Welcome!

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.
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Welcome to Blue Ridge Community and Technical College! I am certain you will find that we have something to offer for almost anyone. Whether you are a new high school graduate, or you are returning to school after having been away for a while, or you are learning new skills for the workplace, Blue Ridge has a lot to offer. And the cost of attendance is one of the lowest in our area.

Whether you are interested in earning a certificate or degree that qualifies you for a career or whether you desire to earn a degree to transfer to a baccalaureate institution, we have what you want. Our student services, our instructional programs, and our facilities are highly rated. The college has a wonderfully rich workforce development program which has forged great working relationships with many area employers. The programs of study that we offer can open a vast array of choices for you to start or grow in a career.

There are many good things happening at our college. We are fully accredited and our next visit comprehensive visit in 2019-2020, this school year. Our enrollment is strong and we have been cited as one of top ten fastest growing community colleges in the United States in several of the past few years. Every student is important to us. This orientation booklet will help you to make your experience here a very positive one. There is an abundance of valuable information that will help you with almost any question you may have about services and people who can help you with your educational goals and student life. Thank you for making Blue Ridge - your choice for education.

Once again, welcome!

Sincerely,
Dr. Peter G. Checkovich
MY IMPORTANT STUDENT INFORMATION

My Student ID________________________________________
BRIDGE Password_____________________________________
My Security Question__________________________________
My Security Answer____________________________________
Email ____________________________@my.blueridgectc.edu
Email password________________________________________
Blackboard username___________________________________
Blackboard password___________________________________
Computer login________________________________________
Computer password_____________________________________

GENERAL SCHOOL INFORMATION

Blue Ridge Community and Technical College

Address: Blue Ridge CTC Main Campus
13650 Apple Harvest Drive
Martinsburg WV 25403

Address: Blue Ridge CTC Tech Center
5550 Winchester Avenue
Martinsburg, WV 25405

Address: Blue Ridge CTC Morgan County Campus
109 War Memorial Drive
Berkeley Springs, WV 25411

Phone: 304.260.4380
Facsimile: 304.260.4376

Website: www.BlueRidgeCTC.edu

FAFSA Code: 039573
ACT Code: 4523
SAT Code: 4892

Accreditation: The Higher Learning Commission, Member of North Central Association (NCA).
Go to the website for complete information: www.ncahigherlearningcommission.org
## SUMMER 2020 ACADEMIC CALENDAR (202015)

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/22/2020</td>
<td>Fri</td>
<td>Add/Drop and Late Registration (Late Fee Applies) via BRIDGE</td>
</tr>
<tr>
<td>5/25/2020</td>
<td>Mon</td>
<td>Memorial Day Holiday – College Closed</td>
</tr>
<tr>
<td>5/26/2020</td>
<td>Tue</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>5/31/2020</td>
<td>Sun</td>
<td>Late Registration Ends– ends @ 11:00 pm on Bridge</td>
</tr>
<tr>
<td>6/03/2020</td>
<td>Wed</td>
<td>Last Day to Change a Course from Credit to Pass/Fail Status via Bridge</td>
</tr>
<tr>
<td>6/08/2020</td>
<td>Mon</td>
<td>Last Day to Change a Course from Credit to Audit Status via Bridge</td>
</tr>
<tr>
<td>6/19/2020</td>
<td>Fri</td>
<td>Last Day to Withdraw from a First 5 Weeks Class</td>
</tr>
<tr>
<td>6/27/2020</td>
<td>Sat</td>
<td>First 5 Weeks Classes End</td>
</tr>
<tr>
<td>6/29/2020</td>
<td>Mon</td>
<td>Mid-Term Grades due at 9:00 am for 10 Week Classes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final Grades due at 9:00 am for First 5 Weeks Classes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Second 5 Weeks Classes Begin</td>
</tr>
<tr>
<td>7/01/2020</td>
<td>Wed</td>
<td>Last Day to Apply for August Graduation for Associate Degrees via Bridge</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grades Available on BRIDGE - Tentative</td>
</tr>
<tr>
<td>7/03/2020</td>
<td>Fri</td>
<td>Independence Day Holiday – College Closed</td>
</tr>
<tr>
<td>7/10/2020</td>
<td>Fri</td>
<td>Last Day to Apply for August Graduation for a Certificate Degree see Advisor</td>
</tr>
<tr>
<td>7/24/2020</td>
<td>Fri</td>
<td>Deadline for Administrative Withdraws</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Day to Withdraw from a Second 5 Week/10 Week Class</td>
</tr>
<tr>
<td>8/01/2020</td>
<td>Sat</td>
<td>Summer Classes End</td>
</tr>
<tr>
<td>8/03/2020</td>
<td>Mon</td>
<td>Grades due at 9:00 am</td>
</tr>
<tr>
<td>8/05/2020</td>
<td>Wed</td>
<td>Grades Available on BRIDGE - Tentative</td>
</tr>
</tbody>
</table>

## Refund Dates for Complete Withdraws

**(there are no refunds on partial withdraws)**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/26/2020 – 6/01/2020</td>
<td>90%</td>
</tr>
<tr>
<td>6/02/2020 – 6/8/2020</td>
<td>75%</td>
</tr>
<tr>
<td>6/09/2020 – 6/15/2020</td>
<td>50%</td>
</tr>
<tr>
<td>6/16/2020 or later</td>
<td>NO REFUND</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
</tr>
<tr>
<td>------------</td>
<td>------</td>
</tr>
<tr>
<td>08/14/2020</td>
<td>Fri</td>
</tr>
<tr>
<td>08/17/2020</td>
<td>Mon</td>
</tr>
<tr>
<td>08/24/2020</td>
<td>Mon</td>
</tr>
<tr>
<td>08/28/2020</td>
<td>Fri</td>
</tr>
<tr>
<td>09/07/2020</td>
<td>Mon</td>
</tr>
<tr>
<td>09/07/2020</td>
<td>Mon</td>
</tr>
<tr>
<td>10/02/2020</td>
<td>Fri</td>
</tr>
<tr>
<td>10/05/2020</td>
<td>Mon</td>
</tr>
<tr>
<td>10/10/2020</td>
<td>Sat</td>
</tr>
<tr>
<td>10/12/2020</td>
<td>Mon</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>10/14/2020</td>
<td>Wed</td>
</tr>
<tr>
<td>10/19/2020</td>
<td>Mon</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>11/01/2020</td>
<td>Sun</td>
</tr>
<tr>
<td>11/13/2020</td>
<td>Fri</td>
</tr>
<tr>
<td>11/20/2020</td>
<td>Fri</td>
</tr>
<tr>
<td>11/23/2020</td>
<td>Mon</td>
</tr>
<tr>
<td>11/28/2020</td>
<td>Sun</td>
</tr>
<tr>
<td>12/04/2020</td>
<td>Fri</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>12/07/2020</td>
<td>Mon</td>
</tr>
<tr>
<td>12/12/2020</td>
<td>Sat</td>
</tr>
<tr>
<td>12/14/2020</td>
<td>Mon</td>
</tr>
<tr>
<td>12/16/2020</td>
<td>Wed</td>
</tr>
</tbody>
</table>
Refund Dates for Complete Withdraws
(there are no refunds on partial withdraws)

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/17/2020 – 08/28/2020</td>
<td>90%</td>
</tr>
<tr>
<td>08/29/2020 – 09/12/2020</td>
<td>75%</td>
</tr>
<tr>
<td>09/13/2020 – 10/10/2020</td>
<td>50%</td>
</tr>
<tr>
<td>10/11/2020 or later</td>
<td>NO REFUND</td>
</tr>
</tbody>
</table>

HOURS OF OPERATION

Main Campus
13650 Apple Harvest Drive
Martinsburg, WV 25403
304-260-4380
Monday-Friday    7:30am-10:00pm
Saturday         7:30-6:00pm
Sunday           Closed

Bruin Café – Headquarters
Monday-Thursday   7:30am-7:30pm
Friday            7:30am-1pm

Tech Center
5550 Winchester Ave
Martinsburg, WV 25405
304-260-4380
Monday- Friday    7:30am-10:00pm
Saturday         7:30-6:00pm
Sunday           Closed

Bruin Café – Tech Center
Monday-Friday     8:00am-2:00pm
STUDENT SUPPORT SERVICES

STUDENT LIFE

Blue Ridge Community and Technical College currently offers several clubs and organizations with more forming each semester. If a student wishes to form a club or organization, they can do so by completing the Chartering Form and submitting it to Enrollment Management Office.

BRIDGE STUDENT ID CARD

Blue Ridge Community and Technical College students, upon enrollment, are provided a BRIDGE Student ID Card. This card must be presented upon request by administrators or faculty of Blue Ridge Community and Technical College for identification purposes. A $5.00 fee is charged for the replacement of this card. Students are required to carry this card at all times. The BRIDGE card is property of Blue Ridge Community and Technical College and is nontransferable. Use of this card constitutes acceptance of the terms and conditions in effect at the time of use. Report lost, stolen, or found cards immediately to the Security Office 304-260-4380, Ext. 2250.

TESTING SERVICES

Placement Test: Following the higher education policy standards for undergraduate admission, all students must have a placement score for reading, English, and mathematics that determines which English or mathematics course to take. Students are placed in these courses based on ACT or SAT scores. If no test score is available, the student has the option of taking ACCUPLACER or COMPANION placement test prior to registration. Test results are available at the conclusion of the test. Practice for placement testing can be found at https://accuplacerpractice.collegeboard.org/login. Stop by the Student Success Center for more information.
Testing We Offer:
- Accuplacer Placement Test
- Faculty Proctored Exams
- CLEP Testing
- Certiport
- Pearson Vue
- Praxis
- TEAS
- ProV

Schedule these exams through Register Blast.

*How to schedule an exam:*
- [www.blueridgectc.edu](http://www.blueridgectc.edu)
- Testing Services
- Red Button “Schedule an Exam”
- Choose Test Group
- Choose Exam
- Choose Date
- Choose Time
- Complete Registration

**DISABILITY SERVICES**

The Americans with Disabilities Act (ADA) of 1990 and section 504 of the Rehabilitation Act prohibits discrimination solely on the basis of disability in employment, public services, and accommodations. The person must be otherwise qualified for the program, service, or job. The basic requirement of the law as applied to institutions of higher education is: all programs, services, facilities must be accessible to or usable by persons with disabilities. Blue Ridge Community and Technical College must provide reasonable accommodations to ensure the participation of students in college classes and student activities to all qualified students with disabilities.

A qualified individual with a disability is one who can provide documentation of such a disability. Acceptable documentation includes an I.E.P from high school, 504 plan, or documentation from a medical professional. All documentation must be less than 5 years old; however, special circumstances may be arranged with approval from Student Services. If documentation cannot be provided, Disability Services may arrange for formal testing. To obtain a copy of the Accommodation Request Form or to talk with Student Services regarding formal testing, stop by the Welcome Desk and ask to speak with the Disabilities Coordinator.

**MENTAL HEALTH SERVICES**

Our College supports students’ mental health and wellness. We contract with East Ridge Health Systems, a local community mental health facility. This partnership helps students with mental illness and adjustment issues to live...
productive lives and to succeed academically. This program allows for the student to be seen up to three times at no charge to the student by a licensed therapist. In the event of a mental health crisis after hours, the 24-hour hotline is available to everyone at 304-263-8954. For more information, please contact Alexis Dixon, Student Development Coordinator, 304-260-4380 Ext. 2117 or adixon@blueridgectc.edu.

The 844-HELP4WV call line can also provide services to those battling behavioral health struggles, such as suicide and depression.

**Suicide Prevention**

Did you know that suicide is the second leading cause of death in college students? It is our job as Faculty and Staff to warn others if we feel a student is considering harming themselves or others. Many times students do not understand or catch the warning signs that may lead to suicide. Here at Blue Ridge, we want you to know that we are here for you. If you know of someone who needs assistance, or you need assistance, reach out to Alexis Dixon at 304-260-4380 Ext. 2117. If you would prefer to stay anonymous you can use ULifeline. ULifeline provides a safe, private, user-friendly place for students to learn more about mental health. You can find ULifeline at the following link: [http://www.ulifeline.org/brctc](http://www.ulifeline.org/brctc).

**10 MOST COMMON WARNING SIGNS OF SUICIDE**

- Extreme mood swings and/or personality changes
- Increased fixation on death, suicide and/or violence
- Withdrawal from family and friends
- Communicating feelings of hopelessness, such as saying they have “no reason to live”
- Communicating a desire/plan to die by suicide
- Giving away belongings/items of special meaning or significance
- Obtaining a weapon or other means of lethal self-harm
- Increased alcohol and/or substance abuse
- Engaging in risky and/or dangerous behavior
- Loss of interest in people, things, places and activities they previously cared about

**How to know if it is an emergency:**

- The person has suddenly lost/gained a lot of weight or drastically changed their appearance
- The person has removed him/herself from all social activities and become reclusive
- The person is suddenly unable to maintain a routine/schedule including keeping their job
- The person is suddenly participating in dangerous behavior including substance/alcohol abuse
- The person is suddenly involved in other harmful situations that seem out-of-character including abusive relationships or anonymous sex

**What to do if it is an emergency:**

- **Call 911 or the National Suicide Prevention Lifeline at 800-273-8255**
- Stay with the person, or if you must leave, ask someone you trust to stay with the suicidal person; do not leave them alone
- Remove all lethal weapons, medications, and other means of potential harm from the premises
- Accompany the person to an emergency room or psychiatric clinic with walk-in services
- Avoid putting yourself in a dangerous situation; call 911 for your own safety, if necessary
TUTURING SERVICES

The Peer Tutor Program is a free service that is available to all Blue Ridge Community and Technical College students. Tutors are available for almost all classes offered at Blue Ridge. Brainfuse is an electronic tutoring tool that is available for student use. Brainfuse may be accessed through Blackboard. For more information on tutoring services, please go to www.blueridgectc.edu, click current students, and then Tutoring & Assistance Programs for more information.

HOW TO REQUEST A TUTOR ONLINE

- Log on to www.BlueRidgeCTC.edu
- Click Current Students
- Click Student Services
- Click Tutoring & Assistance Programs
- Under Peer Tutor Program
  - Click Submit a tutor request

RESEARCH AND REFERENCE SUPPORT

- Research & Reference Support is located in Room 2200
- Students may e-mail elearn@blueridgectc.edu with questions regarding Research & Reference Support.
- EBSCO Host (On-line Library offered on our website)
- Print and e-resources available at the Berkeley County public libraries (with a free library card)

EBSCO HOST DATABASE

- Log on to www.blueridgectc.edu
- Click Current Students
- On the left hand side click Library
- Click EBSCO Host
- If necessary, enter your Blue Ridge email address and password
- Click on the type of search engine you need, for example - EBSCOhost Research Databases
  - On the next screen you will select your databases. You may select one or more databases for research, or click Select/ Deselect All at the top. Select your database(s) and click continue.
- In the Search box type the topic you are looking for.
  - Example: Type Computer Ethics in the search box, filter you options if necessary, and click search.
- The search results for Computer Ethics are displayed. Click on the blue underlined links to read the articles.
- Once you have identified an article that supports your work, you will need to cite the source of this work. On the right hand side of the screen click cite.
- Your reference will appear formatted. Copy and paste the reference into your assignment.
PASS: PEER MENTORING FOR STUDENT SUCCESS

The Peer Advising for Student Success (P.A.S.S.) program has been established to assist all incoming freshmen with adjusting to the college environment. Each freshman will be assigned a peer mentor to assist with questions and problems that arise throughout the semester. PASS Mentors will be able to answer questions, provide guidance, and educate new students on the appropriate processes and information related to campus life and requirements. PASS mentors will contact each student by phone, email, mailings, and meetings throughout the semester. Students are highly encouraged to take advantage of the services the PASS program has to offer. The PASS program is part of the Student Success Center.

CAREER SERVICES

The Career Services Center offers career preparation services to all students and alumni. By utilizing Career Services with Blue Ridge Community and Technical College, students are able to improve upon skills that will allow them to succeed when entering the workforce. Any student who is uncertain about a major or career choice should stop by the Enrollment Management Office to obtain more information, and potentially complete a Career Assessment. Resume and cover letter development is provided to assist students of all levels of experience in the evaluation and creation of current documentation of professional skills and abilities. Career Services also provides mock interviews, which is an invaluable resource for those that are new to the workforce, as well as those returning after a lapse in employment.

All students are encouraged to stop by 1300 for more information about free services that are offered to assist in career preparation.

HOW TO PURCHASE TEXTBOOKS ONLINE

FOLLETT Textbook Selection and Purchase from a Student BRIDGE Account

Instructions: Textbook selection and purchase in student’s BRIDGE account

1. Log in to your student BRIDGE account and click on the “student services” tab.
2. Click on the “registration” link.
3. Click on the “shop textbook options” link.
4. The dropdown box will list the current and future terms for which you are registered.
5. Select the appropriate term from the dropdown box and click on “submit.”
6. Go to the “blue ridge bookstore” link, and then click on “purchase books.”
7. Textbooks and course materials based on your registration and courses will appear on the next screen.

FOLLETT Textbook Selection and Purchase from the Blue Ridge CTC Website (www.blueridgectc.edu)

Instructions: Textbook selection and purchase via Blue Ridge CTC website
1. Click on the “current students” tab.
2. Click on the “bookstore” tab on the left side of the webpage.
3. Click on the “shop online” link in the center of the webpage.
4. Click on the “books” link and then click on “textbooks & course materials.”
5. Select various options, including “program” and “term” under the “shop by course” category to select your textbooks.
6. Other options including “department,” “course,” and “section” will appear to select your appropriate textbooks.

**Important Supplemental Notes:**
▷ After selecting your desired textbooks for purchase, be sure to choose a method of delivery. (Would you like to have your books sent to you directly? Or would you like to pick them up at the Tech Center or HQ Bookstore?) If you choose to pick up textbooks at HQ, once the student is emailed “your textbooks are ready for pick up” it will take an additional 2 days before they arrive at HQ.
▷ Method of payment: If you are paying for your books with financial aid, your financial aid must already be in place.
▷ If you are renting your textbooks, please note that you will still need to enter your credit card information (in case the books are not returned on time).

**ONLINE COURSE INFORMATION**

**DESCRIPTION OF CLASS DELIVERY MODES:**

- BRCTC offers a variety of Class Delivery Modes including Online and partially Online.
- You will find this information in the Comments section on the Class Schedule on the website.
- The chart below shows the different Class Delivery Modes with explanations so you can decide what will work best for you.
- The items under Designation are what you will see in the Comments section on the Class Schedule.

<table>
<thead>
<tr>
<th>Delivery Mode</th>
<th>Percent of contact hours made online</th>
<th>Definition</th>
<th>Comments field of class schedule</th>
<th>Additional Course Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online – Asynchronous</td>
<td>100%</td>
<td>Fully-online course with all contact hours made online; Asynchronous classes let students <strong>complete their work on their own time</strong> within a given timeframe provided by the instructor.</td>
<td>Online</td>
<td>$25 per credit</td>
</tr>
<tr>
<td>Mode</td>
<td>Contact Hours</td>
<td>Description</td>
<td>Additional Info</td>
<td>Fee</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------------</td>
<td>------------------------------------------------------------------------------</td>
<td>----------------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td><strong>Online – Synchronous</strong></td>
<td>100%</td>
<td>Fully-online course with all contact hours made online; Students and instructors in synchronous classes are <strong>online at the same time, specified by the day and time on the class schedule</strong>. All students must be online at that exact time in order to participate in the class.</td>
<td><strong>Live Online</strong></td>
<td>$25 per credit</td>
</tr>
<tr>
<td><strong>Blended</strong></td>
<td>75 – 99%</td>
<td>Mostly online course with approximately five or less on-campus meetings; meetings are often held for orientations, proctored exams, or other scheduled activities noted on the syllabus.</td>
<td><strong>Blended: Web &amp; Campus</strong></td>
<td>$10 per credit</td>
</tr>
<tr>
<td><strong>Hybrid</strong></td>
<td>~50%</td>
<td>Approximately half of the course is delivered on-campus while half is delivered online; courses either meet on-campus at standard times every other week, or just once per week for half the hours.</td>
<td><strong>Hybrid: 50% Online</strong></td>
<td>$10 per credit</td>
</tr>
<tr>
<td><strong>Web-Assisted</strong></td>
<td>0%</td>
<td>All contact hours are made in the classroom, but students complete coursework and access course materials online. <strong>Use of the web component is mandatory and has an impact on the students’ success.</strong></td>
<td><strong>Web-Assisted</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Traditional</strong></td>
<td>0%</td>
<td>All contact hours are made in the classroom. Content may be made available online but student interaction with online materials does not impact their grade.</td>
<td><strong>Web-Assisted</strong></td>
<td></td>
</tr>
</tbody>
</table>

The Class Schedule is available for viewing online at: [http://www.blueridgectc.edu/current-students/current-schedule/](http://www.blueridgectc.edu/current-students/current-schedule/)

**BLACKBOARD**

**How to Log into Blackboard**

- Use FireFox as your internet browser
- Log on to www.BlueRidgeCTC.edu
- Click Blackboard
- Enter your username
  - Can be obtained in Bridge (e.g. BSTUDENT01)
    - (Personal Information, Password Management, Retrieve Original Password)
- Enter your password
  - 6 digit birthday

**Blackboard Terminology**

When you first log in you will see the welcome screen, or My BRCTC tab. Under My Courses click the title of the class you want to open.
Once inside the class, you will see a menu that contains all the items you need for the course, including:

- **Announcements**, a tool your instructor will use to communicate with the class.
- **Course Information**, an area to find your syllabus, course schedule, and course policies.
- **Course Content**, the area where all your assignments will be located including readings, videos, lectures, assignments, tests, etc.
- **Communication Tools**, a list of all available tools for interaction in the course which may include Messages, a Chat Room, and/or Discussion Board.
- **Help**, a web link that will lead to Blackboard’s Help site where you can search for tutorials on completing tasks.

**CONNECT:**

Connect is a web-based assignment and assessment platform that helps students connect coursework and learning to maximize their performance.

**How to Log into Connect**

- Go to the web address provided to you by your instructor.
- Click **REGISTER NOW**
- Enter your email address
- Enter your registration code or purchase a code.
- Fill out registration form
- Click **Go To Connect Now**
- You are now at your instructor’s course. This is where you can access your course assignments and available study resources.

**Helpful tip:** Once signed out of Connect, you can quickly return to continue working. Simply go to the web address provided to you by your instructor. Again, you’ll want to bookmark it to save time. Once on the Connect homepage, enter your email address and password.

**Frequently Asked Questions**

1. **Do I have to use a computer at BRCTC?**
   
   No, you can use any computer that has the necessary programs and has access to the Internet.

2. **Do I need special programs for some classes?**
   
   Some of the classes require programs such as Microsoft Word, PowerPoint, and Excel. If you do not have the required software, it is available on the computers on campus. You can also purchase the software with a student discount from JourneyEd.com/Select.
   
   - **Office 365** is free to registered students

3. **Is there a live instructor on the other end of an online class?**
   
   Yes, all of the course content is developed, maintained, and graded by the same instructor who would teach the course in the classroom. You should expect the same outcomes from a course you take online as a course you take in the classroom.

4. **What happens if I am stuck on an assignment?**
   
   Simply ask your instructor or a classmate. Most classes have a discussion board and/or a chat room to get assistance.
from fellow students (like a study group). Your instructor will be available via e-mail or through Blackboard Course Messages.

E2 CAMPUS

This system will notify you by email AND text message if there is an unsafe environment on campus. E2 campus notifies you of important information like school closings or other emergency situations. You will have the choice whether or not to participate in E2 Campus. We highly encourage your participation so you can be notified of emergency announcements as soon as possible.

How to Sign Up: E2 Campus

To signup, as a student, text the word “AlertMe” to 79516.

INCLEMENT WEATHER POLICY

If a delay is necessary, classes will begin at 11:00 am. Classes before 11:00 a.m. will NOT meet.

If the College is operating on a delayed opening of 11:00 am and the weather worsens, the decision to close will be posted/announced by 9:30 am. Announcements concerning evening classes will be communicated by website and area radio stations by 4:30 p.m.

Students can sign up for E2Campus for text alerts to their mobile cellular phone by texting the word AlertMe to 79516.

• TITLE IX/SEXUAL HARRASSMENT & DISCRIMINATION

WHAT IS TITLE IX?

• Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities which receive Federal financial assistance. Title IX states that:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

• The United States Department of Education (ED) maintains an Office for Civil Rights, with 12 enforcement offices throughout the nation and a headquarters office in Washington, D.C., to enforce Title IX.
TITLE IX COORDINATOR

- Ann Paull
  Assistant to the Vice President of Enrollment Management
  304.260.4380 ext. 2126
  apaull@blueridgectc.edu

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

- We are unable to give out student information to others without permission.
- Student may fill out a release of information form out in the EM office, listing the people we can share their information with.
- While Remote, students can email Brenda Neal- Associate Dean of Students to set this up by emailing bneal@blueridgectc.edu

NONDISCRIMINATION POLICY

- 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.

EMERGENCY CONTACTS

- In an emergency, always call 911.
- Martinsburg Police – 304.264.2100
- Berkeley County Sheriff’s Department – 304.267.7000
- WVU-East Hospital – 304.264.1000
- Shenandoah Women’s Center – 304.263.8522
- East-Ridge Mental Health Hotline – 855.807.1258
- Safe Schools Helpline – 1.866.723.3982
- Campus Security – 304.260.4380 ext. 2250- Main Campus
  - 304.260.4380 ext. 2253- Tech Center
  - 304.260.4380 ext. 2252- Morgan County Campus
- Eastern Panhandle Empowerment Center (EPEC)-Epecwv.org, 304-263-8292

FINANCIAL AID

COMPLETING FINANCIAL AID

How to accept Your Financial Aid Award in BRIDGE

1) Log on to BRIDGE through www.blueridgectc.edu using your student identification number and your BRIDGE PIN number (your 6 digit birth date or the 6 digit password you have chosen).
2) Click on “Financial Aid”
3) Click on “Award”
4) Click on “Award By Aid Year”
5) Select “Aid Year”
6) Click on “Accept Award Offer”
7) Select the Current Aid Year then submit
8) Award by Aid Year shows what financial aid package is being offered for the current year.
9) Select the requested amount; this can be the full or partial amounts, then submit your request.

HOW TO CHECK YOUR FINANCIAL AID-STUDENT REQUIREMENTS

Once your financial aid is processed, your application may be selected for verification. This is a random process by the Department of Education assuring that your FAFSA information is accurate in conjunction with your Federal Income Tax information. If selected, you will be required to provide a signed copy of your 2017 Federal Tax Return and other documentation as needed.

1) Log into BRIDGE
2) Click on “Financial Aid”
3) Click on “Eligibility”
4) Click on “Student Requirements”
5) Select the Current Aid Year then submit
6) Complete any unsatisfied student requirements that are posted by clicking on the highlighted link, which will take you directly to the form to print off or the website in order to complete the requirement

FOR YOUR INFORMATION REGARDING FINANCIAL AID

If applying for a student loan and you are a first time borrower, you will need to complete the following requirements:

1) Acceptance of Award (BRIDGE)
2) Entrance Counseling (www.studentaid.gov)
3) Master Promissory Note (www.studentaid.gov)
4) Annual Student Loan Acknowledgement (www.studentaid.gov)

Once your FAFSA is processed, you will receive a Student Aid Report (SAR) by email. If your email address was not provided, you will receive your SAR by mail. Please review this report to ensure that all your information is correct. Keep this for your records. If you have not signed your FAFSA electronically using your pin, you may do so by going to www.fafsa.gov and click on the “sign electronically using your pin” link. You also have the option of signing the Student Aid Report and mailing it to the address listed.

In order for your financial aid to be applied to your Blue Ridge account, you MUST accept your financial aid award in BRIDGE. Funds will not be applied to your student account UNTIL you are registered and enrolled in classes and have completed all unsatisfied requirements. For more information go to http:www.fafsa.gov

Students may be eligible for a second form of financial aid, Federal Work Study. This award may be used while working for a non-profit organization within our community. Federal Work Study Community Service requires a specific
application process, and more information about positions and organizations that are currently participating in this
program can also be obtained from HR.

**VETERAN EDUCATIONAL SERVICES**

Our mission is to provide personal and academic support to all veterans of the U.S. military wanting to begin or continue
their college educations. We offer guidance and support in the admissions and financial aid processes, along with
providing a level of support that conveys our appreciation of your service to our country. We thank you!

**Applying for Veteran Benefits**

If you have not applied for your VA Education Benefits under Chapters 30, 1606 and the Post 9/11 GI Bill, please do the
following:

1. Complete the application for VA Education Benefits at: www.vets.gov
2. Once this information is processed you will receive a Certificate of Eligibility in the mail from the VA Regional
   Processing Center located in ST. Louis, MO.
3. Please provide a copy of your Certificate of Eligibility and your DD-214 to the VA Certifying Official, who is
   located in the Financial Aid office in room 1300.
4. Once you are registered for classes, you will need to submit your Veteran’s Enrollment reporting form to the VA
   Certifying Official who will certify your benefits online.
5. At the end of each month you will need to contact the VA to “Certify Your Attendance”. You can contact them in
   one of two ways: Call 1-888-442-4551 or Go to www.gibill.va.gov. (Ch. 30+1606 only)

Note: Students utilizing VA Education Benefits must meet all Satisfactory Academic Progress (SAP) standards. See next
page for SAP explanation.

**Survivors’ and Dependents’ Educational Assistance Program**

*(Chapter 35):*

1. Complete the application for VA Education Benefits at: www.vets.gov
2. Once approved the Veterans Administration will send you a “Certificate of Eligibility”. You will need to bring a
   copy of your certificate to the VA Certifying official.
3. Once registered for classes, you will need to submit your Veteran’s Enrollment reporting form to the VA
   Certifying Official who will certify your benefits online.

*If you have used your GI Bill at another institution or are changing majors and are using Active Duty and Reserve Benefits
Chapters 30, 33, 1606:*

1. Complete form 22-1995 Request for Change of Program or Place of Training online at vets.gov.
2. Provide your “Certificate of Eligibility”, DD-214 and your enrollment information to the VA Certifying Official at
   Blue Ridge.

**VA Vocational Rehabilitation (Chapter 31):**

If you have a service connected disability, you may be entitled to benefits under this program. Veterans will work with a
VA Vocational Rehabilitation Counselor as assigned to submit an application. It is necessary to have a disability rating to
participate in this program.
Once you are accepted to Blue Ridge, the VA counselor will send Blue Ridge an Authorization 1905 Form to certify your enrollment. Please provide your Veteran’s Enrollment Reporting Form to the VA Certifying Official.

How To Apply for National Guard Tuition Assistance:
www.wvguardtuition.com (WV National Guard)

*Requests need to be submitted at least 60 days prior to the start of each semester
*Grades need to be submitted after the completion of each semester

Please contact the VA Certifying Official if you have questions and once you are registered for classes.

SATISFACTORY ACADEMIC PROGRESS POLICY

The federal government mandates that students maintain Satisfactory Academic Progress (SAP) toward completion of their degrees or certificate programs within a reasonable period of time in order to be eligible for Title IV financial aid programs. At Blue Ridge Community and Technical College this includes the Federal Pell Grant, Federal SEOG Grant, Federal Work Study, Federal Direct Loans, Federal Direct PLUS Loans, West Virginia State Grants, and Pennsylvania State Grants.

Satisfactory academic progress (SAP) standards include both qualitative (GPA) and quantitative (hours attempted and maximum hours) components.

Standards Measured by Grade Point Average
All Associate degree and eligible certificate program students must maintain a minimum of a 2.0 grade point average (GPA). This includes transfer and re-admitted students.

Students are encouraged to use the GPA calculator to help assess how grades in current courses will affect their overall GPA. The GPA calculator can be found online at http://www.blueridgectc.edu/current-students/g-p-a-calculator/.

All grades attempted will be considered. These include, but are not limited to, courses passed, courses failed, repeated courses, transfer courses, and developmental coursework.

Standards Measured by Hours Attempted
All Associate degree and eligible certificate program students must earn (pass) at least 67% of all hours attempted.

In calculating the quantitative measure, Blue Ridge CTC will measure the “pace” at which the student is progressing. In measuring a student’s “pace,” Blue Ridge requires that students complete a minimum of 67% of hours attempted and hours earned with passing grades. This is done by dividing the cumulative (total) number of successfully completed hours by the cumulative (total) number of attempted hours.

All hours attempted will be considered. These include, but are not limited to, courses passed, courses failed, courses from which the student withdrew (officially or unofficially), repeated courses, and developmental coursework.

As a student progresses through his/her program, he/she must pass at least 67% of credit hours attempted, including transfer and pass/fail hours and the following:

F Failure
I Incomplete
IF Incomplete/Failure
W Withdrawals
R Repeat
The above types of attempted hours are combined with all passing grades in determining progress. Transfer credits accepted by Blue Ridge CTC will be added to institutional hours to determine total hours attempted.

<table>
<thead>
<tr>
<th>Example 1</th>
<th>Example 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attempt 20</td>
<td>Attempt 25</td>
</tr>
<tr>
<td>Pass 15</td>
<td>Pass 15</td>
</tr>
<tr>
<td>15 / 20 = 75%</td>
<td>15 / 25 = 60%</td>
</tr>
</tbody>
</table>

Student passing
Hours Attempted Standard

Student is failing
Hours Attempted Standard

Standards Measured by Maximum Hours
To remain eligible for financial aid, a student must make sufficient progress to graduate within 150% of the credit hours required for their program. A student who is receiving federal aid and is within 12 credits of meeting the maximum hours to complete a program will be sent a warning notice that he or she is near the maximum hours limit. If the degree or certificate is not completed within the timeframe allowed, the student becomes ineligible for financial aid.

To determine the maximum allowable hours for a specific program of study, refer to the student’s specific program of study within the Academic Programs section in the College Catalog at http://catalog.blueridgectc.edu/. Determine the total number of hours required for the program and multiply that figure by 150%

APPEALING SATISFACTORY ACADEMIC PROGRESS

A student who is ineligible for financial aid can regain financial aid eligibility by fulfilling one of the following conditions:

1. Complete enough courses to raise cumulative GPA and completion rate to SAP standards, at the student’s expense. Once meeting the SAP standards again, the student will regain financial aid eligibility.

2. Successfully appeal the ineligible status by demonstrating extenuating circumstances. In order to appeal from a SAP suspension, a student must have an extenuating circumstance that can be documented. This includes, but is not limited to: death of a family member, disabling illness or injury to the student or immediate family member that required the student’s care, work schedule change, loss/change of employment, or other unusual circumstances beyond the student’s control and/or demonstrated progressive academic improvement. All appeals are considered on a case-by-case basis and letter of appeal must be submitted, with appropriate documentation, to the Financial Aid Office. Appeals may be approved with stipulations. The student is eligible to receive financial aid funding, provided that the student follows the stipulations that are set forth by the SAP Appeal Committee. The student must sign an agreement that he or she agrees to the decision made by the committee before receiving any financial aid disbursements.

FINANCIAL AID REFUND POLICY

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. Federal Title IV financial aid program eligibility must be recalculated in these situations. If a student leaves the institution prior to completing 60% of a payment period or term, the Financial Aid Office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:
Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term). This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = 100% of the aid that could be disbursed minus the percentage of earned aid multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a balance to the institution.

If a student earned more aid than was disbursed to him or her, the institution would owe the student a post-withdrawal disbursement which must be paid within 30 days of the student’s withdraw.

Refunds are allocated in the following order:
- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal Parent (PLUS) Loan
- Federal Pell Grant
- Federal Supplemental Opportunity Grant
- Other Title IV assistance
- Other State of West Virginia
- Private and Institutional aid
- The student

**HOW TO PAY MY BILL**

You can find an attached copy of your bill in your Blue Ridge student email account, or by checking your BRIDGE account for your balance due. You must pay at LEAST 60% of your balance due before the first day of scheduled classes.

*If Financial Aid is applied and a balance remains, 60% of the remaining balance must be paid before the first day of scheduled classes.* The remaining 40% is due by the end of the first six weeks of classes.

You may pay by CASH, CHECK, CREDIT or DEBIT CARD (VISA, MasterCard, American Express):

1. **In Person or Mail to:**
   Blue Ridge CTC
   ATTN: Cashier
   13650 Apple Harvest Drive
   Martinsburg, WV 25403

2. **By Phone:**
   (304) 260-4380 ext. 2218

3. **Online:**
   Log into your BRIDGE account.
   Click on: Student Services
   Click on: Student Account
   Statement and Payment History
   Credit Card Payment

   **Summer**
   100% payment due Thursday, May 21, 2020

   **Fall**
   60% payment due Thursday, August 13, 2020
   40% payment due mid-September, 2020
**If payment is not received by the due date you MAY be dropped from your classes, a $25 late fee may be added to your bill and a HOLD may be placed on your account** If you have any questions call (304) 260-4380 ext. 2214.

**RECOMMENDED STUDY TIME EXAMPLE:**

* The key to success, for most students, lies in how much time is devoted to studying each week. Below is a sample schedule and how to figure out the recommended study time each semester. At least 2 to 3 hours of study per credit per week is recommended.

* Sample Schedule

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>3</td>
</tr>
<tr>
<td>Math</td>
<td>3</td>
</tr>
<tr>
<td>Psychology</td>
<td>3</td>
</tr>
<tr>
<td>A &amp; P</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

**Study Time Results**

<table>
<thead>
<tr>
<th>Credits</th>
<th>Study Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>26 Hours/Week</td>
</tr>
<tr>
<td>13</td>
<td>39 Hours/Week</td>
</tr>
</tbody>
</table>

**TECHNOLOGY**

**BRIDGE**

Bridge: How to Log-in

Your BRIDGE account houses all of your student information such as personal information, financial aid, registration, transcripts, passwords, and much more! Log into your BRIDGE account by doing the following:

1. Go to www.blueridgectc.edu
2. Click “BRIDGE”
3. The User Log-on screen requires a “User ID” and “PIN”. The User ID is the 9-digit Student Identification Number, which starts with a capital C. This is case specific.
4. When entering BRIDGE for the first time, your original six digit PIN number is set as your birthday (MMDDYY). You will be immediately prompted to change this PIN to another six digit number or you may choose to keep your six digit birthday as your permanent PIN number. This PIN number cannot be retrieved by the faculty or staff at Blue Ridge Community and Technical College. This PIN will be used with your User ID to access BRIDGE. You will also be prompted to set up a security question in case you forget your PIN number. (Example, “What is your mother’s maiden name?”) Whenever you forget your PIN number, click on “forgot PIN” and this security question will appear. After answering the security question, your PIN will again appear as your 6-digit birthday.

**User ID:** __________________________
(Ex: C00123456)

**Pin:** __________________________
(EX: 042575)
CAMPUS CODE LEGEND

<table>
<thead>
<tr>
<th>Campus Code</th>
<th>Location</th>
</tr>
</thead>
</table>
| HQ          | Main Campus  
13650 Apple Harvest Drive  
Martinsburg, WV 25403 |
| TC          | Technology Center  
5550 Winchester Ave  
Martinsburg, WV 25405 |
| MO          | Morgan County Center  
109 War Memorial Drive  
Berkeley Springs, WV 25411 |
| OL          | Online Course |
| RC          | Ramer Center  
515 W Martin St,  
Martinsburg, WV 25401 |
| CT          | Charles Town Races at Hollywood Casinos |
| QG          | Quad Graphics |

How to find username and password for Email, Blackboard, and computer lab usage:
(Video link: https://www.youtube.com/watch?v=xWvOqIwZ4oc)

- Log into Bridge (0:23)
- After first login, you will be prompted to reset your pin and set a security question (0:53)
- Click Personal Information (1:50)
- Click Password Management (2:00)
- Click Retrieve Original Password (2:04)
- Your Username and Password will be displayed (2:10)

How to review degree requirements
(Video link: https://www.youtube.com/watch?v=qF0556iDngM)

- Log into Bridge (:40)
- Click Student Services (0:49)
- Click Student Records (0:52)
- Click Degree Works (0:55)
- A separate tab open and will show your degree works page with all degree requirement information (1:00)
- View Degree Requirements 2:48
- View Prerequisites and Test Scores (3:18)
- View your personal test scores (4:25)
- View Degree class requirements (4:40)
- View fallthrough courses, if applicable (6:30)
- View in progress courses, if applicable (7:20)

**How to find your advisor:** (Video link: [https://www.youtube.com/watch?v=qF0556iDngM](https://www.youtube.com/watch?v=qF0556iDngM))
- Log into Bridge (0:40)
- Click Student Services (0:48)
- Click Student Records (0:52)
- Click Degree Works (0:55)
- Your advisor is listed at the top along with your current degree information (1:49)

**How to select classes to register for:**
- First Review Degree Works for required classes
- Go to blueridgectc.edu
- Click Current Students
- Click Current Schedule
- Select the Term you are searching for
- Select subject from drop down box
- Click View Query
- All classes for that subject for that semester will be listed, copy down the CRN you would like to register for, to enter into Bridge later. Please note the comments on the far right. They will list restrictions and important information about the class.

**How to add classes (available only while registration is open):**
(Video link: [http://www.youtube.com/watch?v=pINJ_xo4cbE](http://www.youtube.com/watch?v=pINJ_xo4cbE))
- Log into Bridge (0:26)
- Click Student Services (0:39)
- Click Registration (0:44)
- Click Add/Drop Classes (0:45)
- Select Term (0:50)
- Enter CRN’s into the registration boxes (2:27)
- Once you have a schedule finished click Confirm Schedule and print your Student Detailed Schedule 5:30

**How to waitlist for a class** (Video link: [https://www.youtube.com/watch?v=hsTJ0NssJQw](https://www.youtube.com/watch?v=hsTJ0NssJQw))
- Log into Bridge (0:35)
- Click Student Services (0:48)
- Click Registration (0:50)
- Click Add/Drop Classes (0:52)
- Select Term (0:55)
- Enter CRN number (1:50)
- Click Submit changes (2:07)
- Select Drop down box and select Waitlisted (2:30)
- Submit changes (2:43)
The waitlisted class will be listed along with your other courses. You will get an email if a seat opens up in that class. (2:48)

Once email is received, go back to add/drop classes
Click the new drop down available next to waitlisted class (3:20)
Select “Web Registered” (3:24)
Select submit changes (3:33)
That course should now be listed as Web Registered (3:38)
Click Confirm Schedule

How to drop a class (available only while registration is open)
(Video link: http://www.youtube.com/watch?v=pINJ_xo4cbE)

Log into Bridge (0:26)
Click Student Services (0:39)
Click Registration (0:44)
Click Add/Drop Classes (0:45)
Select the drop-down menu beside the course you wish to drop (4:50)
Select Drop and click Submit Changes
Click Confirm Schedule
To do a complete drop, contact Brenda Neal, Associate Dean of Students, at bneal@blueridgectc.edu

How to view your current class schedule

Log into Bridge
Click Student Services
Click Registration
Click Student Detail Schedule
Select Term

How to check your financial aid awards:

Log into Bridge
Click Financial Aid
Click Award
Click Award by Aid Year
Select Aid Year
Click Accept Award Offer
Your Financial Aid Award will be listed along with any outstanding requirements you may have

How to pay your bill online:

Log into Bridge
Click Student Account
Click Statement and Payment History
Scroll down to the bottom
Click Credit Card Payment

How to view holds:

Log into Bridge
• Click Student Services
• Click Student Records
• Click View Holds

How to view grades
• Log into Bridge
• Click Student Services
• Click Student Records
• Click Midterm or Final Grades

How to view and print an unofficial transcript
• Log into Bridge
• Click Student Services
• Click Student Records
• Click View/Print Unofficial Transcript
• Click Submit
• Unofficial Transcript will be displayed

How to complete a partial withdrawal (Video link: https://www.youtube.com/watch?v=yf0w3jFlgJw)
• Log into Bridge
• Go to Student Services (0:20)
• Click on Registration (0:23)
• Go to Add/Drop Classes (0:25)
• Choose the appropriate semester (time restrictions do apply)
• Scroll down and under the Action Drop Down box, Choose “Withdraw Online” from the list for each class that is to be withdrawn (1:47)
• Click Submit Changes (2:03)
• There are no refunds for a partial withdrawal. (1:11)

How to complete a complete withdrawal

• A partial or complete withdrawal may be done via a student’s Bridge account, as long as this is completed before the WD deadline. (See instructions above)
• It is ALWAYS advised that students should check with financial aid before withdrawing from any classes, as WD’s may affect their financial aid and the student may need to return money to the college.
• A refund of tuition may be available if the complete withdrawal is processed during the designated refund period for each semester.
• Students who discontinue attending class without following the proper withdrawal procedures will receive a grade of F or IF in the course(s).
Email: How to Log-in

All students’ email addresses are made using first letter of your first name and the first five letters of your last name, followed by 2 numbers.

1. Go to www.blueridgectc.edu
2. Click “My Mail”.
3. Click on “Student Email”
4. Enter your username and Password.
5. Click “Sign in”

E-mail: ________________________
(Ex: abcdef01@my.blueridgectc.edu)

Password: _____________________________
(EX: 042575)

Every registered student is issued a BRCTC email that their instructors and advisors will use to communicate with them. Your default password and email can be located by logging into Bridge, going to Personal Information, then to Password Management and finally to Retrieve Password.

WHERE TO GO FOR

Academic Standing ............................................. BRIDGE/Welcome Desk
Adding Classes ............................................. BRIDGE/Faculty Advisor
Assistance for Multicultural Issues ................. Welcome Desk
Billing Questions ............................................. Cashiers Office
BRIDGE Student ID ........................................ Security Office
Buy Textbooks ............................................. BRIDGE/Website/Bookstore
Career Services ............................................. Enrollment Management Office
Change of Address or Name ............................ WEBSITE/BRIDGE/Welcome Desk
Change of Advisor / Degree ............................. WEBSITE/Welcome Desk
Class Absences ............................................. BRIDGE/Instructor
Class Schedule ............................................. Faculty Advisor/Website
Clubs and Organizations ................................. WEBSITE/Welcome Desk
Computer Support / Help Desk ....................... IT Services- Room 1320
Course Catalog ............................................. WEBSITE
Disability Services ........................................ WEBSITE/Welcome Desk
Dropping Classes ........................................ BRIDGE/Welcome Desk
Email / BRIDGE / BlackBoard ......................... WEBSITE/Welcome Desk
Enrollment Verifications ................................ WEBSITE/BRIDGE/Welcome Desk
Fee Assessment ............................................. BRIDGE/Cashiers Office
Financial Aid Questions ................................. WEBSITE/Welcome Desk
Graduation Applications .............................. Degree Works
Graduation Evaluations .............................. BRIDGE→DEGREE WORKS/Faculty Advisor
Help with Study Skills ................................. WEBSITE→Tutoring Services/Welcome Desk
Help Writing a Paper ........................................ WEBSITE→Tutoring Services/Welcome Desk
Loans/Grants ..................................................... WEBSITE /Welcome Desk
Orientation Information ................................. Welcome Desk/Website
PASS Program ............................................... Welcome Desk
Placement Testing (Accuplacer) ......................... Success Center- Room 1400
Room Reservation .......................................... Office 2300
Scholarships ................................................... WEBSITE
Security Issues ............................................... Security Office
SKILLS 101 Program ......................................... Workforce/Welcome Desk
Student Activities .......................................... WEBSITE /Welcome Desk
Student / Refund Checks ................................. Cashiers Office
Transfer Credit Evaluation .............................. BRIDGE
Testing Center ............................................... Room 1401
Transcript Request .......................................... WEBSITE /BRIDGE/Welcome Desk
Veterans Assistance/ Benefits ......................... WEBSITE /Welcome Desk
Withdrawing from Classes .............................. WEBSITE /Welcome Desk
Work Study .................................................... Human Resources/Welcome Desk
<table>
<thead>
<tr>
<th>BRIDGE Log-in</th>
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<tbody>
<tr>
<td>User ID: C</td>
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<tr>
<td>PIN #:</td>
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<tr>
<td>Security Question:</td>
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<tr>
<td>Answer to my Security Question:</td>
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<table>
<thead>
<tr>
<th>Computer Log-in</th>
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<tbody>
<tr>
<td>Username:</td>
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<td>Password:</td>
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<table>
<thead>
<tr>
<th>Email Log-in</th>
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<tbody>
<tr>
<td>Email Address: @my.blueridgectc.edu</td>
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<tr>
<td>Email Password:</td>
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<thead>
<tr>
<th>Pearson Education Log-in (MyMathLab/MyWritingLab/etc.)</th>
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<tbody>
<tr>
<td>Login Name:</td>
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<td>Password:</td>
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<tr>
<th>BlackBoard Log-in</th>
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<tr>
<td>BB Login:</td>
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<td>BB Password:</td>
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<th>CONNECT Log-in</th>
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<tr>
<td>Connect Log-In:</td>
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<tr>
<td>Connect Password:</td>
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</tbody>
</table>
ORIENTATION CHECKLIST

**Things to do:**

- Talk with advisor, schedule classes
- Schedule placement test (if applicable)
- Complete survey (using Internet Explorer)
  
  www.surveymonkey.com/r/BRCTCOR (if completed in person OR)
  
  www.surveymonkey.com/r/BRCTCLVOR (if completed OR via Zoom)
- Meet with Financial Aid (if applicable)
- Brainfuse- Online Tutoring
- Sign up for Blackboard Boot Camp
  
  https://www.surveymonkey.com/r/bbcamp
- Go to www.blueridgectc.edu
  
  o Click Current Students
    
    ▪ Click E-Learning Help Desk-Blackboard Help
    
    ▪ Click Tutoring- Live and Online Tutoring

**Things to do when back to campus:**

- Get student ID card (available at Security)
- Get parking pass (available at Security)
- Enroll in E2 Campus
  
  o Text “AlertMe” to 79516

**Congratulations on becoming a Blue Ridge Student**