

# NEW STUDENT CHECKLIST

FOR DEGREE OR CERTIFICATE (CAS) SEEKING STUDENTS



- APPLY FOR ADMISSION** Visit [www.newriver.edu/ready](http://www.newriver.edu/ready) or [www.newriver.edu](http://www.newriver.edu), scroll over APPLY, and select Ready to Apply.
  - REQUEST TO HAVE OFFICIAL TRANSCRIPTS SENT** preferably through the school's electronic service (where available) to your campus Student Program Advisor or by mail (in sealed school envelope) to the New River CTC campus you will attend. (Admissions staff emails are listed below for electronic delivery use.) Transcripts include:
    - official high school transcript requested through the high 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    - an official college transcript for each college attended, even if withdrawn or taken in high school.
  - SUBMIT ACT OR SAT SCORES** taken within the past 5 years from the date of application if you have not had college level English or math. If you have not taken the ACT /SAT and are a new, first-time freshman, please submit your high school transcript for review. Upon determination by the Office of Admissions, a student may also be asked to perform placement testing.
  - 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-orientationmodule/](http://www.newriver.edu/online-student-orientationmodule/). You will need your Student I D. Online orientation is required to register.
  - 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    - all official college transcripts,\*\* including withdrawn or taken in high school. Unofficial college transcripts may be used for registration purposes only but you must submit official to receive financial aid or loans and to reenroll. (Email addresses are provided below if your former school plans to make an electronic submission.);
    - ACT, SAT, Accuplacer test scores or other pre-determined assessment means or have completed college level math and English; and
    - successfully completed and passed Student Orientation online.
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| <b>Advanced Technology Center</b><br>304.929.3315 • <a href="mailto:mmohn@newriver.edu">mmohn@newriver.edu</a>     | <b>Nicholas County Campus</b><br>304.883.2437 • <a href="mailto:mbaisden@newriver.edu">mbaisden@newriver.edu</a> |
| <b>Greenbrier Valley Campus</b><br>304.647.6565 • <a href="mailto:dstewart@newriver.edu">dstewart@newriver.edu</a> | <b>Raleigh County Campus</b><br>304.929.5469 • <a href="mailto:cdalton@newriver.edu">cdalton@newriver.edu</a>    |
| <b>Mercer County Campus</b><br>304.818.2012 • <a href="mailto:hwhitlow@newriver.edu">hwhitlow@newriver.edu</a>     | <b>Enrollment Services</b><br>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 this semester in order to re-enroll.

**NEWRIVER.EDU | 866-349-3739**

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 in its educational programs or in admission to, access to, treatment in, or employment on the basis of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, age, marital status, veteran or military status, disability, or genetic information or any other status or condition protected by applicable federal or state laws. The following office has been designated to handle inquiries regarding the College's non-discrimination policies relating to disabilities, sex, Title IX or other forms of discrimination: Peter Hoeman, Interim Dean of Student Services and Title IX Coordinator, 304-929-5027, [phoeman@newriver.edu](mailto:phoeman@newriver.edu), 280 University Drive, Beaver, WV 25801. Additional information can be found on the College's website at [www.newriver.edu/nondiscrimination](http://www.newriver.edu/nondiscrimination).