

New River CTC Admission Policies and Procedures

Locations: Advanced Technology Center, Greenbrier Valley, Mercer County, Nicholas County and Raleigh County.

New River Community and Technical College has an "open door" admission policy admitting students regardless of their academic background. Admission is open to any person age eighteen or older and able to benefit from study at the community college level. Those who possess a high school diploma or high school equivalency (GED/TASC) may enroll in a Certificate of Applied Science (CAS) or an Associate Degree program.

The college admits as a non-degree seeking student anyone else who can benefit from college instruction such as a Special student, a Transient visiting from their home college taking courses to transfer back or an Early Entrance (current high school student). An Early Entrance student must be of junior or senior status. Special, Transient or Early Entrance students are not Certificate of Applied Science (CAS) or Associate degree seeking and therefore are not eligible for financial aid/loans through New River CTC.

Applications are available here for general admission, <https://www.newriver.edu/ready-to-apply/>.

Early Entrance High School Students (including current homeschooled students)
<https://www.newriver.edu/early/>.

Community Education, Continuing Education and Workforce Education,
<https://www.newriver.edu/the-center-for-workforce-education/>. Questions regarding admission to one of these programs should be directed to New River CTC's Workforce Education, 304.793-6101.

Regular admission students (first-time freshman, transfer and readmitted) have earned a high school diploma or high school equivalency and are seeking a Certificate of Applied Science (CAS) or an Associate degree. These applicants must select a Program of Study (major) at the time of application and may be eligible for financial aid/loans.

First-time freshman- Starting College for the first time including those who took college courses while in high school. A student who took college courses in high school must report the college(s) on the Application for Admission and provide an official college transcript for each college attended.

Transfer Students- A student who has taken college course(s), even if withdrawn at another college or colleges after graduating high school or receiving a high school equivalency.

Returning (Readmitted) - students who are being readmitted after an absence from New River CTC must submit any outstanding documents requested for your admission file.

In addition to the application on file, the following is required for regular admission for those seeking a Certificate of Applied Science (CAS) or an Associate degree:

- **An official high school transcript or high school equivalency score report***- This should include the high school grades, GPA and date of graduation or a high school equivalency- GED/TASC score report. GED/TASC score reports may be requested through www.diplomasender.com. Official transcripts should be sent directly from the issuing school to New River CTC Office of Admissions, not to the student. A student may choose to pick up an official transcript but it must remain in the school's sealed envelope in order to be considered official. Once verified, a student who has earned 30 college credit hours from a regionally accredited institution (college) does not have to submit a high school transcript.
- **Official College transcript(s)***- A student who has attended college (even if withdrawn) should request an official transcript from each college attended to be sent directly to New River CTC Office of Admissions by mail or electronically from the college's electronic service, not to the student. If a transcript is picked up, it must remain in the school's original sealed envelope to be accepted. A student must visit their previous college website under Transcript Request for information on ordering.

**Enrollment Services and/or The Office of Admissions reserves the right to verify with the issuing high school or college the validity of the transcript. We may also confirm with the relevant department or agency in the state in which the secondary school is recognized as a provider of secondary education. If a student submits a transcript directly to New River CTC by email, electronically, it is not official. It must come from the issuing school or may be provided by the student in the school's sealed envelope.*

- **Placement Testing**- ACT, SAT or Accuplacer placement test scores are required if a student has not taken and passed a college level math and English course verified by the college transcript. Placement test scores such as ACT, SAT or New River's Accuplacer must be within 5 years from current admission to be accepted.
- **Complete Online Orientation**,
<https://www.newriver.edu/online-student-orientation-module/>

Admission file requirements must be satisfied in order to become a fully admitted student and in order to receive financial aid/loans, or WV Invests.

Selective Admission Programs

Selective Admission programs have limited seats and a selective review process for each applicant. Applicants must first apply for general admission to the college and must meet all general admission criteria and become fully admitted in order to be considered for a selective admission program. An applicant must also complete the program selective admission application in addition to the general admission application. Each application is made available by the department under their certificate or degree program information. For more information, visit: <https://www.newriver.edu/degrees-and-certificates-a-z/>.

The following are Selective Admission programs:

1. Practical Nursing (PN)
2. LPN to RN Bridge (LPRN)
3. Physical Therapy Assistant (PTA)
4. Emergency Medical Services (EMS)/Paramedic (PMED)
5. Medical Laboratory Technician (MLT)

Non-degree seeking (no Program of Study, a.k.a. major)

Special students, Transients (visiting from their home college) and Early Entrance current high school students will not have a Program of Study (major) and are not eligible for financial aid/loans through New River CTC.

- ***Special student (non-degree)***- Students planning to take an individual course or courses without selecting a Program of Study (major) may do so as a Special (non-degree seeking student). A student may take credit courses for personal growth or job improvement and ***not*** for the purpose of pursuing a Certificate of Applied Science (CAS) or a degree. A student ***is not eligible for financial aid/loans*** and must meet the pre- and co-requisites (if applicable) of any course(s) they wish to take by submitting placement test scores and/or unofficial transcripts.
- ***Early Entrance high school student (taking college classes while still enrolled in high school)***- must submit permission of high school Principal and parent/guardian as indicated by their signatures on the New River CTC Provisional Form. No financial aid is available.
- ***Transient student***- (currently enrolled at another college and taking New River CTC classes to transfer back) must provide a transient permission form from their Registrar granting permission to take specific courses. Students are self-pay and not eligible for financial aid through New River CTC.

Policy and Procedure Review Dates and/or Revisions to include Person, Title and Area Responsible:

Reviewed 5.5.2015, Tracy Evans, Director of Enrollment Services, Enrollment Services

Reviewed 4.25.2018, Tracy Evans, Director of Enrollment Services, Enrollment Services

Revision 11.12.2021, Tracy Evans, Director of Enrollment Services, Enrollment Services

Revision 12.6.21, Tracy Evans, Director of Enrollment Services, Enrollment Services