

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”
 - Click on “Start Application> 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
 - i. 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?...

You will receive your acceptance email shortly followed by an email containing your Workday student portal login information. This email will come from adminfo@northampton.edu

(SUBJECT LINE: NCC Student Account Information) and will be sent to the email used to complete your application.

Before receiving your acceptance email, you may receive instructions to log in to your Workday student account and reset your password. Please note that your acceptance email, which will include your Workday student portal login credentials, may arrive after these instructions. Allow up to 24 hours for your login information to be sent from adminfo@northampton.edu. Once received, proceed to log in, change your password, and complete the required tasks in Workday.

Follow the prompts to login and set up a new password.

[Workday Student Portal Login Link](#)

If asked to Sign in to one of the sites, select Workday from the dropdown menu

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

Multi-Factor Authentication (MFA)

All NCC accounts now use MFA for added security. That means when you log in, you'll need a second way to verify that it's really you. Have your phone ready to receive a text or download the Microsoft Authenticator app- either option will work! For more information about MFA, visit NCC's Technology Help site:

<https://www.northampton.edu/student-experience-and-support/technology-help/>

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 and return the [FERPA & Approval Form \(PDF\)](#) with all signatures (parent/guardian included), to your high school counselor.
3. Request a copy of your high school transcript be sent to dualenrollment@northampton.edu.
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 your student portal and create your new password.
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 new students including how to register for courses:

<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.

