Registrar’s Office - Frequently Asked Questions

How long will it take to process my Transcript Request?
A: Regular transcripts require a minimum of three working days for processing.

I need a transcript right away. What do I do?
A: Emergency transcripts are $15.00 each for 24-hour processing in our office. If we receive your $15 payment no later than noon on a business day, we will have your transcript in the mail to its recipient on the very next business day or available for pickup after 3pm the next business day.

Please note that the 24-hour time frame does not mean that the recipient will have it in 24 hours. Unfortunately, we have no control over the U.S. Mail or other delivery systems. Transcripts are sent via First Class mail. For Fed Ex, UPS, etc., you must include a pre-paid, pre-addressed mailing envelope.

If I still have financial obligations to Blue Ridge CTC, can I still receive my transcript?
A: No. All financial obligations (and other holds) must be reconciled before a transcript will be released.

How long after graduation will I receive my transcript?
A: Allow approximately a week after final grades are due each semester. However, you may request a letter of verification to confirm that requirements for graduation have been met—see the Enrollment Verification form on the main Registrar page for details.

Can I pick up my transcript myself?
A: Transcripts picked up by students will be stamped “ISSUED TO STUDENT”. In the “send to” area of the transcript request form, indicate the name and phone number of the person who will pick up the transcript from the Registrar’s Office.

Can someone else pick up my transcript for me?
A: Yes. Attach a note of authorization stating the person who is picking up the transcript, complete with name and the student’s signature.

How long will it take to process my Verification of Enrollment request?
A: Verification of Enrollment Forms take approximately 3-5 working days for processing.

When do I apply for graduation?
A: The student must apply for graduation two semesters before graduation. For example, if you’re scheduled to graduate in May, you must apply for graduation the previous September. Deadlines for graduation application are listed on the Academic Calendar.
The application process for graduation begins in the Enrollment Management Office here or on our website, where the student can complete a one-page form with his or her academic advisor. Upon completion, return the form to the office.

**How do I take classes at another institution while earning my degree at Blue Ridge?**

A. Meet with your advisor and complete the Transfer Approval form. You will need to include all information about the other institution and course you would like to take. The Office of the Registrar will then email you approval or denial of your Transfer Approval Form.