HOW TO APPLY

Applicants are encouraged to matriculate by selecting a certificate or degree program at the time of application. Those applicants 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 course work. 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:
  1. you are applying to one of MWCC’s selective programs, or
  2. you seek to transfer college credits, or
  3. you have been awarded an educational certificate from outside the U.S. Those documents awarded from a country outside the U.S. must be translated and evaluated to US standards through a credential evaluation agency. A partial list of agencies may be found at the National Association of Credential Evaluation Services (NACES) (http://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 a non-matriculated or guest student 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.