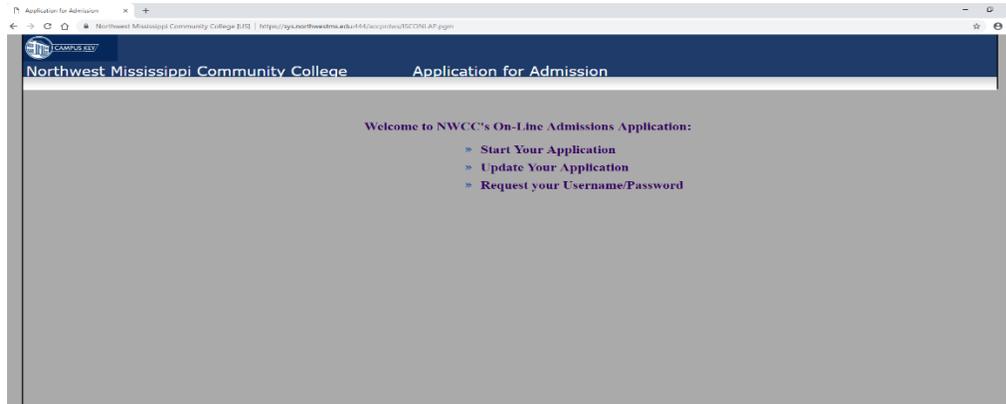


Select "Start your Application" to begin.



- Once you have chosen to start your online application, the screen below will appear for you to enter in your name and create a user ID and password.
- \*User ID has to be between 5-20 characters, and it will automatically capitalize.
- \*Password can only be 6 characters long.

**Applicant's ID**

\* **First Name:**  **Middle Name:**  \* **Last Name:**

\* **Preferred Name:**  **Suffix (Jr, Sr, III):**

\* **Social Security #:**  \* **DOB:**

**Create User ID and Password**

\* **User ID:**  ? \* **Password:**  ?

## 1. Contact Information

\*The home email address is where all future communications will be sent via email, until you enroll in classes at Northwest. Once enrolled, you will be assigned a Northwest student email address.

### Contact Information

Please enter all information in UPPER CASE:  
Fields with asterisks (\*) are required.

#### Contact Information

\* **First Name:**  **Middle Name:**  \* **Last Name:**

\* **Preferred Name:**  **Suffix (Jr, Sr, III):**  **Other Name:**

\* **Mailing Address:**  **Mailing Address Line 2:**

\* **City:**  \* **State:**  \* **Zip:**

**Home Phone #:**

\* **Cell Phone #:**    **Cell Carrier:**

\* **Home Email Address:**  ?

### Contact Information

Please enter all information in UPPER CASE:  
Fields with asterisks (\*) are required.

#### Contact Information

\* **First Name:**  **Middle Name:**  \* **Last Name:**

\* **Preferred Name:**  **Suffix (Jr, Sr, III):**  **Other Name:**

\* **Mailing Address:**  **Mailing Address Line 2:**

\* **City:**  \* **State:**  \* **Zip:**

**Home Phone #:**

\* **Cell Phone #:**    **Cell Carrier:**

\* **Home Email Address:**

#### Home Email Address

This email address will be used for future Admissions communications.

2. Additional Address

- a. Physical Address may not be a P.O. Box. If your mailing address is your physical address, click “same as mailing” to auto populate this information.
- b. Permanent Address is the same as your physical address unless you listed a P.O. Box.
  - i. The “same as mailing” button does not work for this field.

**Additional Addresses** Page 2 of 8

Fields with asterisks (\*) are required.

**Additional Addresses**

\* Physical Address:   [Same as Mailing](#)

\* City:  \* State:  \* Zip:

\* County:

\* Permanent Address:   [Same as Mailing](#)

\* City:  \* State:  \* Zip:

### 3. Demographics

- a. Place of Birth must be listed. If a student is born outside of the United States, they will need to prove US Citizenship. See page 35 of the *Bulletin*.

**Demographic Information** Page 3 of 8

Fields with asterisks (\*) are required.

**Demographics**

\* Place of Birth (City, State, Country):

\* Gender:  Male  Female

\* Country of Citizenship:

\* Residency State:

\* Are you a veteran?:  Yes  No  Transfer of Entitlement

\* Are you Hispanic or Latino?:  Yes  No

\* Select one or more of the following races:

- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Do you have a disability that will require special accommodations:  Yes  No

4. Emergency Contact/ Parent Information

- a. Emergency Contact must be filled out on everyone- no matter the age.
- b. Guardian Information is only required (and started\*) for those who list a DOB of under 21 years old.
- c. Anyone who is over 21 filling out the application does not need to fill this section out.

**Emergency Contact/ Parental Information** Page 4 of 8

Person to contact in case of an emergency:  
Fields with asterisks (\*) are required.

**Emergency Contact**

\* **Emergency Name:**

\* **Emergency Phone No:**

**Guardian Information**

\* **Guardian Type:**

\* **Guardian Name:**

\* **Guardian Address:**

\* **City:**  \* **State:**  \* **Zip:**

\* **County:**

5. Employer- not needed for dual enrolled students

**Employer Information** Page 5 of 8

Fields with asterisks (\*) are required.

**Employer**

6. High School Information

- a. HS Graduate or HSE Received gives you a drop down of choices
  - i. H=High School Graduate (choose if you have graduated high school)
  - ii. F= Future High School Graduate (choose if you are not dual enrolled and are a senior in high school)
  - iii. D= Dual Enrolled (high school students who plan on taking college courses while still enrolled in high school)
  - iv. G= High School Equivalency Received (GED, HiSET, TASC)
  - v. N= Not A Graduate (does not have a high school diploma, or an HSE, or presently enrolled in high school)

**High School Information** Page 6 of 8

Enter high school / GED information:  
Fields with asterisks (\*) are required.

**High School Information**

\* **High School Graduate or High School Equivalency Received:**

\* **State Attended High School:**

**Find School:**

\* **State High School Equivalency Received:**

- b. Once you have chosen from the drop down list, the screen tailors to that specific choice with questions.

HIGH SCHOOL GRADUATE= The student has graduated with 24 credits/units from a high school. Diploma types may differ, but they cannot be determined until the Office of Admissions has reviewed the official transcript.

**High School Information** Page 6 of 8

Enter high school / GED information:  
Fields with asterisks (\*) are required.

**High School Information**

\* **High School Graduate or High School Equivalency Received:**

\* **State Attended High School:**

\* **Find School:**

\* **State High School Equivalency Received:**

**Diploma Type:**

\* **Graduation Month:**  \* **Year:**

Note: The graduation month and year auto populate to 01/2022, so you must change this to match your specific date.

FUTURE GRADUATE= A student who is expecting to graduate in the upcoming months, but they are currently still taking high school classes/earning credits/units necessary to graduate.

**High School Information** Page 6 of 8

Enter high school / GED information:  
Fields with asterisks (\*) are required.

**High School Information**

\* **High School Graduate or High School Equivalency Received:**

\* **State Attended High School:**

\* **Find School:**

\* **State High School Equivalency Received:**

\* **Graduation Month:**  \* **Year:**

Note: The graduation month and year auto populate to 01/2022, so you must change this to match your specific date.

DUAL ENROLLED= A dual enrolled student is a student who is currently attending a high school and wishes to enroll in college courses while working toward their high school diploma.

**High School Information** Page 6 of 8

Enter high school / GED information:  
Fields with asterisks (\*) are required.

**High School Information**

\* **High School Graduate or High School Equivalency Received:**

\* **State Attended High School:**

\* **Find School:**

\* **State High School Equivalency Received:**

\* **Graduation Month:**  \* **Year:**

Note: The graduation month and year auto populate to 01/2022, so you must change this to match your specific date.

HIGH SCHOOL EQUIVALENCY RECEIVED= A student without a high school diploma who has taken a set of tests to meet high school-level academic skills. Different types of tests may be taken, i.e. GED, HiSET, or TASC.

The screenshot shows a web form titled "High School Information" with a page number "Page 6 of 8" in the top right corner. Below the title, it says "Enter high school / GED information:" and "Fields with asterisks (\*) are required." The form contains several fields: a dropdown menu for "High School Equivalency Received" (indicated by a blue arrow from the text above), a "State" dropdown for "State Attended High School", a "Select High School" dropdown for "Find School", radio buttons for "High School Equivalency Type" with options "N/A", "GED", "HiSet", and "TASC", a "2022" dropdown for "Year High School Equivalency Received" (indicated by a blue arrow from the text below), and another "State" dropdown for "State High School Equivalency Received". At the bottom left, there are buttons for "Log Out", "Back", and "Save & Continue".

Note: The graduation year auto populates to 2022, so you must change this to match your specific date.

NOT A GRADUATE = A student who does not have a high school diploma, an HSE, or is not presently attending high school.

This screenshot shows the same "High School Information" form as above, but with the "High School Equivalency Received" dropdown menu set to "Not a Graduate". The other fields and layout are identical to the previous screenshot.

## 7. Intended Field of Study

- a. Students who chose H, F, G, or N are able to choose any major.
- b. Students who chose D for their high school status are only given the option to choose UND/NCA- UNDECLARED for their major.
- c. If you select yes, you have attended another college, you will be prompted to complete another screen regarding prior college information.

**Intended Field of Study** Page 7 of 8

Fields with asterisks (\*) are required.

**Intended Field of Study**

\* **Select a Major:**

**Transfer Option:**

\* **Enrollment Term:**

\* **Enrollment Campus:**

\* **Have you attended another college?:**  Yes  No

\* **Are you only attending for the Summer term?:**  Yes  No

Note: If you are only attending Northwest for the summer term and intend to have your completed coursework transferred to another institution choose "YES".

8. Prior College Information

- a. Students who have attended any other colleges besides Northwest are required to list ALL colleges attended.
- b. Failure to list all colleges previously attended may result in delays in the admissions process.
- c. Please refer to page 36 of the *Bulletin* for more information about college transcripts

**Prior College Information**

List prior colleges attended:

Fields with asterisks (\*) are required.

**Enter Prior College Information**

\* **College:**

\* **Name:**

\* **City:**

\* **State:**

\* **From:**  \* **To:**

\* **Degree:**

\* **Are you currently on suspension at this institution?:**  Yes  No

Prior college information required.

9. The REVIEW page allows the student to review and/or edit their information before they submit the application.
  - a. \*\*All sections may be edited except the applicant's ID with the social security number and DOB. If this was entered in incorrectly, the student must start over with a new username and password.
  - b. If anything is missing, it will highlight the area in pink.

**Additional Addresses** (Edit)

\* Physical Address: 4975 HIGHWAY 51 NORTH

SENATOBIA, MS 38668

\* County:

- c. Once the student has reviewed all information, they will read the Affirmative Action Statement and Safety Statement, and then they will submit an electronic signature with their DOB and initials and press Submit Application.

**Affirmative Action**  
 Northwest Mississippi Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, gender identity, age, or status as a veteran or disabled veteran in all its programs and activities. Northwest Mississippi Community College prohibits sexual harassment and all forms of sexual violence, regardless of sex, gender identity or sexual orientation. The following have been designated to handle inquiries regarding non-discrimination policies: Americans with Disabilities Act of 1990/Section 504 of the Rehabilitation Act of 1973: Disability Support Services Coordinator, Tate Hall, P.O. Box 5555, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3389, e-mail address gbeard@northwestms.edu; Title II of the Age Discrimination Act: Vice President for Finance and Administration, James P. McCormick Administration Building, P.O. Box 7017, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3216, e-mail address jhorton@northwestms.edu; Title IX of the Educational Amendments of 1972/Title VII of the Civil Rights Act of 1964: Vice President for Student Services, Tate Hall, P.O. Box 7010, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3997, e-mail address dsmith@northwestms.edu.

**Safety Statement**  
 The safety and security of students, faculty, and staff is very important to Northwest Mississippi Community College. A copy of the Annual Security Report, published annually by the Campus Police Department, details Northwest policies and procedures regarding campus safety. A copy of the report, which contains the annual crime statistics report, is available online in the current Northwest Bulletin ([www.northwestms.edu/bulletin](http://www.northwestms.edu/bulletin)) or on the Northwest website ([http://www.northwestms.edu/index.php?page\\_id=989](http://www.northwestms.edu/index.php?page_id=989)) and in printed form upon request from the Campus Police Office (662-562-3314).

**Signature DOB**

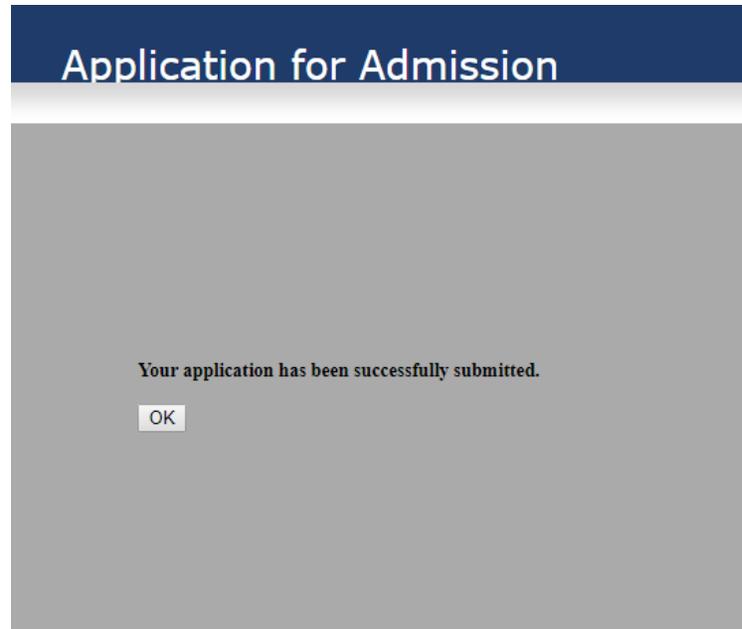
**Signature Initials**

Submit Application

Logout

Print Application

10. Once the student presses the submit button, they will see a screen letting them know their application has been submitted.



11. After the student has successfully submitted the application, they will receive an email at the email address listed on the application.

12. The application is then reviewed and processed accordingly (this may take up to 10 business days.) The student will receive an acknowledgement email the day the application has been processed letting them know their Northwest student identification number.