



Welcome Jefferson County Scholars



-

GENERAL INFORMATION



Welcome Desk

Sign in at all times to speak with Admissions, Student Services, or Financial Aid. Forms obtained at the Welcome Desk may be returned there as well



Enrollment Management Office

(Admissions, Financial Aid, Registrar, & Student Success)

Monday- Friday 8a-4:30p
By Appointment Only
Check our website for updates to operation schedule post-COVID 19.

Division office hours may vary. Please see the departmental secretary for further information.

Other Campus Locations

Technology Center
5550 Winchester Avenue
Martinsburg, West Virginia 25405



Appears as "**TC**" on schedule.

Morgan County Campus
109 War Memorial Drive,
Berkeley Springs, WV 25411



Appears as "**MO**" on schedule.

History of Blue Ridge CTC



- 1974 - Began as CTC Shepherd offering a Nursing Program
- 1992 - Community College started in Gardiner Hall at Shepherd University
- 2001 - moved to Martinsburg
- 2005 - Earned Independent Accreditation
- 2006 – Officially Renamed Blue Ridge CTC
- 2012 - Moved to New Building
- 2015 - Renewed Regional Accreditation – Higher Learning Commission

Student ID

- ✓ Security within campus buildings
- ✓ Student ID number
- ✓ Discounts on tickets, community events, and businesses throughout the community



Campus Parking Permit

BlueRidge
COMMUNITY AND
TECHNICAL COLLEGE

FOR OFFICE USE ONLY
Permit Number(s) Issued: _____

Parking Permit Application
PLEASE COMPLETE ALL INFORMATION
NOTE: THIS APPLICATION IS SUFFICIENT FOR TWO PARKING DECALS IF NEEDED.

Student ID Number: _____

Please check the appropriate box and complete all information below.

STUDENTS
☐ Student
Address: _____ City/State: _____
Telephone Number: (home/cell) _____ Telephone Number: (work): _____

FACULTY/STAFF
☐ Faculty
☐ Staff
Office Phone Number: _____ Cell Phone Number: _____

VEHICLE INFORMATION
1. Year: _____ Make (Brand): _____ Model (Type): _____
Style: _____ Color: _____ License Plate Number: _____
Permit Number: _____ *for Office Use*

2. Year: _____ Make (Brand): _____ Model (Type): _____
Style: _____ Color: _____ License Plate Number: _____
Permit Number: _____ *for Office Use*

IF THERE ARE ANY CHANGES THROUGHOUT THE YEAR, PLEASE SUBMIT AN UPDATED APPLICATION.
Disclaimer: Parking decals do not guarantee or ensure premium parking. This is for informational and tracking purposes only.

PRESENT THIS APPLICATION TO A MEMBER OF SECURITY LOCATED AT THE MAIN CAMPUS
FAXED OR MAILED SUBMISSIONS WILL NOT BE ACCEPTED.

- ✓ Parking permits are required for faculty, staff, and students.
- ✓ There is no cost to obtain a parking permit.
- ✓ This assists Security in identifying vehicles and to contact the appropriate person if something happens to the vehicle, etc.
- ✓ Please return the completed form to the Security Office to receive your parking permit.
- ✓ You may request additional parking permits if you have more than one vehicle.

STUDENT SERVICES



Disability Services

Documentation:

Examples of accommodations:

- Extended test / assignment time
 - Interpreting services
 - Isolation during test
 - Use of calculator
 - Note taking assistance
 - Test reading
 - Priority seating
- IEP/504 Plan/Psychological Medical Evaluation
 - Must be less than 5 years old
 - An exception may be made on a case-by-case basis
 - Must explain the nature of the disability and the functional limitations which the disability imposes
 - This is **self-reporting** and anyone who believes he/she may have a disability should see Alexis Dixon in the Student Success Office

Alexis Dixon

Disability Services
Coord.

Ext. 2117

adixon@
blueridgectc.edu

Suicide Prevention

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 the student to be seen up to three times by a 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 at 304-260-4380 Ext. 21117 or The 844-HELP4WV call line can also provide services to those battling behavioral health struggles, such as suicide and depression.

BRCTC Resources

Alexis Dixon:
304-260-4380 ext. 2117

After hours: East Ridge
304-263-8954

Online: Ulifeline
www.ulifeline.org/brctc

DID YOU KNOW?
Suicide is the second leading cause of death in college students

BRCTC Faculty and staff have a duty to warn

- ✓ Title IX is a portion of the Education Amendments of 1972, Public Law No. 92-318, 86 Stat. 235 (June 23, 1972) that states:
- ✓ "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance."
- ✓ Sexual Harassment and Sexual Assault are forms of discrimination, therefore all reports of sexual harassment/assault fall under Title IX
- ✓ The College has a duty to promptly respond to complaints of sexual harassment and sexual violence in a way that limits its effects and prevents its recurrence.

Title IX Definitions

Sexual Assault is an act of interpersonal violence that occurs at alarming numbers on college campuses. Victims can be male, female, transgender, heterosexual, homosexual, bisexual, or any other sexual orientation. **Sexual assault includes unwanted sexual intercourse, unwanted sexual intrusion, or any form of touching within persons without the consent of that person.**

Sexual Harassment is recognized as a form of Sexual Misconduct that creates an unhealthy learning environment. **Sexual Harassment is when one person uses sexual words, gestures, looks, or touches that may make another person feel uncomfortable or unsafe.**

Stalking is threatening behaviors that one person exhibits towards another **without physical contact being present. These actions can make a person feel unsafe in their environment.**

Relationship/Domestic Violence is violence between two people in a relationship. There are several different kinds of violence: emotional, physical, sexual, etc. **The abuse is about the abuser gaining and maintaining power over the other and can be present in long-term and dating relationships.**

How to Report a Title IX Violation

If you feel that you or someone you know has been a victim under Title IX, tell a campus employee or contact the campus Title IX Coordinator

Ms. Ann Paull
Office 2300

(304)-260-4380
ext. 2126

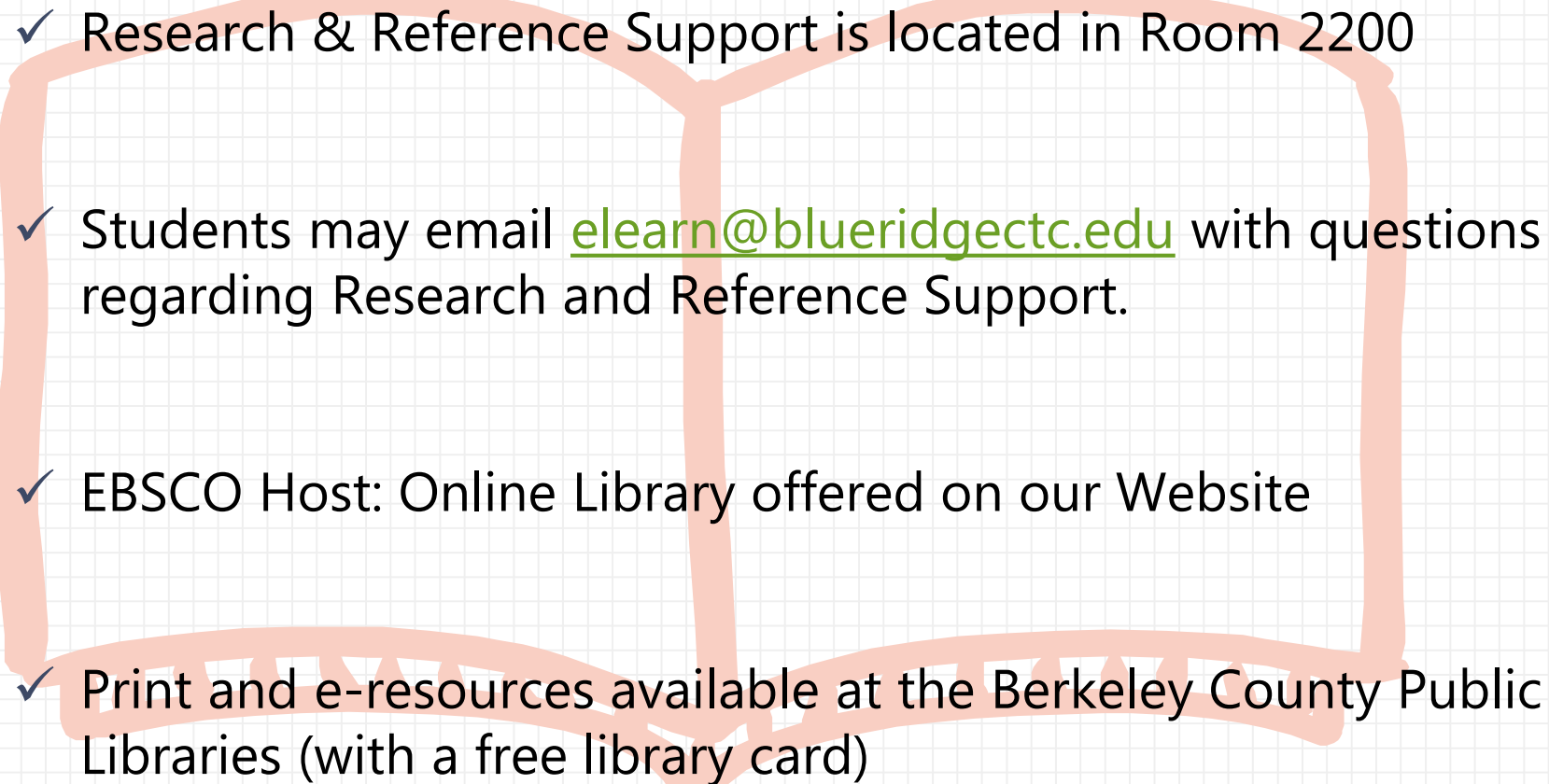
apaul@
blueridgectc.edu

VIRTUAL TUTORING

- Peer tutors help students to develop the competencies and confidence necessary for academic success.
- Virtual tutoring services available. Online tutoring available through Blackboard.

Online: Brainfuse

- **Homework Help:** Interact with live tutors in math, science, nursing, etc.
- **Skills-building:** choose state-aligned lessons and get real-time help
- **24 Hour Writing Lab:** submit essays and other forms of writing for constructive feedback
- **Homework Send Questions:** Submit homework questions for expert guidance
- **Foreign Language/ Spanish Speaking Support**

- 
- ✓ Research & Reference Support is located in Room 2200
 - ✓ Students may email ellearn@blueridgectc.edu with questions regarding Research and Reference Support.
 - ✓ EBSCO Host: Online Library offered on our Website
 - ✓ Print and e-resources available at the Berkeley County Public Libraries (with a free library card)

Blue Ridge Community and Technical College Bookstore

Go to blueridgectc.edu STORE NEWS & OFFERS WELCOME! SIGN IN MY ACCOUNT BLUE RIDGE COMMUNITY & TECHNICAL COLLEGE | Change

Search for textbooks by ISBN, AUTHOR, OR TITLE

Cart (0)

Search by keywords or ISBN All Departments

BOOKS APPAREL & ACCESSORIES GIFTS & COLLECTIBLES SUPPLIES TECHNOLOGY SALE & CLEARANCE

GET YOUR TEXTBOOKS IN 3 EASY STEPS

- 1** SEARCH FOR YOUR TEXTBOOKS BY COURSE
- 2** SELECT YOUR COURSE MATERIALS
- 3** SELECT SHIP TO YOUR HOME

SHOP BOOKS

MOST POPULAR

Bookstore locations at Headquarters and Tech Center Campuses

Text book must be mailed to home.

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COURSES & PAYMENT





English 101
& 102

Senior
English

Senior English

Passing English 101/102 to Graduate.

Other dual enrollment coursework.

Course Transferability

Request Transcript Online

Official transcript requests can be requested through the BR website.

WV CORE Transfer Agreement

Ensures transfer to WV Public Institution as equivalent course.

Out of State/Private Institutions

Students MUST contact institution to confirm transferability.

[illegible]

College in the High School Calendar

Follows Board of Education Calendar.

Both schools must be open for class to meet.

Extracurricular activities accommodated
with guidance confirmation.

Inclement Weather & course cancellation.

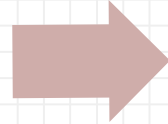
**Sign up by
texting:
AlertMe
to 79516**

- ## Required Study Time
- Sample Schedule:
- | | |
|----------------------|------------------|
| English..... | 3 credits |
| Math..... | 3 credits |
| FYE | 3 credits |
| <u>CAS 111</u> | <u>3 credits</u> |
| Total | 12 credits |
- 12 credits x 2 hours = 24 hours
per week
- 12 credits x 3 hours = 36 hours
per week
- 24-36 hours study time
outside of class**

Registration

Fall Schedule

- English 101
(after school or in-line)



Spring Schedule

- English 102
(after school or in-line)

- Automatic Spring Registration.
- Course Schedule, day/time, remains the same.
- Courses OUTSIDE of the College in the High School Program do NOT offer automatic enrollment.
- Dropping VS Withdrawal
- No tuition for in-line ENGL 101/102 offered during normal high school schedule.



Payments Accepted through Cashier's Office and BRIDGE

TECHNOLOGY



BRIDGE

- Access to records, DegreeWorks, course registration
- *Log on with your C-number & default password is six-digit date of birth*

Student Email:

- Students can now forward to iPhone, smart phone, or another email account
- [username@my.blueridgectc.edu](#)
- *Username and password can be found on BRIDGE*

Blackboard:

- System to log on to online course material
- *Username found on BRIDGE*
- *Password is 6 digit Birthdate*

Blue Ridge CONTACT:

Cassidy Gant

High School Enrollment Specialist
cgant@blueridgectc.edu
304.260.4380 ext 2113
Text: 304-398-6718



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A decorative border surrounds the central text, featuring various science-related icons in a light blue, hand-drawn style. These include a lightbulb, a brain, a beaker, a globe, a rocket, a DNA helix, a magnifying glass over a cell, a pie chart, a bar graph, a lightbulb, a brain, a beaker, a globe, a rocket, a DNA helix, a magnifying glass over a cell, a pie chart, a bar graph, and mathematical symbols like $\sqrt{2}$ and $E=mc^2$.

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A large, multi-story brick building with many windows, likely a school or college building. The building is constructed of red brick and features several large, multi-paned windows. The sky is blue with some clouds. In the foreground, there is a concrete walkway and some landscaping with red and white flowers.

**Congratulations you are now a student
at
Blue Ridge Community and
Technical College!**