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. Send an official copy of your high school transcripts, GED or TASC transcripts to the Admissions Office.
4. Send ACT or SAT scores. Students who have completed high school and never taken the ACT/SAT will be given a placement test.

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 provides opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, color, sex, sexual preference, religion, age, national origin, sexual orientation, marital or parental status, familial status, veteran status, or disability.
Blue Ridge Community and Technical College is open to anyone who has graduated from high school or has passed the GED or TASC Assessment. A student may apply for admission to an associate’s degree program or a certificate program. 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 and/or English courses. For more information about placement tests and scores, please see the Academic Support Services section of the catalog.

The application process requires the student to complete an application for admission, pay the required application fee, provide high school, GED or TASC transcripts and provide transcripts from 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 required to take additional preparatory classes in those areas.

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.blueridgectc.edu  
304-260-4380 ext. 2000
Application for Admission

Personal Information

Student ID: \_C\_ 

Social Security Number: Date of Birth: Gender: □ Male □ Female

Last Name: First Name: Middle Name:

Permanent Address (Street or PO Box):

City: State: Zip: Alternate 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. 2117 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 Indian/Alaskan

□ Hispanic □ Native Hawaiian/Other Pacific islander

Emergency Contact Person

Last Name: First Name: Middle Name:

Address (Street or PO Box):

City: State: Zip:

Phone: Relationship:

Enrollment Information

1. Semester you plan to begin:

□ Fall \_\_\_\_\_\_\_\_\_ (year) August–December □ Freshman □ Full–Time (12 credits or more per semester)

□ Spring \_\_\_\_\_\_\_\_\_ (year) January–May □ Transfer □ Part–Time (less than 12 credits per semester)

□ Summer \_\_\_\_\_\_\_\_\_ (year) May–August □ Readmit □ Unsure

Financial Aid - Blue Ridge CTC F.A. 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 or certificate seeking student and have either graduated from high school or passed the GED or TASC assessment.
## Associate Degree Programs
- Accounting
- Applied Technology
- Baking and Pastry
- Board of Governors
- Business
- Business Administration
- Computer Application Specialist
- Computer Network Engineering
- Criminal Justice
- Cyber Security
- Culinary Arts

**Offered in conjunction with Bridge Valley CTC – Degree Granted by Bridge Valley CTC**

## Certificate Programs
- Baking and Pastry
- Bookkeeping
- Business Communication
- Business Operations
- Business Strategies
- Business & Technology
- CISCO Networking Associate
- CISCO Networking Professional
- Computer Application Specialist

## Education
- Biology (9-Adult)
- Elementary (K-6)
- English (5-Adult)
- General Science (5-Adult)
- Mathematics (5-Adult)
- Social Studies (5-Adult)
- Electric Distribution Engineering Technology
- Food Service Retail Management

## Healthcare Professions
- Emergency Medical Services
- Medical Laboratory Technician
- Hospital (Nursing)
- Physical Therapy Assistanting
- Information Technology
- Liberal Arts
- Mechatronics
- Medical Assisting
- Occupational Development
- Paralegal Studies
- Printing Technology **
- Technical Studies

## Certificate Programs
- Computer Aided Design/
  - Building Information Modeling
- Converged Networking
- Culinary Arts
- Electrical Distribution Engineering Technology
- Early Childhood Education
- Food Service Retail Management
- Forensic Science
- Homeland Security
- Information Security
- Justice System

## Certificate Programs
- Legal Office Assistant
- Medical Assisting
- Machine Operator/Mechatronics Assistant
- Organizational Leadership Development
- Pre-Hospital Care (Paramedicine)
- Professional Development
- Systems Networking
- Technical Studies
- Technology Systems
- Virtualization Technology

### Academic Information

<table>
<thead>
<tr>
<th>High School Name</th>
<th>Date of Graduation</th>
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<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
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Did you pass the GED or TASC Assessment?  
- 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.)

I understand that failure to report all previous Colleges and Universities can result in immediate expulsion from the College.

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
- 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: ____________________________