

Welcome to **MCCC**



Steps for a **Smooth Transition**

Once again, congratulations on your acceptance to Mercer County Community College! Although this is a very exciting time, it can be a stressful time too. Balancing life, work and school can be challenging; but it can also be very rewarding! And, to be sure you have all of the resources you need to be successful in your educational pursuits, the Enrollment Services Office is available to assist you every step of the way.

So, to help ensure a smooth transition into (or back into) college life, be sure to read all of the information and follow the directions provided here for you. By following these outlined steps, you can be sure that you are doing what you can to build a solid foundation for academic success.



www.mccc.edu • 609-586-4800

West Windsor Campus • 1200 Old Trenton Road • West Windsor, NJ 08550
Trenton Campus • 102 North Broad Street • Trenton, NJ 08608

1 Schedule to Take the Accuplacer College Skills Placement Test

www.mccc.edu/student_services_testing_cspt.shtml

- If you have not done so already, please take the *Accuplacer* College Skills Placement Test, which measures your basic skill levels in reading, writing, computation and elementary algebra. You should view this test seriously, as your results will determine your course placement.
- You must bring a photo I.D. and your Student I.D. number to the Academic Testing Center located on the second floor of the library, room 208, at the West Windsor Campus or KC311 at the Trenton Campus.
- To set up a time to take the *Accuplacer* College Skills Placement Test, call the Academic Testing Center at either campus: **609-570-3295**, West Windsor or **609-570-3151**, Trenton.

✓ TIP

You cannot fail the College Skills Placement Test. It insures that you start your college career in the appropriate courses. The test is given free of charge and will take up to two hours to complete.

- You will do better if you prepare before taking the *Accuplacer* test. The following websites will help you to review:
www.testprepreview.com/accuplacer_practice
accuplacer.collegeboard.org/students

Exemptions

You are exempt from taking the *Accuplacer* College Skills Placement Test if you have:

- successfully completed college-level English and Math courses at another college;
- earned a degree at another college;
- achieved a score of 540 or higher on the reading (verbal) portion and 530 or higher on the math portion of the SAT, or 21 or higher on the verbal and 21 or higher on the math portion of the ACT.

Note: If you have achieved a score of 530 or higher on the math portion of the SAT or 21 or higher in both verbal and math on the ACT, you are exempt from taking the *Accuplacer* College Skills Placement Test, but you may be asked to take the College Level Math Placement Test.

- Study guides are available in the Academic Testing Center located in KC311 at the Trenton Campus.

Instructions for ESL Students: If English is not your first language, you must take an ESL (English as a Second Language) placement test. Call **609-570-3295** for more information.

2 Meet with an Academic Advisor

www.mccc.edu/admissions_academic.shtml

- Once you have taken the placement test (unless you are exempt) and all documents are in, you must meet with an advisor.
- The Enrollment Services Office is located on the 2nd floor of the Student Center, or KC218 at the Trenton Campus. No appointment is needed. Advisors are available Monday-Thursday from 8:30 a.m. to 6 p.m. and until 4 p.m. on Friday.
- You should verify that the office has received your transcripts from any other college you have attended as well as any standardized test scores, such as from SATs or ACTs. If documents have not arrived, you must follow up to insure that Mercer receives them before your advisement session.
- This academic advisement session will be very valuable for you. You will find out your placement scores, discuss your proposed major, review any previous college credits, develop a class schedule for your first semester and discuss payment options.



3 Register for Classes

www.mccc.edu/mymercer

- Your advisor will help you develop your class schedule for your first semester. Scheduling is highly flexible, with classes offered days, evenings and weekends at our two campuses in West Windsor and downtown Trenton. In addition to courses that meet for the full 15 weeks each semester, there are also “fast track” courses condensed to five, seven or ten weeks. Winter and summer courses are also offered in abbreviated class durations. MercerOnline offers maximum scheduling flexibility with classes conducted through the Internet.
- After your first semester at Mercer, you will be assigned a faculty advisor through your academic division. We strongly encourage you to visit your faculty advisor and/or a counselor in Transfer Services (room SC229) periodically to help you stay on track with your college goals.



✓ TIP

Consider enrolling for COL 100 - Strategies for Academic Success. This first-year experience course will assist you to build a solid foundation for a successful college experience.

4 Pay Tuition

www.mccc.edu/admissions_financial.shtml

- During your advisement session, your advisor will discuss the costs of attending Mercer. Accepted forms of payment include credit card (Visa, MasterCard, Discover or American Express), check, money order, or cash. Or, you may apply for an interest-free payment plan at <http://tuitionpay.salliemae.com/mccc>. Contact the MCCC Bursar's Office at 609-570-3159 for more information.
- **Financial Aid** is available through federal and state programs. To be considered for Financial Aid you must complete the **Free Application for Federal Student Aid (FAFSA)**. Apply online at www.fafsa.ed.gov.

Do not delay – apply today. If you need help applying, simply call the Financial Aid Office at either campus: 609-570-3210, West Windsor Campus 609-570-3180, Trenton Campus



- Other aid is available through private scholarships and college-sponsored grants. For more information on available scholarships, contact the associated academic divisions and/or the college Financial Aid Office. Scholarships are administered by the MCCC Foundation Board. You may also qualify for a tuition tax credit.
- You may also be eligible for the **Educational Opportunity Fund (EOF)** program. In addition to monetary assistance, this program provides comprehensive support services such as counseling, tutoring and transfer assistance. For more information call 609-570-3423.

visit us at www.mccc.edu • 609-586-4800

5 Attend New Student Orientation

- As a new student, you will be invited to attend an orientation session offered at the beginning of each semester. This will acquaint you with the services, policies, responsibilities and rewards of attending MCCC.

For more information contact us at 609-570-3891.



6 Obtain Student I.D.

- You must obtain a Mercer Student I.D. from the Information Center in the Student Center at the West Windsor Campus, or the Learning Center at the Trenton Campus. Carry it with you whenever you are on campus.

Mercer County Community College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools.

7 Buy Books

- The I.D. is required for use of college facilities such as the Testing Center, Library and recreational facilities, and for admission to college events. It must be validated each semester.
- You are expected to purchase the books assigned by your instructors. Books are expensive and can add up to several hundred dollars per semester. Used books are often available. MCCC bookstores are located at each campus.

CHECKLIST FOR NEWLY ADMITTED MCCC STUDENTS

- Schedule to Take the College Skills Placement Test (CSPT)

Call the Academic Testing Center at 609-570-3295 - West Windsor Campus or 609-570-3151 - Trenton Campus.

Websites to help you review:

www.testprepreview.com/accuplacer_practice.htm

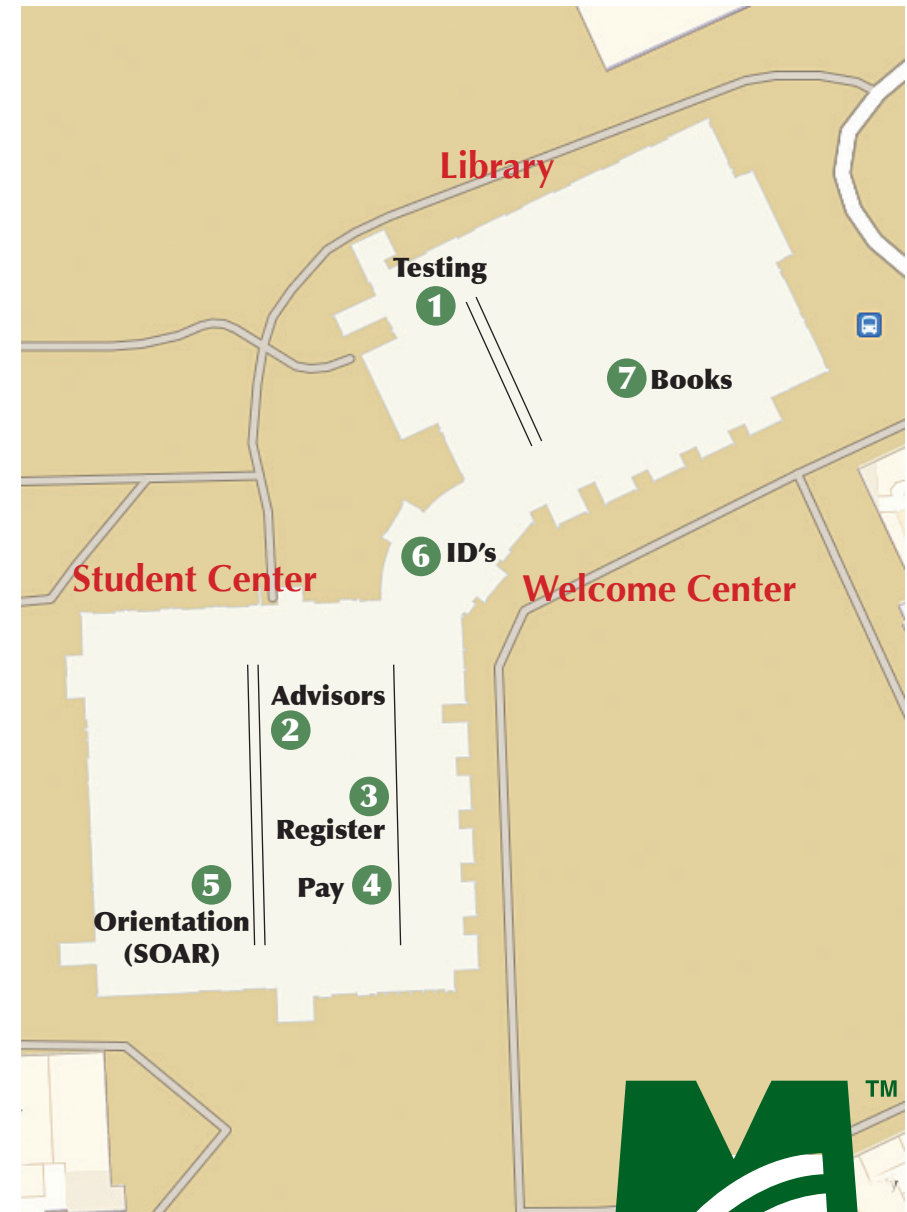
accuplacer.collegeboard.org/students

- Meet with an Academic Advisor
- Register for Classes
- Pay Tuition

To be considered for Financial Aid you must complete the Free Application for Federal Student Aid (FAFSA). Apply online at www.fafsa.ed.gov. Do not delay — apply today.

- Attend New Student Orientation
- Obtain Student I.D. Card
- Buy Books
- Meet your faculty advisor by the end of your first semester

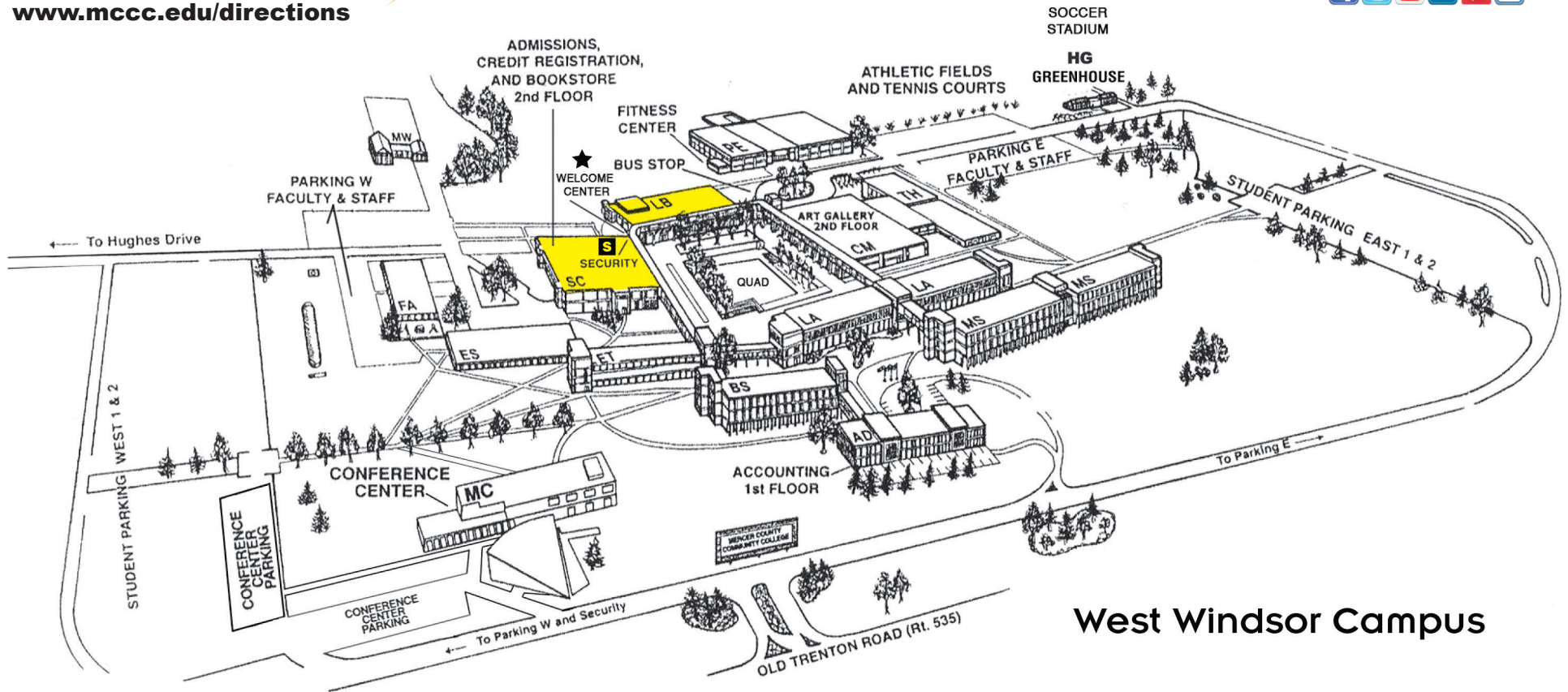
MCCC West Windsor Campus





Mercer County Community College

For maps and directions go to www.mccc.edu/directions



West Windsor Campus

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|----|-------------------------------------|----|--------------------------------|----|---------------------------|
| ★ | Welcome Center | FA | Fine Arts | MW | Maintenance |
| AD | Administration Building | HG | Horticulture Greenhouse | PE | Physical Education |
| BS | Business | LA | Liberal Arts | S | Security |
| CM | Communications Center | LB | Library | SC | Student Center |
| ES | Engineering Systems | MC | Conference Center | TH | Kelsey Theatre |
| ET | Engineering & Technology | MS | Science/Allied Health | | |

Helpful Phone Numbers

	West Windsor Campus	Trenton Campus
Admissions	609-570-3244	609-570-3139
Advisement Center	609-570-3292	609-570-3139
Bookstore	609-570-3416	609-570-6774
Bursar (Payments)	609-570-3499	609-570-3159
Counseling	609-570-3354	609-570-3139
Educational Opportunity Fund (EOF)	609-570-3423	609-570-3423
Financial Aid	609-570-3210	609-570-3180
Fitness Center	609-570-3738	609-570-3738
Learning Center	609-570-3422	609-570-3151
Library	609-570-3554	609-570-3179
Registration & Records	609-570-3228	609-570-3139
Student Activities	609-570-3435	609-570-3166
Testing Center	609-570-3295	609-570-3151

