



MOUNTWEST
COMMUNITY AND TECHNICAL COLLEGE

Advising Guide



2025-2026

THANK YOU FOR
KEEPING OUR
PARKS BEAUTIFUL
TOWARD THE FUTURE

Mission Statement

The Office of Advising and Accessibility & Wellness Services strives to promote student success by empowering, educating, and enabling students to take ownership and control of achieving their academic goals.

Student Account Information

Student ID:

MCTC Email and Blackboard Login:

@mctc.edu

Your assigned Mountwest email account will be the primary means of communications for faculty and staff to correspond with you. To access your MCTC email, please visit our website www.mctc.edu and click "Email" at the top of the webpage.

Your temporary password will be: Mtw + your date of birth in MMDDYYYY format + !

*Example: For a birthday of April 28, 2005, the password will be: **Mtw04282005!***

MyMCTC Login:

Your MyMCTC password will be the same as your MCTC email and Blackboard password. Please note the username for MyMCTC is everything before "@mctc.edu"

As your advisor, you can expect me to:

1. Assist you in the development of your academic plan, advise on academic issues and concerns, and help you understand MCTC policies, procedures and resources.
2. Discuss your academic performance and the implications of your performance as it relates to your educational and career goals.
3. Encourage and guide you in setting and achieving your academic goals.
4. Provide you with MCTC tools and resources to help track your educational and career goals.

As a student, you are expected to:

1. Be proactive in seeking information and assistance to achieve your goals and explore academic opportunities.
2. Accept responsibility for your academic success by utilizing the tools and resources provided, observing academic deadlines, and tracking your academic progress.
3. Read email and text notifications from MCTC and respond in a timely manner.
4. Meet with your academic advisor a minimum of two times during each semester.

Mountwest Resources

Accessibility Services

Mountwest is dedicated to serving all students and ensuring equitable access to education for students with disabilities. Accessibility staff will work with students with documented disabilities to determine and set up reasonable accommodations for learning.

BetterMynd

BetterMynd provides free teletherapy sessions from a network of licensed mental health counselors. A 24/7 crisis and mental health support line is also available, which can be reached by calling 844-BTR-MYND (844-287-6963).

Learn more and register at www.bettermynd.com

Clubs

Interested in getting involved on campus? Sign up to join a club. Visit our website under Student Organizations or check out our club tables on campus and see the variety of different clubs to choose from. Don't see a club that you want? Start one!

Food Pantry

The Mountwest Food Pantry is located on the ground floor in G15B. During normal business hours, the pantry is open for you to grab anything you may need, 100% confidentially.

Free Microsoft Office Software

As a Mountwest student, you have FREE access to Microsoft Office (Word, Excel, PowerPoint, and more), while you are enrolled in courses. To utilize this software, log in to your Mountwest email and click the Microsoft 365 link from the app launcher in the upper left-hand side of your account.

Marshall University Recreation Center

Did you know that the Marshall Rec Center is FREE to all Mountwest Students? All you need is your Mountwest ID to show that you're a current student and the Rec Center will make note.

Mountwest Resources

Mental Health & Wellness

Do you have concerns for your mental health or wellbeing? If you are struggling, our team is here to help. Wellness staff can provide basic counseling services or connect students to outside resources to serve more intense needs

Resource Navigation

At Mountwest, we understand that school is not the only thing on your plate. When life's other stressors start to stack up, keeping up with school is a challenge. Meet with Accessibility and Wellness Staff to find out if there are resources and/or services that can help fill your needs.

Student Laptop Program

The Mountwest Student Laptop Program is a need-based program where students are able to rent a laptop for the semester. Applications for the program can be completed online at

<https://www.mctc.edu/laptop-program/>.

Textbooks

Textbook requirements can be found www.mountwestbookstore.com and in your course syllabus. Textbook vouchers will be available two weeks before classes begin and the first week of classes.

Tutoring Center

Free tutoring is available on the third floor!

Mountwest also offers 24/7 online tutoring, *Brainfuse*, which can be accessed through any *Blackboard* course under "Course Tools."

Writing Center

The Mountwest Writing Center, located in Room 304, promotes the development of writing by engaging students in all aspects of the writing process through the use of individualized instructional sessions.

Campus Contacts

Department	Phone Number	Email	Location
Accessibility & Wellness	304-710-3417	Flanagana@mctc.edu	Student Services One Stop
Advising	304-710-3365	Advising@mctc.edu	Student Services One Stop
AmeriCorps Healthy Futures	304-710-3057	mctcamericorp@mctc.edu	Welcome Center
Cashier's Office	304-710-3480	Cashier@mctc.edu	Student Services One Stop
IT Help Desk	304-710-3471	HelpDesk@mctc.edu	Student Services One Stop
Mental Health	304-710-3417	Flanagana@mctc.edu	Student Services One Stop
Office of Financial Aid	304-710-3370	OFA@mctc.edu	Student Services One Stop
Office of The Registrar	304-710-3381	Registrar@mctc.edu	Student Services One Stop
Public Safety/Security	304-710-3463	PellR@mctc.edu	
Student Activities	304-710-3501	Matthewsh@mctc.edu	Student Services One Stop
Testing Center	304-710-3395	TestingCenter@mctc.edu	G14
Tutoring Center	304-740-3400	Tutoring@mctc.edu	342
Office of Veteran Affairs		Veteranaffairs@mctc.edu	Student Services One Stop
Writing Center	304-710-3477	WritingCenter@mctc.edu	304

Follow Us on Social Media!

Join our Mountwest Student Services & Campus Life Facebook Group to stay up to date on campus activities, important dates, and all things Mountwest!





Academic Calendar – Spring 2025

Full Semester, January 16 – May 9

Thursday, January 2.....College Offices open
Friday, January 17.....Last Day for Full Semester Registration
Monday, January 20.....College Closed, Martin Luther King Day
Tuesday, January 21.....First Day of Classes
Tuesday, January 21 - Friday, January 24.....Schedule Adjustments Only (no new schedules)
Friday, January 24.....Last Day to add full semester class
Monday, January 27.....“W” period begins
Tuesday, January 28.....Attendance Reporting due by 4:00pm
Tuesday, February 18.....2nd Attendance reporting due by 4:00pm
Friday, March 14.....Deadline to apply for May Graduation
Monday, March 17.....Midterm Grades and Attendance due by 4:00pm
Wednesday, March 19.....Priority Registration for Summer/Fall begins
Monday, March 24.....Registration for Summer/Fall for currently enrolled students begins
Monday, March 24 – Friday, March 28.....Spring Break (No Classes)
Monday, March 31.....Classes Resume
Monday, April 7.....Registration for New, Readmitted, and Returning Students begins
Friday, May 2.....Last Day to Withdraw from Classes
Monday, May 5 – Friday, May 9.....Final Exam Days
Friday, May 9.....Official May Graduation Date
Monday, May 12.....Final Grades and Attendance Due by 4:00pm

1st 8 weeks, January 21 – March 14

Friday, January 17.....Last Day for 1st 8 weeks Registration
Monday, January 20.....College Closed, Martin Luther King Day
Tuesday, January 21.....First Day of Classes
Tuesday, January 21 – Friday, January 24.....Schedule Adjustments Only (no new schedules)
Friday, January 24.....Last Day to add 1st 8 week class
Monday, January 27.....“W” period begins
Tuesday, January 28.....Attendance Reporting due by 4:00pm
Tuesday, February 18.....2nd Attendance reporting due by 4:00pm
Friday, March 7.....Last Day to Withdraw from 1st 8 week classes
Friday, March 14.....Last Day of 1st 8 week classes
Monday, March 17.....Attendance reporting and Final Grades for 1st 8 week courses due by 4:00pm



12-week classes, February 10 – May 9

Monday, February 10.....First Day of Classes
 Tuesday, February 18.....Attendance reporting due by 4:00pm
 Friday, March 14.....Deadline to apply for May Graduation
 Wednesday, March 19..... Priority Registration for Summer/Fall begins
 Monday, March 24..... Registration for Summer/Fall for currently enrolled students begins
 Monday, March 24 – Friday March 28.....Spring Break (No Classes)
 Monday, April 7.....Registration for New, Readmitted, and Returning Students begins
 Friday, May 2.....Last Day to Withdraw from Classes
 Monday, May 5 – Friday, May 9.....Final Exam Days
 Friday, May 9.....Official December Graduation Date
 Monday, May 12.....Final Grades and Attendance Due by 4:00pm

2nd 8 weeks, March 17 – May 9

Monday, March 17.....First Day of Classes
 Monday, March 17.....Last day to add 2nd 8 week class
 Wednesday, March 19..... Priority Registration for Summer/Fall begins
 Monday, March 24..... Registration for Summer/Fall for currently enrolled students begins
 Monday, March 24 – Friday March 28.....Spring Break (No Classes)
 Tuesday, March 25.....Attendance reporting due by 4:00pm
 Monday, April 7.....Registration for New, Readmitted, and Returning Students begins
 Friday, May 2.....Last Day to Withdraw from Classes
 Monday, May 5 – Friday, May 9.....Final Exam Days
 Friday, May 9.....Official December Graduation Date
 Monday, May 12.....Final Grades and Attendance Due by 4:00pm



Email Etiquette

Your communication with faculty, staff, and any on-campus resource must be through your Mountwest Community and Technical College email. These tips will ensure you are communicating effectively!

- Always include a descriptive subject line. Do not include your email or question in the subject line. Do make it descriptive enough to where an office has an idea of what you may be requesting. For example, if you are emailing your advisor to ask about Registration, your subject line could read: *Fall 2024 Registration*. The body of your email will contain the questions or concerns you wish to discuss.
- Always use proper grammar, complete sentences, and spell check.
- Check your MCTC email daily and respond to any requests in a timely manner.
- When emailing, ensure you give the respondent at least 24 business hours to respond.
- Create a personalized signature. Make sure the person you are emailing knows who you are. You can create a signature within the settings of your email. Your signature could include your name, contact phone number, and even your major. Once your signature is set-up, it will be included on each email you send out (make sure it is professional!)

Adding Your MCTC Email to Your Phone

1. Download the Outlook App from the App Store
2. Login using your MCTC Email and Password
3. Approve Email Notifications

CRM Advise

With CRM Advise, you have the power to advocate for yourself! Use this system to raise flags for anything you might need—whether it's changing your major, addressing mental health concerns, finding resources, or accessing tutoring.

You can access CRM Advise by logging into your MyMCTC account and clicking on “Advise – Early Alerts”



Frequently Asked Questions

Q. Do I need to meet with my advisor every semester?

A. Yes! You will need to meet with your advisor every semester to register for courses. Your advisor will reach out to you when registration opens for the upcoming semester. It is important to schedule your advising meeting early!

Q. How do I register for classes?

A. Once you have met with your academic advisor, you will be given a PIN number to utilize our self-registration platform. If you prefer not to utilize self-registration, during your advising meeting, your advisor can register you for classes upon your request.

Q. What is a prerequisite?

A. A prerequisite is a requirement that must be met before enrolling in a course. A prerequisite could be a test score (ACT, SAT, Accuplacer) or another course. For example, if you wanted to enroll in ENL 102, you must have completed ENL 101 with a C or better.

Q. How many hours are considered full time?

A. 12 credit hours is considered to be full-time. Fewer than 12 credit hours are considered to be part-time.

Q. How do I access my online courses?

A. You will go to www.mctc.edu and select "Blackboard" at the top. Utilize your login information provided on page two of this guide.

Professional Tips

- A simple "thank you" goes a long way.
- Get involved on campus! Your college experience is what you make it to be.
- Dress appropriately for meetings and presentations.
- You only get one first impression!
- Introduce yourself to your instructors and get to know them.
- Always ask questions.