G105B	Learning Communities Curricula and Supplemental Course
24	23	1	Terry Hal Gillenwater (P)	10/21-12/06	GRAY G105B	Learning Communities Curricula and Supplemental Course
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18	17	1	David J. Maldon (P)	10/21-12/06	KCHE KC309	Learning Communities Curricula and Supplemental Course

**Cap Act Rem**

24 23 1

**Cap:** Total seats available in the class

24 23 1

**Act:** Number of students currently registered for the class

18 17 1

18 17 1

**Rem:** Number of remaining seats left before class is full

**Instructor**

Terry Hal Gillenwater (P)

**Instructor**

This column lists the instructor who will teach the course.

**Date (MM/DD)**

10/21-12/06

10/21-12/06

**Date**

The “Date” refers to the period over which the course will take place during the semester.

**Location**

GRAY G105B

KCHE KC316

**Location**

This column determines the building and room number where the class will take place. (See legend on following page).

**Attribute**

The “Attribute” column states requirements that come with the specific class and varies depending on Major and General classes.

**Attribute**

Learning Communities Curricula and Supplemental Course

# Location Abbreviations

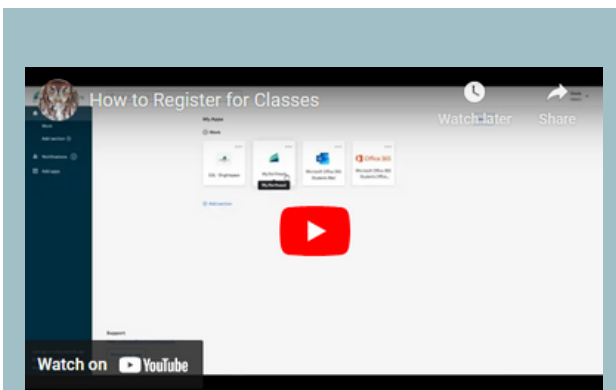
Building	Campus Location	Room Numbers Begin With
BASLER	Blountville - Library	L
BHCPA	Blountville-Ballad Health Center for Performing Arts	D
ELIZ	Elizabethton	E
GENSTD	Blountville - General Studies	C
GRAY	Gray	G
HAMLTN	Blountville - Hamilton Hall	HH
HUMN	Blountville - Humanities	H
KCHE	Kingsport-Higher Education Center	KC
ONLINE	Online/Internet	
POWERS	Blountville - Powers Math-Science	B
RCAM	Kingsport-Regional Center for Advanced Manufacturing	KM
RCAMA	Kingsport-Regional Center for Advanced Manufacturing Academy	
RCAP	Kingsport-Regional Center for Automotive Programs	RP
RCHP	Kingsport-Regional Center for Health Professions	KH
STDT	Blountville-Student Services	A
TECH	Blountville - Technical Education	T
WLDAUT	Blountville-Automotive	S

# Registration Tutorials

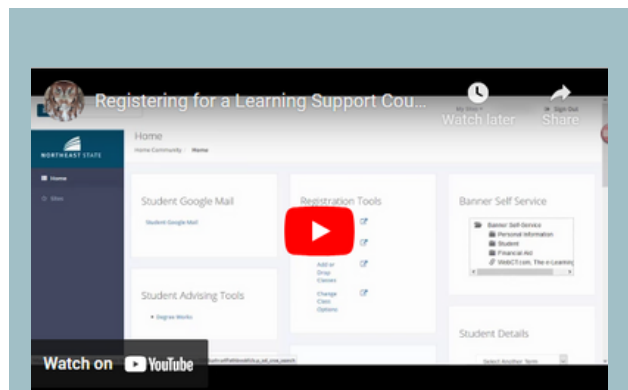
Once cleared for registration by your advisor, you may schedule your classes through your MyNortheast account once registration opens.

Below are video tutorials to guide you through the registration process. To view the tutorials, click on the title or visit:

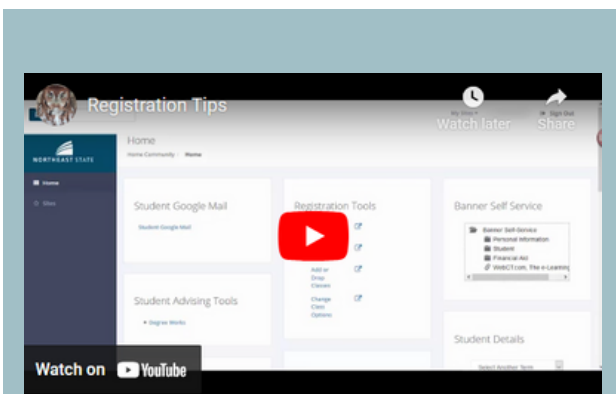
[www.NortheastState.edu/Resources/Advising-Videos.html](http://www.NortheastState.edu/Resources/Advising-Videos.html)



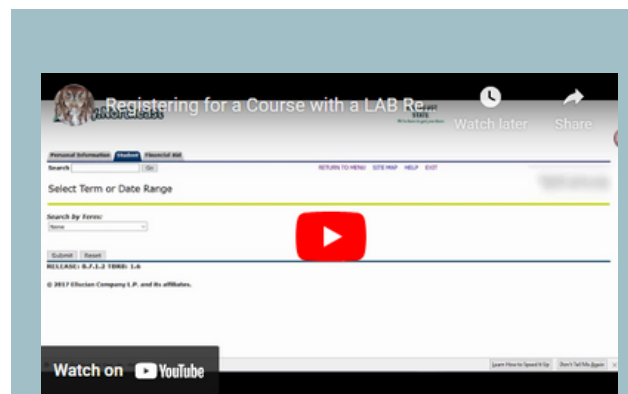
**How to Register for Classes**



**Registering for Learning Support**



**Registration Tips**



**Registering for a Course with Lab Requirements**

# Need help with advising or registration?

Contact the Advising Resource Center (ARC)

## Advising Resource Center



C2106, General Studies Building  
Blountville Campus



[Advising@NortheastState.edu](mailto:Advising@NortheastState.edu)



423.323.0214



[www.NortheastState.edu/Advising](http://www.NortheastState.edu/Advising)