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WELCOME FROM THE PRESIDENT

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 good things happening at our college. We are fully accredited and our last comprehensive visit was in 2019-2020. 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: Regionally Accredited. For complete information, [visit our website](#).

SUMMER 2021 ACADEMIC CALENDAR (202115)

5/28/2021	Fri	Add/Drop and Late Registration (Late Fee Applies) via BRIDGE
5/31/2021	Mon	Memorial Day Holiday – College Closed
6/01/2021	Tue	Classes Begin
6/06/2021	Sun	Late Registration Ends– ends @ 11:00 pm on Bridge
6/07/2021	Mon	Last Day to Change a Course from Credit to Pass/Fail Status via Bridge
6/09/2021	Wed	Last Day to Change a Course from Credit to Audit Status via Bridge
6/25/2021	Fri	Last Day to Withdraw from a First 5 Weeks Class
7/01/2021	Fri	Last Day to Apply for August Graduation for Associate Degrees via Bridge
7/03/2021	Sat	First 5 Weeks Classes End
7/05/2021	Mon	Independence Day Holiday – College Closed
7/06/2021	Tue	Mid-Term Grades due at 9:00 am for 10 Week Classes Final Grades due at 9:00 am for First 5 Weeks Classes Second 5 Weeks Classes Begin
7/07/2021	Wed	Grades Available on BRIDGE - Tentative
7/09/2021	Fri	Last Day to Apply for August Graduation for a Certificate Degree see Advisor
7/30/2021	Fri	Deadline for Administrative Withdraws Last Day to Withdraw from a Second 5 Week/10 Week Class
8/07/2021	Sat	Summer Classes End
8/09/2021	Mon	Grades due at 9:00 am
8/11/2021	Wed	Grades Available on BRIDGE - Tentative

Refund Dates for Complete Withdraws

(there are no refunds on partial withdraws)

6/01/2021 – 6/08/2021	90%
6/09/2021 – 6/16/2021	75%
6/17/2021 – 6/24/2021	50%
6/25/2021 or later	NO REFUND

FALL 2021 ACADEMIC CALENDAR (202130)

08/13/2021	Fri	Add/Drop and Late Registration (Late Fee Applies) via BRIDGE
08/16/2021	Mon	Classes Begin
08/23/2021	Mon	Last Day to Add/Drop or Late Register via BRIDGE - ends @ 11:00 pm
08/27/2021	Fri	Last Day to Change a Course from Credit to Pass/Fail Status via Bridge
09/06/2021	Mon	Labor Day Holiday – College Closed
09/06/2021	Mon	Last Day to Change a Course from Credit to Audit Status via Bridge
10/01/2021	Fri	Last Day to Withdraw from First 8 Weeks Class
10/04/2021	Mon	First Day of Mid-Term Exams
10/09/2021	Sat	Last Day of Mid-Term Exams
10/11/2021	Mon	Mid-Term Grades due at 9:00 am for 16 Week Classes Final Grades due at 9:00 am for First 8 Weeks Classes Second 8 Weeks Classes Begin First Day of Academic Advisement for Continuing Students for Spring
10/13/2021	Wed	Grades Available on BRIDGE – Tentative
10/18/2021	Mon	First Day of Spring BRIDGE Registration for Continuing Students Spring Booklist Available (Tentative)
11/01/2021	Mon	Last Day to Apply for December Graduation for Associate Degrees via Bridge
11/12/2021	Fri	Last Day to Apply for December Graduation for a Certificate Degree see Advisor
11/19/2021	Fri	Deadline for Administrative Withdraws
11/22/2021	Mon	First Day of Thanksgiving Recess
11/28/2021	Sun	Last Day of Thanksgiving Recess
12/03/2021	Fri	Last Day to Withdraw from Full Semester or Second 8 Week Class Last Day of Classes
12/06/2021	Mon	First Day of Final Exams
12/11/2021	Sat	Last Day of Final Exams
12/13/2021	Mon	Grades Due at 9:00 am
12/15/2021	Wed	Grades Available on BRIDGE - Tentative

Refund Dates for Complete Withdraws

(there are no refunds on partial withdraws)

08/16/2021 – 08/27/2021	90%
08/28/2021 – 09/10/2021	75%
09/11/2021 – 10/09/2021	50%
10/10/2021 or later	NO REFUND

HOURS OF OPERATION

Main Campus

13650 Apple Harvest Drive

Martinsburg, WV 25403

304-260-4380

Monday-Friday 7:00am-10:00pm

Saturday 7:30am-3:30pm

Sunday Closed



Bruin Café – Headquarters

Monday-Friday 7:30am-1:00pm

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-1:00pm



Morgan County Campus

109 War Memorial Drive

Berkeley Springs, WV 25405

304-260-4380

Monday-Friday 8:00am-5:00pm

Saturday & Sunday Closed



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 [on the Accuplacer website](#). Stop by the Student Success Center, Room 1400, for more information.

Testing We Offer:

Accuplacer Placement Test

ACT Residual

Faculty Proctored Exams

CLEP Testing

Certiport

Pearson Vue

Praxis

TEAS

ProV

PSI

- Schedule these exams through Register Blast.

***How to schedule an exam:**

- Go to [Blue Ridge CTC- Current Students](#)
- Testing Services
- Red Button "Schedule an Exam"
- Choose Test Group

- Choose Exam
- Choose Date
- Choose Time
- Complete Registration

THE OFFICE OF ACCESSIBILITY SERVICES

The Office of Accessibility Services (OAS) provides equal access for students with different abilities as they transition to college. The OAS provides students with accommodations and offers additional services to promote student success. After reviewing the OAS Student Handbook, students seeking accommodations can complete the online [Registration Form](#). Registering with the OAS at Blue Ridge Community and Technical College is a self-reporting process.

If you identify as a person in need of accommodations and have further questions, please contact the OAS Student Development Coordinator.

CONTACT:

Email: access@blueridgectc.edu

Fax: 304.260.4376

Call: 304.260.4380 ext. 2117

Text: 304.745.2335

MENTAL HEALTH SERVICES

Blue Ridge Community and Technical College supports the mental health and wellness of our students, faculty, and staff through our contract with EastRidge Health Systems, a local community behavioral health facility. Students, faculty, and staff are provided with a consultation and two therapy sessions at no cost.

To schedule an appointment, call 304.263.8954 ext. 7052. Identify yourself as a Blue Ridge student, faculty or staff member and be prepared to offer your name, birthdate, health insurance information, and a good phone number for you. You will receive a return call to schedule an appointment.

Help 304, West Virginia's Emotional Strength Line, provides immediate support for those dealing with addiction and other mental health concerns. If experiencing an emotional crisis, contact their counseling services at 844.435.7304 or chat through the website at Help304.com. All services are free and available 24/7.

Suicide Prevention

Recognizing suicide as the second leading cause of death among college students, Blue Ridge Community and Technical College aims to create a community who supports mental health. Stressors from the college experience may place students under emotional pressures occasionally manifesting in a threat to harm themselves or attempt suicide. The College commits to treating all threats and attempts seriously and will act by taking necessary steps to ensure the student's safety. Review the [Suicide Prevention Protocol](#) to learn more about the college's policies and procedures.

For more mental health resources, [visit our website](#).

TUTORING 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 [the Blue Ridge CTC website](#), click current students, and then Tutoring & Assistance Programs for more information.

HOW TO REQUEST A TUTOR ONLINE

- Visit our [Tutor Request page](#)
- Complete Tutor Request Form

RESEARCH AND REFERENCE SUPPORT

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

RESEARCH DATABASES

- Visit [the Blue Ridge CTC website](#).
- Click Current Students
- On the left-hand side click Research and Reference Services
- 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.
- If you are attempting to [access our online library off-campus](#), you will need to use your email username and password
- 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 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.

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 email careerservices@blueridgectc.edu for more information about free services that are offered to assist in career preparation.

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

Blue Ridge CTC has implemented a [telecommuting policy](#) that allows operations and instruction to continue in the event of a building closure. During a building closure, remote work, instruction, and learning continue.

Initial decisions for a delay or building closure will be posted by 6:30 am.

If a delay is necessary, in-person classes will begin at **11:00 am**. In-person classes before 11:00 am will NOT meet. If the College is operating on a delayed opening of **11:00 am** and the weather worsens, the decision to close the building will be posted/announced by 9:30 am. Announcements concerning evening classes will be communicated by website and area radio stations by 4:30 pm.

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
apaul@blueridgectc.edu

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

- We are unable to give out student information to others without permission.
- Students can grant permission to others by completing the Release of Information form in their BRIDGE accounts located under Students Services, Student Records

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 – 304.267.5000
- WVU-East Hospital – 304.264.1000
- Shenandoah Women’s Center – 304.263.8292
- East-Ridge Mental Health Hotline – 304-263-8954
- Safe Schools Helpline – 1.866.723.3982
- Campus Security – 304.260.4380 ext. 2250- Main Campus
 - 304.260.4380 ext. 2253 or 2254 - Tech Center
 - 304.260.4380 ext. 2252- Morgan County Campus
- Eastern Panhandle Empowerment Center (EPEC)-Epecwv.org, 304-263-8292

FINANCIAL AID

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

ACCEPTING FINANCIAL AID

- 1) Log in to BRIDGE using your student identification number and PIN
- 2) Select the “Financial Aid” tab
- 3) Select “Award” and then “Award by Aid Year”
- 4) Answer the required Electronic Consent Question
- 5) Select “Accept Award Offer” tab
- 6) Accept or decline your financial aid. Accepted loan amounts will be split between the fall and spring semesters.
- 7) Select “Submit Decision”

WEST VIRGINIA INVESTS

West Virginia Invests is a state-funded grant program that covers the full cost of basic tuition and fees for select certificate and associate degree programs at a West Virginia public two- or four-year institutions. Priority is given to programs in high-demand fields, such as information technology or healthcare, as determined by the West Virginia Department of Commerce. This is a last-dollar-in program, meaning that it will pay for any amount up to the total cost of base tuition and fees that isn't already covered by other state or federal grants or scholarships.

How do I qualify for an Invests grant?

You may qualify for a West Virginia Invests Grant if you:

- Were a legal resident of West Virginia for at least 1 year immediately before applying;
- Are a graduate of a public, private or homeschool program, or have successfully passed a high school equivalency test;
- Have not already earned a college degree (associate level or higher);
- Have completed the Free Application for Federal Student Aid ([FAFSA](#));
- Have not already attempted 90 college credit hours
- Are willing to make a commitment to improving the state by living in West Virginia for at least two years after graduation and completing at least 2 hours of unpaid community service each academic term;
- Meet the minimum admissions requirements at an eligible institution and register for at least 6 credit hours; and
- Pay for and pass a drug screening before the start of each academic term.

Please note that drug screening is required BEFORE the start of each semester

How do I apply for the Invests Grant?

1. Complete the Free Application for Federal Student Aid or FAFSA.
2. Apply for admission in a qualifying program.
3. Complete the [Invests Grant application](#)

For more information, contact Susan Richman, Financial Aid Counselor, 304.260.4380 ext 2110 or sbly@blueridgectc.edu.

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 can be found on the [Federal Student Aid website](#)
- 3) Master Promissory Note can be found on the [Federal Student Aid website](#)

Once your FAFSA is processed, you will receive a Student Aid Report (SAR) by email. 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 the [FAFSA website](#) 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, visit the [FAFSA website](#).

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. You can submit the [Veteran's Enrollment Reporting form](#) on our website.
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 the [GI Bill® website](#). (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 on the [VA website](#).
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 on the [VA website](#).

2. Provide your “Certificate of Eligibility”, DD-214 and your enrollment information to the VA Certifying Official at Blue Ridge.

GI Bill® is a registered trademark of the US Department of Veteran Affairs (VA). More information about education benefits offered by VA is available at the [official US government web site](#).

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:

[WV National Guard tuition website](#)

- *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 on our website.

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.

Example 1

Attempt 20
Pass 15
$15 / 20 = 75\%$

Student passing

Hours Attempted Standard

Example 2

Attempt 25
Pass 15
$15 / 25 = 60\%$

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](#). 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

STUDENT FINANCIAL AID REFUND: BANKMOBILE

Blue Ridge Community and Technical College has partnered with BankMobile Disbursements to deliver financial aid and other school refunds to BRCTC students. Students should carefully review the information below to understand how to elect to receive a financial aid refund.

For more information, [visit the BankMobile website.](#)

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. 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 27th, 2021

Fall
60% Payment due Thursday, August 12th, 2021
40% Payment due Wednesday, September 17th, 2021

****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**

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 the [Blue Ridge CTC homepage](#)
2. Click "BRIDGE" (located at the top of the homepage)
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)

SCHEDULING INFORMATION

CAMPUS CODE LEGEND

Campus Code	Location
-------------	----------

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

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.

<i>Delivery Mode</i>	<i>Percent of contact hours made online</i>	<i>Definition</i>	<i>Comments field of class schedule</i>	<i>Additional Course Fee</i>
Online – Asynchronous	100%	Fully-online course with all contact hours made online; Asynchronous classes let students complete their work on their own time within a given timeframe provided by the instructor.	Online	\$25 per credit
Online – Synchronous	100%	Fully-online course with all contact hours made online; Students and instructors in synchronous classes are online at the same time, specified by the day and time on the class schedule . All students must be online at that exact time in order to participate in the class.	Virtual Class	\$25 per credit

Blended	75 – 99%	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.	Blended: Web & Campus	\$10 per credit
Hybrid	~50%	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.	Hybrid: 50% Online	\$10 per credit
Web-Assisted	0%	All contact hours are made in the classroom, but students complete coursework and access course materials online. Use of the web component is mandatory and has an impact on the students' success.	Web-Assisted	
Traditional	0%	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.		

The [Class Schedule](#) is available for viewing online

BLACKBOARD

How to Log into Blackboard

- For best results, only log in to Blackboard using a laptop or desktop computer.
- Use Google Chrome or Mozilla Firefox as your internet browser
- Log on to the [Blue Ridge CTC homepage](#)
- Click Blackboard (located at the top of the homepage)
- 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.

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

* English	3 Credits
* Math	3 Credits
* Psychology	3 Credits
* <u>A & P</u>	4 Credits
* Total	13 Credits

Study Time Results

13 Credits	13 Credits
<u>X2</u>	<u>X3</u>
Study Time = 26 Hours/Week	39 Hours/Week

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.

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

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. Enter Student ID number to link directly to the textbooks for your classes OR look up required textbook by class.

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).

How to find username and password for Email, Blackboard, and computer lab usage:

- 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:

- 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:

- 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 other important information about the class.

[How to add classes \(available only while registration is open\):](#)

- 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](#)

- 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 \(available only while registration is open\)](#)

- 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

[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 access academic and registration change forms](#)

- Log into Bridge
- Click Student Services
- Click Student Records
- Select Registrar Change Forms or Academic Change Forms
- Reference this video for more information

[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 order an official transcript

- Log into Bridge
- Click Student Services
- Click Student Records
- Click Order an Official Transcript from NSC
- Follow the prompts on the National Student Clearinghouse website.
- OR [check our website for detailed instructions](#)

[How to complete a partial withdrawal](#)

- 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

Email: [How to Login](#)

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 [the Blue Ridge CTC homepage](#)
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.....	BRIDGE
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
Accessibility 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, finaid@blueridgectc.edu
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, finaid@blueridgectc.edu
Orientation Information	Website, admissions@blueridgectc.edu
PASS Program	Welcome Desk
Placement Testing (Accuplacer)	Success Center- Room 1400, testing@blueridgectc.edu
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 BRDIGE
Testing Center..... Room 1401, testing@blueridgectc.edu
Transcript Request..... WEBSITE, BRIDGE, Welcome Desk, transcripts@blueridgectc.edu
Veterans Assistance/ Benefits WEBSITE, Welcome Desk
Withdrawing from Classes..... WEBSITE, Welcome Desk, BRIDGE
Work Study Human Resources, Welcome Desk

BRIDGE Log-in
User ID: C
PIN #:
Security Question:
Answer to my Security Question:
Computer Log-in
Username:
Password:
Email Log-in
Email Address: @my.blueridgectc.edu
Email Password:
BlackBoard Log-in
BB Login:
BB Password:

ORIENTATION CHECKLIST

THINGS TO DO:

- Talk with advisor, schedule classes
- Schedule placement test (if applicable)
- Complete survey (using Internet Explorer)
 - [In-Person Orientation Survey](#)
 - [Zoom Orientation Survey](#)
- Meet with Financial Aid (if applicable)
- Brainfuse- Online Tutoring

