Submit an Application for Admission
Complete and submit our Application for Admission or apply online. Your acceptance letter will include your student ID. Keep it secure!

Request Documents
Request your official high school transcript or a copy of your GED/TASC, AP scores, ACT/SAT or Compass scores, and any official college transcripts. Transcripts may not be faxed or hand-delivered. They must be mailed from the institution or organization. A $10 fee will be assessed for college transcript evaluations.
Request all documents be sent to Admissions Office, Mountwest Community & Technical College, One Mountwest Way, Huntington, WV 25701.

Apply for Financial Aid
Apply for Financial Aid at www.fafsa.ed.gov. Our school code is 040414. First-time students must complete a Master Promissory Note and entrance counseling to receive loans.

Take the CAP Test
Schedule an appointment to take the Computerized Assessment of Proficiency, or CAP. All new students must take the CAP assessment unless they are transferring in a 100-level Math and English from an accredited college or have taken the ACT/SAT or Compass in the past five years.
Download the free Accuplacer Web-Based Study App at http://store.collegeboard.org.

Register for Classes
Make an appointment with a counselor to register for classes.

Register for Orientation
Register for Student Orientation. Orientation includes a tour of our campus and information about available student resources.

Print your Schedule
Print your course schedule. This can be viewed in your myMCTC account. Login into myMCTC, choose Student & Financial Aid Information, Registration, and Student Detail Schedule. Please note that online courses do indicate a class time; however, this is only for administrative purposes. Online classes do not have set class times.

Confirm Financial Aid Award
Verify that your financial aid is ready for the start of classes. Award can be viewed through myMCTC.
**Attend Orientation**
Attend your Student Orientation. Orientation includes a tour of our campus, information about available student resources and opportunities to do the following:

- **Get your student ID & MCTC email account**
  Both items can be obtained at the IT Helpdesk, Room 108.

- **Set up your MCTC email account**
  To check your email, go to our New to Mountwest page to learn about how to log in to your new MCTC email account. This is one of the college’s primary means of communication. Check it daily!

- **Sign up to receive alerts**
  Sign up for the MCTC Alert Group to receive immediate notifications on campus emergencies and closings through your myMCTC account.

**Buy Your Books**
Purchase or rent your textbooks at the Campus Bookstore. If you receive financial aid you may be eligible to receive a book voucher from the cashier’s office to pay for your textbooks.

**Pay Your Tuition**
Pay your tuition bill by the due date. Pay online or set up a payment plan through the Cashier’s Office. You may pay in-person at the Cashier’s Office by cash, check or money order. Debit/credit card payments are accepted online by logging into myMCTC.

Payments may also be mailed to Office of Business Services, ATTN: Cashier’s Office, Mountwest Community & Technical College, PO Box 1539, Huntington, WV 25716-1539

**Activate Your HigherOne Card**
If you are receiving financial aid you will receive a HigherOne card in the postal mail. After you receive your card, activate it using the provided instructions, and select your refund preference to receive funds disbursed from Financial Aid.

**Important Dates**
Check the Academic Calendar for important dates, print your final class schedule after all changes are complete through myMCTC and attend your classes!