

# NEW STUDENT ADMISSION CHECKLIST



## FOR DEGREE OR CERTIFICATE OF APPLIED SCIENCE (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) for a dropdown menu. You will receive a confirmation email that we have received your application for general admission and when it is processed for the current semester. Check your spam and junk mail. The email will be sent from one of our campus Office of Admissions representatives listed under Contact List by Campus.


If at any point during the admission process you need to make changes to an application, contact Admissions. Please do not complete another application. If you decide to withdraw your application (will not attend) and have not registered for classes, contact Admissions. If you have registered for classes, contact your Student Success Coach.

- 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 your school to inquire. We will not accept transcripts forwarded from the student, only the high school, college or their electronic service. Please have them sent directly to your local Office of Admissions. Photographs will not be accepted. If picked up, it must remain in the school's sealed envelope in order to be considered official. Transcripts include:
  - official final high school transcript once graduated or high school equivalency. GED, TASC or HiSet equivalency 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  - an official college transcript for each college attended, even if withdrawn or courses taken while in high school. "In progress" high school or college transcripts will not be considered official for admit purposes.
  - if you have EDGE credit, visit <https://www.newriver.edu/edge-credit/> and complete a transcript request form.

**You will not receive state or federal financial aid until official high school and official college transcripts are received. 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 TO ADMISSIONS** if taken within the past 5 years from the date of application if you have not had college level English and math. If you have not taken the ACT/SAT and have not had college level English and Math, you may contact the Student Success Center to discuss your options once your admission is complete.
- APPLY FOR FINANCIAL AID (FAFSA)** online at <https://studentaid.gov/>. Use school code 039603. Apply early 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).
- YOUR STUDENT SUCCESS COACH** will reach out to you to schedule an appointment to discuss your next steps for registration once have completed your admission requirements. If you are pursuing a select admission program, you will work with your designated advisor in that area for guidance and your next steps. Select admission programs are listed under Contact List By Campus.

This checklist is designed for students pursuing a degree or Certificate of Applied Science (CAS). It does not pertain to transient students (those visiting from their home college), current high school students engaged in early enrollment or dual credit programs, and special non-degree-seeking students. Visit the apply page on our website.



**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: Director of Student Services and Title IX Coordinator, 304-929-5027, [wrhodes@newriver.edu](mailto:wrhodes@newriver.edu), 280 University Drive, Beaver, WV 25813. Additional information can be found on the College's website at [www.newriver.edu/nondiscrimination](http://www.newriver.edu/nondiscrimination).

07.06.2023

# CONTACT LIST BY CAMPUS



If you are applying to a selective admission program at New River, please contact the department for any program related questions and guidance on your next steps after you have completed admission. These programs have limited seats and additional requirements beyond general admission. You must be selected to enter the program after meeting their criteria.

**Select admission programs include:** Associate Degree Nursing, Practical Nursing, Paramedic, Emergency Medical Services, Physical Therapy Assistant, Medical Laboratory Assistant, or Surgical Technology. You may find more information on their webpage: <https://www.newriver.edu/degrees-and-certificates-a-z/>.

## OFFICE OF ADMISSIONS

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### Representing the Advanced Technology Center, Raleigh County, and Nicholas County locations.

Cindy Dalton  
304.929.5469  
[cdalton@newriver.edu](mailto:cdalton@newriver.edu)

**EMAIL: [ADMISSIONS@NEWRIVER.EDU](mailto:ADMISSIONS@NEWRIVER.EDU)**

### Representing Greenbrier Valley, Mercer County, One Room University and Summers County ARH locations.

Deena Stewart  
304.647.6565  
[dstewart@newriver.edu](mailto:dstewart@newriver.edu)

## STUDENT SUCCESS CENTER COACHES

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### ADVANCED TECHNOLOGY CENTER

P.O. Box 307, Ghent, WV 25843

Megan Mohn  
304.929.3315  
[mmohn@newriver.edu](mailto:mmohn@newriver.edu)

Peggy Epling (part-time)  
304.929.5459  
[pepling@newriver.edu](mailto:pepling@newriver.edu)

***A Student Success Coach has been assigned to you and will assist and guide you during your time at New River. An email introducing your coach with contact information will be sent.***

*It's important to be aware that your coach may not be located on the campus you'll be attending. In this case, you may email, call or request to schedule a Zoom appointment with your coach to assist you.*

### GREENBRIER VALLEY CAMPUS

653 Church Street, Lewisburg, WV 24901-2024

Wanda Johnson  
304.647.6710  
[wjohnson@newriver.edu](mailto:wjohnson@newriver.edu)

Donna Lewis  
304.647.6566  
[dlewis@newriver.edu](mailto:dlewis@newriver.edu)

### MERCER COUNTY CAMPUS

1001 Mercer Street, Princeton, WV 24740-8230

Elizabeth Martin  
304.818.2014  
[emartin@newriver.edu](mailto:emartin@newriver.edu)

### NICHOLAS COUNTY CAMPUS

6101 Webster Road, Summersville, WV 26651-9337

Annette Barnette  
304.883.2465  
[abarnette@newriver.edu](mailto:abarnette@newriver.edu)

Martha Baisden  
304.883.2437  
[mbaisden@newriver.edu](mailto:mbaisden@newriver.edu)

### RALEIGH COUNTY CAMPUS

280 University Drive, Beaver, WV 25813-8987

Joseph Connard  
304.929.5005  
[jconnard@newriver.edu](mailto:jconnard@newriver.edu)

**EMAIL: [SUCCESSCENTER@NEWRIVER.EDU](mailto:SUCCESSCENTER@NEWRIVER.EDU)**