

Instructions for Early Entrance Students during the COVID-19 Pandemic

1. Print the [Early Entrance Application](#) or email wvnccadmissions@wvnc.edu to request a mailed copy. Complete all sections except for the social security number and high school principal's signature. If you need assistance selecting your classes, contact your WVNCC campus counselor.
2. Submit the Early Entrance application to wvnccadmissions@wvnc.edu or mail it to 1704 Market St, Wheeling, WV 26003, Attention: Admissions Office. If you are emailing the document, **do not include your social security number**. The college will contact new students by phone to obtain the Social Security Number.
3. Ask your high school principal to email wvnccadmissions@wvnc.edu with permission for you to attend WVNCC as an Early Entrance student. Emails should be sent from an official school email address and include the student's first and last name and the semester you're approved to attend WVNCC.
4. Have an official high school transcript sent to our Registrar's Office through an electronic transcript service or by email to mdecola@wvnc.edu.
5. When you've received your acceptance email to the college, follow the instructions in our [Let's Get Started Guide](#) for instructions to pay for your classes online.

Please get in touch anytime that you have questions. We are here to help!