

# NEW STUDENT CHECKLIST



866-349-3739  
newriver.edu

## for degree or certificate (CAS) seeking students

- APPLY FOR ADMISSION.** [Visit <https://www.newriver.edu/>. Scroll over **FUTURE STUDENTS**, and select Ready to Apply.]
- REQUEST TO HAVE OFFICIAL TRANSCRIPTS SENT** (in sealed school envelope) to the New River CTC campus you will attend or sent through the school's electronic service (where available) to your campus Student Program Advisor. [Admissions staff emails are listed below for electronic delivery use.] Transcripts include:
  - official high school transcript requested through the school, online, Board of Education or high school equivalency (GED or TASC) requested through [www.diplomasender.com](http://www.diplomasender.com); and
  - an official college transcript for each college attended, even if withdrawn (if applicable).
- SUBMIT ACT OR SAT SCORES** taken within the past 5 years from date of application or call the Student Success Center location listed below to schedule an appointment to complete your placement test:
  - Advanced Technology Center** 304.929.5005
  - Greenbrier Valley Campus** 304.647.6591
  - Mercer County Campus** 304.818.2014
  - Nicholas County Campus** 304.883.2465
  - Raleigh County Campus** 304.929.5005
- APPLY FOR FINANCIAL AID** (FAFSA) online at [fafsa.gov](http://fafsa.gov). Use school code **039603**. [Apply by **April 15** to be considered for the WV Higher Education Grant. PLUS, you may also qualify for free tuition via the West Virginia Invests grant. For additional info, visit [www.newriver.edu/financial-aid/](http://www.newriver.edu/financial-aid/) or email [finaid@newriver.edu](mailto:finaid@newriver.edu).]
- COMPLETE YOUR STUDENT ORIENTATION\*** online at [www.newriver.edu/online-student-orientation-module/](http://www.newriver.edu/online-student-orientation-module/). [You will need your Student ID. Online orientation is required to register. Also, plan to attend an on campus orientation.]
- CALL YOUR LOCAL OFFICE OF ADMISSIONS** listed below to schedule an appointment to register for classes once you have submitted:
  - all official college transcripts,\*\* including withdrawn. Unofficial college transcripts may be used for registration purposes only but you must submit official to receive financial aid or loans and to re-enroll. [Email addresses are provided below if your former school plans to make an electronic submission.];
  - ACT, SAT or Accuplacer test scores or have completed college level math and English; and
  - successfully completed and passed Student Orientation online.
  - Advanced Technology Center** 304.929.3315  
[mmohn@newriver.edu](mailto:mmohn@newriver.edu)
  - Greenbrier Valley Campus** 304.647.6565  
[drodgers@newriver.edu](mailto:drodgers@newriver.edu)
  - Mercer County Campus** 304.818.2012  
[hwhitlow@newriver.edu](mailto:hwhitlow@newriver.edu)
  - Nicholas County Campus** 304.883.2437  
[mbaisden@newriver.edu](mailto:mbaisden@newriver.edu)
  - Raleigh County Campus** 304.929.5469  
[cdalton@newriver.edu](mailto:cdalton@newriver.edu)
  - Enrollment Services** 304.929.5480
- PAY TUITION AND FEES** by the last day of registration. [To view the academic calendar with important dates, visit [www.newriver.edu/academic-calendar/](http://www.newriver.edu/academic-calendar/). Visit [www.newriver.edu/student-accounts/](http://www.newriver.edu/student-accounts/) for Business Office contacts, information on paying tuition online and payment options. For tuition and fee information, visit [www.newriver.edu/tuition-and-fees/](http://www.newriver.edu/tuition-and-fees/).]
- PURCHASE YOUR BOOKS** online at [www.newriver.edu/bookstore/](http://www.newriver.edu/bookstore/).
- ATTEND CLASSES.**

\* Transient students, non-degree seeking students and those enrolling as provisional high school students do not have to complete online orientation.

\*\* Not submitting high school or high school equivalency official transcripts will not prevent you from registering for your first semester; however, you will not receive state or federal financial aid until official transcripts are submitted. You will be self-pay. Official transcripts must be submitted by the end of the semester in order to re-enroll.

New River Community and Technical College (New River CTC) is accredited by the Higher Learning Commission ([www.hlcommission.org](http://www.hlcommission.org)), a regional accreditation agency recognized by the U.S. Department of Education. New River CTC is an equal opportunity institution.

New River CTC does not discriminate on the basis of race, color, national origin, ancestry, sex, sexual orientation, age, religion, blindness or disability in its educational programs or in admission to, access to, treatment in, or employment as required by applicable state and federal law. The following individual has been designated to handle inquiries regarding the College's non-discrimination policies relating to disabilities or sex discrimination: Peter Hoeman, Director of Student Success, 304-929-5027.



**Beaver Lewisburg Princeton Summersville**