HOW TO APPLY

Applicants are encouraged to matriculate by selecting a certificate or degree program at the time of application. An applicant not seeking a degree or certificate can elect to apply as a non-matriculated or guest student.

MATRICULATED STUDENTS

(Applicants enrolling in a degree or certificate program)

- Review the admissions and academic requirements for your program of choice. Some programs require prerequisite coursework. Current high school students may be accepted into a major pending verification of high school graduation.
- Complete the admissions application. Applications may be submitted online (http://mwcc.edu/enroll/admissions/apply/) or obtained from the MWCC Admissions Office.
- Mail applications to:

  MWCC
  Admissions Office
  444 Green Street
  Gardner, MA 01440

- Mail official high school/homeschool/high school equivalency assessment and college transcripts to:

  MWCC
  Admissions Office
  444 Green Street
  Gardner, MA 01440

- Copies of an official college transcript are required if:
  - You are applying to one of MWCC’s selective programs, or
  - You seek to transfer college credits, or
  - You have been awarded an educational certificate from outside the U.S. - Official evaluations to U.S. standards of all college/university coursework, indicating grades earned with the official explanation of grading system, completed through an acceptable credential evaluating agency, such as Spantran - MWCC Pathway (https://spanside.secure.force.com/SpansideApplication/?Id=ab7a5000-cbc4-4aaa-a4a4-d89c7b241f78) (offers discounted services), Center for Educational Documentation (CED) (http://www.cedevaluations.com/) or World Education Services (WES) (http://www.wes.org/).
  Additional agencies may be found www.naces.org. (https://www.naces.org/)

NON-MATRICULATED STUDENTS

(Applicants not seeking a degree or certificate from the college, known as guest students, are ineligible for financial aid)

- Complete the admissions application.
- Mail applications to:

  MWCC
  Admissions Office
  444 Green Street
  Gardner, MA 01440

- Non-matriculated or guest students must meet prerequisite requirements for all courses. Prerequisites can be met through placement testing or review and approval of equivalent college coursework.
- Students who wish to matriculate after being admitted as non-matriculated or guest students should contact the Admissions Office. Students will need to declare a major and/or complete an updated admissions application, comply with all requirements of matriculation, and certify that they have completed their high school diploma/high school equivalency assessment. The change will then be effective for the following semester.