

Ashland Chamber Partnership Admissions Process

- Complete agreement with employer and employee signatures (Each employee needs a separate agreement) and email to Susan Grass at sgrass@ncstatecollege.edu
- Apply to NC State - [Link to Application](#)
 - Create account before applying
 - Select general application
 - Select certificate when asked if you would like to earn a certificate or degree
 - Select the corresponding certificate that you are interested in, (Operations Management, Certified Bookkeeping, Microsoft Applications, Substance Abuse), when asked what academic program do you want
- Provide all past high school, career technical center, college transcripts or GED scores. Transcripts must be official and are accepted directly from the high school (not accepted from the student) including signature certifying completion and graduation date. Sent to student records through [SendSafely](#), Parchment, National Student Clearinghouse, or via postal mail sealed by the school.
- Contact Susan Grass, by email or at **419-755-4850** that all steps above are completed
 - Susan will introduce the student to the appropriate Success Coach/Advisor
- Attend appointment with Success Coach
 - At appointment student will receive student email, username and password
 - Register for classes at appointment
 - Success Coach can show you how to log into your MYNC student portal, Canvas, and student email. You may also navigate the

website together to get familiar with tools available to our students (such as password services, community resources, and more).