



NEW RIVER COMMUNITY AND TECHNICAL COLLEGE EARLY ENROLLMENT

Application, Registration and Approval form

INSTRUCTIONS: Students taking only in seat courses through their high school or through their high school online environment as dual credit should wait to apply for admission once instructed through their high school as New River CTC works closely with administration and instructors in this process. However, if you are planning on taking both dual credit courses through the high school and courses for early enrollment through New River CTC (in seat or online), you may apply and register through the Office of Admissions with New River CTC and add your high school courses later when instructed by your school. You will only need to complete the application process once for each semester, even when taking both dual and early enrollment classes.



EARLY ENROLLMENT APPLICATION FOR ADMISSION

(For current high school students enrolling in college courses)

Staff Use- New River CTC 9 digit Student ID # _____

You will be admitted as a part-time high school student. You will be required to provide proof of meeting course entrance prerequisites *if applicable* for registration purposes. Prerequisites may be found in the college catalog under course descriptions, <https://www.newriver.edu/college-catalog/>. You may submit your unofficial college transcripts, ATC or SAT score(s) meeting the minimum score requirements, or take our Accuplacer placement test through the Student Success Center. Proof must be submitted before registering.

PLEASE PRINT ALL INFORMATION CLEARLY IN ORDER TO PROCESS

Name of high school _____ County _____

Legal Name

First name _____ Full Middle name, not initial _____ Last name _____

Mailing Address (where you receive mail), Street or P.O. Box: _____

City _____ State: _____ Zip code: _____ County _____

Telephone number to reach you with area code _____ Cell Home Work

Legal Sex Male Female Date of Birth _____
Month Day Year

Social Security Number _____ if unsure, please verify by your SS card.

Are you a U.S. Citizen? Yes No Marital Status Married Widow Divorced Separated

Please select one or more of the following that best describes you:

- American Indian or Alaska Native Asian Black or African American Hispanic or Latino
- Native Hawaiian or Other Pacific Islander White

What is your ethnicity? Hispanic or Latino Not Hispanic or Latino

Your personal email address _____

You will be assigned a college email address. For instructions, visit <https://www.newriver.edu/student-video-resources/>

Emergency Contact: Name (First and Last) _____

Relationship: _____ Telephone number with area code _____

Planned entry year 20__ and semester in which you are applying for:

- Fall (August – December) Fall Rolling Start (after regular semester starts, 10 week courses)
- Winter Session (December – January) Spring (January - May) Spring Rolling Start (after regular semester starts, 10 week courses)
- Summer ten-week (end of May - July) Summer 1st five-week Summer 2nd five-week

Note: Rolling Start, Winter session and 5-week courses have limited course offerings and are accelerated. Academic calendars may be viewed at <https://www.newriver.edu/academic-calendar/>. Course schedules may be viewed at <https://www.newriver.edu/course-schedules/>. Login in as guest.

Are you a U.S. Citizen? Yes No Are you a WV resident? Yes No If yes, How long? _____

Where will your New River CTC classes be taken?

- At my high school On campus or online New River CTC Both- high school and New River CTC

Choose a location, closest campus if online or where you will attend and/or your records will be housed:

- Advanced Technology Center (Ghent) Greenbrier Valley Campus (Lewisburg)
- Mercer County Campus (Princeton) Nicholas County Campus (Summersville) Raleigh County Campus (Beaver)

Expected high school graduation date _____
Month/Year

If returning online, the student may type name to stand as signature instead of signing.

Student Signature: x _____ Date: _____

If any part of the application or registration is missing information, it will not be processed. Please review before submission. Thank you.



RECOMMENDATION FORM FOR HIGH SCHOOL PROVISIONAL STATUS
Student and Parent Consent for Registration

Course schedule may be viewed online, <https://www.newriver.edu/course-schedules/>

Student Name _____ Date of Birth _____

Month Day Year

Name of High School _____

COURSE REGISTRATION INFORMATION

Credit Days (M,T,W,R,F) and times Room #

College CRN # Subject Course # Course Title Hours or Online. R=Thursday (on campus) or Mode

EXAMPLE: 12345	COSC	101	Microsoft Office Applications	3	ONLINE ONLY	WEB

TOTAL HOURS: _____

PARENT OR GUARDIAN PERMISSION AND STUDENT ACCEPTANCE

We understand and acknowledge that:

- He/she will be considered a part-time college student once admission is complete and he/she is registered.
- This form is written consent to apply for admission and to register for a course and/or courses.
- He/she will have an official college transcript with a permanent grade recorded for each class registered for.
- **If he/she decides not to finish a course, he/she will need to complete a form to drop or withdraw.** Failure to drop or withdraw from a course will result in an F as a grade or an FIW (failure to attend). Add/Drop forms may be used until the deadline for schedule adjustment. The Request for Withdrawal form must be used after this deadline or when a student is completely withdrawing from the college for the semester.

The Academic Calendar along with forms such as complete withdrawal and transcript requests may be found at <https://www.newriver.edu/registrars-office/>. Forms should be submitted to the Registrar's Office.

Registration, drop or withdrawal questions? Contact the Registrar's Office by e-mail, registrar@newriver.edu or by calling 304-929-5032.

We have read and understand the student responsibilities and we understand he/she must drop a course or withdraw from all courses if he/she no longer wishes to participate. Additional information may be found in the college catalog, <https://www.newriver.edu/college-catalog/> or by contacting the Registrar's Office.

_____ If guardian, initial here _____
PRINTED NAME of Parent or Legal Guardian:

If returning online, parent, guardian and/or student may type name to stand as signature instead of signing.

X _____
SIGNATURE of Parent or Legal Guardian Month Day Year

X _____
STUDENT SIGNATURE Month Day Year

Visit www.newriver.edu for more information.



PRINCIPAL RECOMMENDATION PROVISIONAL FORM
Consent for Registration

This is to certify that _____
PRINTED NAME of student (First, Full Middle Name, Last)

Date of Birth: _____ Name of High School: _____
Month Day Year

Please confirm student meets criteria for Admission/Registration:

- Student is a junior or senior in high school
Student has a GPA of 2.0 or better
Student is recommended to participate in college coursework at New River Community and Technical College and has permission to enroll (register) during the following semester.

Planned entry year 20 ____ and semester in which approval is given. You may check multiple boxes within the same semester only, such as Fall and Fall Rolling Start for example. Consent is valid for one semester.

- Fall (August – December) Fall Rolling Start (after regular semester starts, 10 week courses)
Winter Session (December – January) Spring (January - May) Spring Rolling Start (after regular semester starts, 10 week courses)
Summer ten-week (end of May - July) Summer 1st five-week Summer 2nd five-week

Permission to register (choose one):

OR

Place a "X" here _____ if the student may enroll in any coursework chosen at New River CTC.

The student may enroll in the following New River River CTC course(s) ONLY as listed below (if eligible) during the semester indicated above.

List courses below.

Four horizontal lines for listing courses.

NOTE: A student must meet pre-requisites or meet minimum placement scores in order to register in certain courses.

PRINTED NAME of Principal or approved designee _____

Note: Approved designee must be on file with the Director of Enrollment Services. A form is available through your Campus Director or by emailing tevens@newriver.edu

If returning online, the Principal or approved designee on file may type name to stand as signature.

X _____ Date: _____
Principal's Signature or approved designee (form must be on file for approved designee).