7 Steps to Success Checklist

Use this checklist to be sure you complete all the steps needed to register. We look forward to having you as a student at Northeast Texas Community College.

1. Apply for Admission

Your first step at Northeast Texas is to complete the online application for admission. Go to https://myeagle.ntcc.edu. A confirmation will be sent to the email address you provide during the application process verifying your submission was received. Be certain to use a valid email address that you check frequently. Please allow one full business day for your application to be processed. Once your application has been processed you will receive an additional email to confirm your acceptance.

2. Apply for Financial Aid

Go to www.fafsa.ed.gov to complete the FAFSA (Free Application for Federal Student Aid). The Northeast school code is 016396. Once FAFSA has been signed and submitted, Northeast Texas will receive within 3-5 business days. Once received, we will contact you for any other required information. Be certain to use a valid email address that you check frequently.

3. Provide Official Transcripts

First Time in College? (anyone with less than 12 college credit hours, excluding dual credit) = high school/GED and every college required.
Transfer/Transient? (less than 12 hours, excluding dual credit) = high school/GED and every college required.
Transfer/Transient? (more than 12 credit hours, excluding dual credit) = every college required.

Official transcripts should be requested directly from the institutions you have previously attended. This is usually done online or through the registrar’s office. You will need to specify that your official transcript be sent to: By Mail: NTCC Registrar PO Box 1307 Mount Pleasant, 75456 or If your institution offers official transcripts to be sent electronically, have them sent to Admissions@ntcc.edu

4. Provide Required Immunization Records

All students 21 or younger are required to provide proof of receiving the Bacterial Meningitis Vaccine, or complete the exemption form. If you plan to live on campus, regardless of age, you MUST PROVIDE this requirement. If you plan to stay on campus, you must first register for housing and pay the deposit. More information can be found at http://www.ntcc.edu/housing.

5. Provide TSI Assessment Scores/Exemption

Before you sign up for college classes, it is important that you complete the TSI Assessment that helps us place you in classes that will lead to your success. This is not a pass/fail exam, but rather a way for us to determine where you are in certain subjects. Exemptions can be earned by ACT or SAT scores, or by successful completion of college-level coursework. If not exempt and you plan to take academic college-credit courses, you must first complete the TSI Assessment.

6. Attend myEagle Orientation

All first-time, full-time students are REQUIRED to attend. If you have less than 12 college-credit hours (excluding dual credit), or if you have never been a full-time college student, you MUST attend. Click here for more information on New Student Orientation.

7. Meet Your Advisor/Register

Both faculty and academic advisors are available to determine course placement/selections. All first-time students will be assigned to an advisor and required to meet with them prior to registration.