

Enrollment Checklist

For more information, visit www.mctc.edu. If you have questions, contact us at 304-710-3140.



☐ 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!

Office of Student Services
Room 101
304-710-3060
or 866-676-5533
admissions@mctc.edu

☐ 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 \$20 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.

Office of Student Services
Room 101
304-710-3060
or 866-676-5533
admissions@mctc.edu

☐ 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.

Office of Financial Aid
Room 101
304-710-3370
or 866-676-5533
ofa@mctc.edu

☐ 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.

Beacon Room
Room 233
304-710-3360 or
or 304-710-3060
beacon@mctc.edu

☐ Register for Classes

Make an appointment with a counselor to register for classes.

Office of Student Services
Room 101
304-710-3060
or 866-676-5533

☐ Register for Orientation

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

Beacon Room
Room 233
304-710-3360 or
or 304-710-3060
beacon@mctc.edu

☐ 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.

Office of Financial Aid
Room 101
304-710-3370
or 866-676-5533
ofa@mctc.edu

□ 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.

Beacon Room
Room 233
304-710-3360 or
or 304-710-3060
beacon@mctc.edu

IT Helpdesk
Room 108
304-710-3470
helpdesk@mctc.edu

Note:
If you are unable to attend orientation please ensure these actions are done prior to the start of your first semester.

□ 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.

Mountwest Campus
Bookstore
Room 102
304-710-3500

Cashier's Office
Room 101
304-710-3480
cashier@mctc.edu

□ 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

Cashier's Office
Room 101
304-710-3480
cashier@mctc.edu

□ 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 your it using the provided instructions, and select your refund preference to receive funds disbursed from Financial Aid.

Cashier's Office
Room 101
304-710-3480
cashier@mctc.edu

□ 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!