

Ten Steps to Enrollment

at Midlands Technical College



1.	Apply to MTC	Never applied to MTC? Please complete the Admissions Application online at midlandstech.edu/apply . If you are new to MTC but applied within the last year, complete an Application Change Form at midlandstech.edu/forms .
2.	Apply for Financial Aid	Apply for financial aid (including Lottery Tuition Assistance) by completing the Free Application for Federal Student Aid online at fafsa.gov . Please be sure to add MTC's school code 003993 where noted on the application. Campus-based scholarship information can be found at midlandstech.edu/scholarships .
3.	Open your MyMTC Email and MyMTC Accounts	A few business days after you apply to MTC, the Admissions Office will send you a letter acknowledging they received your application. Follow the directions in this letter to open two important communication tools, <i>MyMTC</i> Email and <i>MyMTC</i> . If you have problems logging in, call (803) 738-7635 for help. From now on, almost all of MTC's communications with you about admission, financial aid, finances, and other information will be through <i>MyMTC</i> Email. Until classes begin, check your college email at least twice a week. After classes begin, once a week will do.
4.	Complete Admissions Process <ul style="list-style-type: none"> • Test Scores • Proof of High School Diploma or GED • Proof of Lawful Presence • Official High School Transcript 	Submit qualifying ACT, SAT, and/or previous college coursework. If you do not have college-level math and English with a grade of a "C" or better, you will need to take the college placement test. Submit proof of high school diploma or GED. Submit proof of lawful presence in the United States to be in compliance with the SC Illegal Immigration Reform Act (59-101-430). For additional information on verification, please visit midlandstech.edu/edu/sds/adm/citizenship.html . MTC needs an official copy of your high school transcript to consider you for the LIFE Scholarship and for admission into certain majors.
5.	Complete the Pre-Advisement Module	As a new student at MTC, you will need to complete the Pre-Advisement Module by visiting http://ewebapps.midlandstech.edu/moodle/login/index.php to learn of the many resources and other important information to be a successful MTC student. You must complete the PAM before your advisement appointment.
6.	Complete Advisement and Register for Classes	Meet with an advisor. Your advisor will assist you in selecting courses for your major. Remember, the more thought you have given to your course and schedule preferences before this meeting, the more productive it will be. Please review your College Placement Test scores. They will determine which courses you will be placed into your first semester. You may want to retake parts of the test. Schedule and register for classes. After meeting with your advisor, you will use the online course search to view the class schedule, or go to one of MTC's Online Services Centers for assistance.
7.	Buy Books	When you buy books, do not open any packaging or write in them until you are sure that you have the correct books, that the class has not been cancelled due to low enrollment, and that you will not change your mind about your schedule.
8.	Pay Tuition and Fees	Each semester there are two fee payment deadlines. If you register for classes before the first deadline and want to keep that schedule, you must pay any balance due by the first deadline. If you register after the first payment deadline (Late Registration) then your balance is due at the time of registration. View balance due at your <i>MyMTC</i> account at mymtc.midlandstech.edu . It will include any financial aid awards. MTC does not mail bills.
9.	Obtain Student ID	Obtain your Student ID in the Student Life Office on the Beltline or Airport campus. For student ID processing times, please visit midlandstech.edu/studentlife/stuid.html .
10.	Read Your Emails	Especially watch for financial aid notices and requests for additional information.