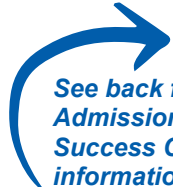


# NEW STUDENT CHECKLIST

FOR DEGREE OR CERTIFICATE (CAS) SEEKING STUDENTS



- APPLY FOR ADMISSION** Visit [www.newriver.edu/ready](http://www.newriver.edu/ready) or scroll over APPLY at [www.newriver.edu](http://www.newriver.edu).
- REQUEST TO HAVE OFFICIAL TRANSCRIPTS SENT** directly from your high school and each college attended to Admissions. Check their website for ordering instructions under “Transcript Request” or call to inquire. We will not accept transcripts forwarded from the student, only the high school or college. Please have them sent directly to your local Office of Admissions. Photographs are not accepted. Transcripts include:
  - official high school transcript or high school equivalency. GED, TASC or HiSet score reports requested through [www.diplomasender.com](http://www.diplomasender.com) or contact your testing center to inquire; and
  - an official college transcript for each college attended, even if withdrawn or courses taken in high school.
  - if you have EDGE credit, visit <https://www.newriver.edu/edge-credit/> and complete a transcript request form.
  - 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 high school and college 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.
- 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 to Admissions. If you have not taken the ACT/SAT, contact our Student Success Center to schedule the Accuplacer.
- APPLY FOR FINANCIAL AID (FAFSA)** online at <https://studentaid.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 ID number. Online orientation is required to register.
  - Transient students, non-degree seeking students and those enrolling as provisional high school students do not have to complete online orientation.
- CALL YOUR LOCAL STUDENT SUCCESS CENTER** listed on the back to schedule an appointment to register for classes once you have completed the steps listed above.
- 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**



**See back for Office of Admission and Student Success Center contact information.**

**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, Dean of Student Affairs 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).

# CONTACT LIST BY CAMPUS



Send all documentation to your campus Admissions contact.  
Contact the Student Success Center when you're ready to register.

## ADVANCED TECHNOLOGY CENTER

P.O. Box 307, Ghent, WV 25843

### Office of Admissions

Megan Mohn  
304.929.3315  
mmohn@newriver.edu

### Student Success Center

Peggy Epling  
304.929.5459  
pepling@newriver.edu

## GREENBRIER VALLEY CAMPUS

653 Church Street, Lewisburg, WV 24901-2024

### Office of Admissions

Deena Stewart  
304.647.6565  
dstewart@newriver.edu

### Student Success Center

Peter Hoeman  
304.647.6560  
phoeman@newriver.edu

## MERCER COUNTY CAMPUS

1001 Mercer Street, Princeton, WV 24740-8230

### Office of Admissions

Harry "Gene" Whitlow  
304.818.2012  
hwhitlow@newriver.edu

### Student Success Center

Elizabeth Martin  
304.818.2014  
emartin@newriver.edu

## NICHOLAS COUNTY CAMPUS

6101 Webster Road, Summersville, WV 26651-9337

### Office of Admissions

Martha Baisden  
304.883.2437  
mbaisden@newriver.edu

### Student Success Center

Annette Barnette  
304.883.2465  
abarnette@newriver.edu

## RALEIGH COUNTY CAMPUS

280 University Drive, Beaver, WV 25813-8987

### Office of Admissions

Cindy Dalton  
304.929.5469  
cdalton@newriver.edu

### Student Success Center

Wennetta Marie Rhodes  
304.929.5016  
wrhodes@newriver.edu

### Student Success Center

Joseph Connard  
304.929.5005  
jconnard@newriver.edu

**ADMISSIONS@NEWRIVER.EDU**