Admissions Application Instructions

Applying as a First-Time Freshman

1. Complete the Application for Admission
2. Attach the $25 nonrefundable application fee to the application.
3. Contact your high school or GED and have the school send an official transcript to the Admissions Office.
4. Send ACT or SAT scores, students that have completed high school and never taken ACT/SAT will be given a placement test. (Our placement coordinator will contact you. Scores are REQUIRED for registration).

Applying as a Transfer Student

1. Complete items above and then complete the items below.
2. Contact all previously attended schools and request all schools to send an official transcript to the Admissions Office (if a student has earned less than 15 hours of college coursework or has been out of high school less than 5 years, he or she is also required to submit a high school transcript).

Applying for Readmission

(student has not attended any other institution since attending Blue Ridge CTC previously)

1. Complete the Application for Admission
2. Attach the $25 nonrefundable application fee to the application.

Blue Ridge Community and Technical College does not discriminate on the basis of religion; age; race; color; national origin; gender; sexual orientation, marital or parental status, veteran status, or disability.
Blue Ridge Community and Technical College is open to anyone with a high school diploma or GED. A student may apply for admission to an associate’s degree program or to individual courses not directed toward completion of a degree. Admission to Blue Ridge Community and Technical College does not assure a student of acceptance into a specific degree program. Students may be admitted without ACT or SAT scores but must have placement scores prior to registration in Math, English, or Reading courses. For more information about placement test and scores, please see the Academic Foundations Program section of the catalog.

The application process requires the student to complete an application for admission, pay the required application fee, provide high school or GED transcripts, and provide transcripts for other colleges attended. The student must also provide ACT scores, SAT scores, or take the necessary placement exams. Students who are deficient in specific academic areas may be enrolled in the Academic Foundations Program.

Students may enroll for some courses as special non-degree students. Those who subsequently elect to apply credits earned while a special non-degree student must meet the regular admission requirements. Special non-degree students must use the one page application provided by enrollment management.

A separate application (FAFSA) must be completed to apply for Financial Aid.

All Forms must be sent to the address below:

Blue Ridge CTC
c/o Admissions
13650 Apple Harvest Drive
Martinsburg, WV 25403
www.blueridgeetc.edu
304-260-4380
Application for Admission

Personal Information

Social Security Number ______________________________ Date of Birth __________________________ Gender: ☐ Male ☐ Female

Last Name ___________________________ First ______ Middle Name ______

Permanent Address (Street or PO Box) ____________________________________________

City ___________________________ Alternate Phone ___________________________ State ___________________________ Zip ___________________________

Phone ___________________________ Phone ___________________________ E-Mail ___________________________

*Acceptance letters will be sent via email.

If you have lived at your present address less than one year, please provide your previous address.

Previous Address (Street or PO Box) ____________________________________________

City ___________________________ State ___________________________ Zip ___________________________

Have you ever been enrolled in school under any other name(s)? ☐ Yes ☐ No

If yes, please give name(s) ___________________________________________ (example: maiden/married/naturalization)

Are you the first person in your family to attend a college or university? ☐ Yes ☐ No

Please contact Student Affairs at ext. 2104 if you wish to discuss disability services.

Residency

☐ West Virginia Resident (if so, how long)? ___________________________ ☐ Out-of-State Resident

If you have not been living in WV at least 12 consecutive months, you will be considered an out-of-state resident for fee purposes. To be considered an in-state resident, you must submit a residency appeal with appropriate documentation.

Are you a citizen of the United States? ☐ Yes ☐ No ☐ Non Resident Alien

If not, what is your Visa Status? __________________________________________

Ethnicity - check all that apply

☐ White (non–Hispanic) ☐ Asian

☐ African–American, non–Hispanic, or African American ☐ American Indian/Alaskan

☐ Hispanic ☐ Native Hawaiian/Other Pacific islander

This is optional and is used for statistical information only.

Emergency Contact Person

Last Name ___________________________ First ___________________________ Middle Name ___________________________

Address (Street or PO Box) ____________________________________________

City ___________________________ State ___________________________ Zip ___________________________

Phone ___________________________ Relationship ___________________________

Enrollment Information

1. Semester you plan to begin: ☐ Fall _______ (year) August–December ☐ Spring _______ (year) January–May

☐ Summer _______ (year) May–August

2. Check all that apply: ☐ Freshman ☐ Transfer ☐ Readmit

☐ Fall ☐ Freshman ☐ Full–Time (12 credits or more per semester)

☐ Spring ☐ Transfer ☐ Part–Time (less than 12 credits per semester)

☐ Summer ☐ Readmit ☐ Unsure

Financial Aid - Blue Ridge CTC FA. Code 039573

Do you plan to apply for Financial Aid? ☐ Yes ☐ No — Be sure to complete the FAFSA (www.fafsa.ed.gov)

Please contact the Veterans Benefit Coordinator if you wish to discuss veteran benefits.

(To be considered for financial aid, you must be a degree seeking student and have a high school diploma or GED)
Intended Program of Study (check one)

Associate Degree Programs
- Accounting
- Applied Technology
- Baking and Pastry
- Board of Governors
- Business
- Computer Application Specialist
- Computer Network Engineering
- Criminal Justice
- Cyber Security
- Culinary Arts
- Electric Distribution Engineering Technology
- Entrepreneurship
- Food Service Retail Management
- Healthcare Professions
  - Emergency Medical Services
  - Nursing
  - Physical Therapy Assisting
- Information Technology
- Liberal Arts
- Mechatronics
- Medical Assisting
- Occupational Development
- Paralegal Studies
- Printing Technology **
- Technical Studies

Certificate Programs
- Baking and Pastry
- Business Communication
- Business Operations
- Business & Technology
- CISCO Networking Associate
- CISCO Networking Professional
- Converged Networking
- Culinary Arts
- Electrical Distribution Engineering Technology
- EMT-Intermediate
- Entrepreneurship
- Food Service Retail Management
- Homeland Security
- Justice System
- Legal Office Assistant
- Medical Assistant
- Mechatronics
- Organizational Leadership Development
- Pre-Hospital Care (Paramedicine)
- Professional Development
- Systems Networking
- Technical Studies
- Technology Systems

Academic Information

High School Name ___________________________ Date of Graduation ___________
City ___________________________ State ___________

Did you receive a GED?  ☐ Yes  ☐ No  If yes, give location and date _________________

Did you take ACT/SAT?  ☐ Yes  ☐ No  If yes, give date _________________

ACT Code 4523, SAT Code 4892

Do you have EDGE Credits?  ☐ Yes  ☐ No

Other Colleges or Universities Attended:
(If more than one institution, please list on a separate sheet of paper. Must include all previous institutions.)

School Name ___________________________ City ___________________________ State ___________

Date Entered ___________ Date Left ___________ Degrees Completed ___________

Have you been suspended or expelled for academic or disciplinary reasons?  ☐ Yes  ☐ No

If yes, are you currently eligible to return to that institution?  ☐ Yes  ☐ No

Educational Goals (check the most appropriate statement)

- Prepare for a new career
- Prepare for transition to a 4-year institution • What Institution _________________
- Update skills for a current job
- Interest and self enrichment
- Recent High School Graduate
- Other _________________

How did you hear about Blue Ridge CTC?

- Newspaper (which one) _________________
- Sign (which location) _________________
- Radio (which station) _________________
- Referral from family and friends _________________
- High school visit or college fair _________________
- Other (please list) _________________

Signature

I certify that all statements in this application are complete and true. I understand that any willful misrepresentation of information may be grounds for denial of my admission and/or grounds for dismissal. By applying and once admitted, I fully agree to uphold all student conduct policies as they are outlined within the Blue Ridge CTC Student Handbook.

Signature: ___________________________ Date: ___________