YOUR SUCCESS IS OUR MISSION

2014-15 Student Success Guide

Danielle Tate-Maccaroni
2013 Recipient of
Jack Kent Cooke
Undergraduate Scholarship
2,200 copies of this public document were printed at a cost of $3,600.
May 2014
# Table of Contents

- Academic Calendar ................................................. 3
- Calendar of Months .................................................. 4
- College Speak 101: A Collection of College Terms .................. 28
- Advising .................................................................. 32
- Registration ............................................................. 33
- Paying for College ...................................................... 36
- Textbooks, ID Cards, Security and Parking ......................... 40
- Support Services ........................................................ 42
- Campus Life ............................................................... 46
- Online Courses .......................................................... 47
- Computer Use and Open Lab ........................................ 49
- Grades and Student Records ......................................... 50
- Graduation ................................................................ 52
- Frequently Called Numbers .......................................... 52
- Faculty Advisor Contact Information ............................... 53
- Inclement Weather ....................................................... 54
- Cosmetology Salon ...................................................... 55
- Course Schedule Planning Worksheet ............................... 56
- College Map ............................................................... 57

# Administrative Officers and Deans of Academic Programs

**Dr. Molly A. Parkhill**  
President

**Dr. Alan H. Stephenson**  
Vice President for Instruction

**Alison Carter**  
Dean, Math and English/Endowed Chair for Learning Enhancement

**Rita D. Conner**  
Dean, Allied Health

**David H. Davis**  
Dean, Arts and Sciences

**Glenda McCarson**  
Dean, Transylvania Programs

**Susan Jones**  
Interim Dean, Basic Skills

**Kathy Allen**  
Dean, Business and Service Careers

**Chris English**  
Dean, Applied Technology

**Jay Alley**  
Dean, Fire Protection Technology and Emergency Medical Science

**Julie G. Thompson**  
Vice President for Economic & Workforce Development/Continuing Education

**Marcia L. Stoneman**  
Vice President for Student Services

**Antonia Berbrick**  
Vice President for Finance and Operations

**Ernest Simons**  
Vice President for Technology and CIO

**Dr. R. Chad Merrill**  
Chief of Staff  
Institutional Advancement/General Administration

**Ann F. Green**  
Executive Director, Educational Foundation/ Director, Community Relations

# Mission Statement

Our mission is to provide quality education and training opportunities that support student learning, enhance student advancement and success, and meet the workforce needs of our community.
2014-15 Academic Calendar for Curriculum Students

Fall 2014 Semester

Fall Semester Final Registration................................................................. August 19
Classes Begin ........................................................................................................ August 20
Labor Day Holiday (College Closed)........................................................ September 1
Fall Break (No Curriculum Classes).............................................................. October 17
Veteran’s Day Holiday ....................................................................................... November 11
Thanksgiving Break (No Curriculum Classes) ............................................... November 26
Thanksgiving Holidays (College Closed) ....................................................... November 27-28
Reading Day (No Curriculum Classes) ........................................................ December 12
Final Exams ......................................................................................................... December 15-17
December Graduation ..................................................................................... December 19

Spring 2015 Semester

Spring Semester Final Registration ............................................................. January 7
Classes Begin ...................................................................................................... January 8
Martin Luther King Holiday (College Closed)............................................ January 19
Winter Break (No Curriculum Classes) ....................................................... March 5-6
Easter Holiday (College Closed) ........................................................................ April 3
Spring Break (No Curriculum Classes) ...................................................... April 6-10
Reading Day (No Curriculum Classes) ......................................................... May 7
Final Exams ...................................................................................................... May 8, 11, and 12
May Graduation ................................................................................................ May 15

Summer 2015 Term

Summer Final Registration ............................................................................ May 19
Classes Begin ..................................................................................................... May 20
Memorial Day Holiday (College Closed) ..................................................... May 25
Independence Day Holiday (College Closed) ................................................ July 2
Last Class/Final Exam Day ............................................................................. July 30
Visit www.blueridge.edu for the most up-to-date information on current events.
<table>
<thead>
<tr>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Summer Hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(College Closed)</td>
</tr>
<tr>
<td>6</td>
<td>Fall 2014 Early Registration</td>
<td>7</td>
<td>Fall 2014 Early Registration</td>
</tr>
<tr>
<td>8</td>
<td>Fall 2014 Early Registration</td>
<td>9</td>
<td>Fall 2014 Early Registration</td>
</tr>
<tr>
<td><strong>OPEN TO COLLEGE TRANSFER STUDENTS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Fall 2014 Early Registration</td>
<td>14</td>
<td>Fall 2014 Early Registration</td>
</tr>
<tr>
<td>15</td>
<td>Fall 2014 Early Registration</td>
<td>16</td>
<td>Fall 2014 Early Registration</td>
</tr>
<tr>
<td>20</td>
<td>Fall 2014 Classes Begin</td>
<td>21</td>
<td>Fall 2014 Registration Payment Deadline 1 p.m.</td>
</tr>
<tr>
<td></td>
<td>Fall 2014 Schedule Adjustments (Drop/Add)</td>
<td>22</td>
<td>Deferred Payment Plan Deadline (2 payments)</td>
</tr>
<tr>
<td></td>
<td>Fall 2014 Schedule Adjustments (Drop/Add)</td>
<td>23</td>
<td>Fall 2014 Schedule Adjustments (Drop/Add)</td>
</tr>
<tr>
<td>27</td>
<td>SGA Welcome Back Breakfast 9 to 11 a.m. Student Center</td>
<td>28</td>
<td>Blood Drive 9 a.m. to 2:30 p.m. TEDC Conference Hall</td>
</tr>
<tr>
<td>29</td>
<td>Blood Drive 9 a.m. to 2:30 p.m. TEDC Conference Hall</td>
<td>30</td>
<td>Last Day to Drop Classes with 75% refund for 16-week classes</td>
</tr>
<tr>
<td>31</td>
<td>SGA Meeting 3 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor Day Holiday (College Closed)</td>
<td>Educational Foundation Faculty and Staff Awards nomination forms available (Don't miss this opportunity to nominate someone who is making a difference in your life.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CACRAO College Night (Don’t miss this great opportunity to meet with college and university representatives!)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educational Foundation Faculty and Staff Awards nomination forms deadline</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td>Thursday</td>
<td>Friday</td>
<td>Saturday</td>
</tr>
<tr>
<td>-----------</td>
<td>----------</td>
<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
</tbody>
</table>
| SGA Club Rush Day  
11 a.m. to 2 p.m.  
Student Center | SGA Club Rush Day  
11 a.m. to 2 p.m.  
Student Center |    |          |
| 17        | 18       | 19     | 20       |
| Educational Foundation  
Scholarship Luncheon  
12 p.m. | Constitution Day |    |          |
| 24        | 25       | 26     | 27       |
| SGA Meeting 3 p.m. |          |        |          |

Join us for an evening out at the Blue Ridge Concert Series. (September through March) Visit www.blueridge.edu for up-to-date information on scheduled concerts.
Come learn about important health issues and support student clubs at SGA's Allied Health Event October 15.

Spring 2015 Curriculum Schedule Available Online
<table>
<thead>
<tr>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td>Allied Health Day</td>
<td>Fall Break (No Curriculum Classes)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TEDC Conference Hall 11 a.m. to 2 p.m. &amp; 3 to 6 p.m.</td>
<td>Administrative Offices Open 8 a.m. to 3 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
</tr>
<tr>
<td>SGA Meeting 3 p.m.</td>
<td>Blood Drive 9 a.m. to 2:30 p.m. TEDC Conference Hall</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OPEN TO COLLEGE TRANSFER STUDENTS
<table>
<thead>
<tr>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Spring 2015 Priority Registration (Current Students Fall 2014)</td>
<td>Spring 2015 Priority Registration (Current Students Fall 2014)</td>
<td>Spring 2015 Priority Registration (Current Students Fall 2014)</td>
<td></td>
</tr>
<tr>
<td><strong>OPEN TO COLLEGE TRANSFER STUDENTS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>Spring 2015 Early Registration (Current and New Students)</td>
<td>Spring 2015 Early Registration (Current and New Students)</td>
<td>Spring 2015 Early Registration (Current and New Students)</td>
<td></td>
</tr>
<tr>
<td><strong>OPEN TO COLLEGE TRANSFER STUDENTS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>Spring 2015 Early Registration (Current and New Students)</td>
<td>Spring 2015 Early Registration (Current and New Students)</td>
<td>Spring 2015 Early Registration (Current and New Students)</td>
<td></td>
</tr>
<tr>
<td>SGA Meeting 3 p.m.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OPEN TO COLLEGE TRANSFER STUDENTS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td></td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>Thanksgiving Break (No Curriculum Classes)</td>
<td>Thanksgiving Holidays (College Closed)</td>
<td>Thanksgiving Holidays (College Closed)</td>
<td></td>
</tr>
<tr>
<td>Administrative Offices Open 8 a.m. to 3 p.m.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### December 2014

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Spring 2015 Early Registration (Current and New Students)</td>
<td>Spring 2015 Early Registration (Current and New Students)</td>
</tr>
<tr>
<td></td>
<td>SGA Holiday Party</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>14</td>
<td>Final Exams</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Final Exams</td>
<td>16</td>
</tr>
<tr>
<td>21</td>
<td>Administrative Offices Open 8 a.m. to 3 p.m.</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>Administrative Offices Open 8 a.m. to 3 p.m.</td>
<td>23</td>
</tr>
<tr>
<td>28</td>
<td>Holiday Break (College Closed)</td>
<td>29</td>
</tr>
<tr>
<td></td>
<td>Holiday Break (College Closed)</td>
<td>30</td>
</tr>
</tbody>
</table>

### Henderson County Campus Academic Advising Center

- Open to College Transfer Students

---

### Calendar

- **October 2014**
- **November 2014**
- **December 2014**
- **January 2015**
- **February 2015**
- **March 2015**
- **April 2015**
<table>
<thead>
<tr>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2015 Early Registration</td>
<td>Spring 2015 Early Registration</td>
<td>Spring 2015 Early Registration</td>
<td></td>
</tr>
<tr>
<td>(Current and New Students)</td>
<td>(Current and New Students)</td>
<td>(Current and New Students)</td>
<td></td>
</tr>
<tr>
<td>SGA Holiday Party</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 a.m. to 2 p.m. Student Center</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OPEN TO COLLEGE TRANSFER STUDENTS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>Reading Day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(No Curriculum Classes)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Offices Open 8 to</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:30 a.m.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>Final Exams</td>
<td>Graduation Rehearsal 3 p.m.</td>
<td>Graduation 6 p.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Deferred Payment Plan Deadline</td>
<td>Administrative Offices</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(2 payments)</td>
<td>Open 8 a.m. to 3 p.m.</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>Christmas Holidays (College Closed)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holiday Break</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(College Closed)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Congratulations Graduates**

Commencement is a long-awaited celebration of your successful academic accomplishments. It is also recognition of a part of your life that is about to begin. It is a time to honor you, the hard work and dedication you put forward in achieving your degree.
**JANUARY 2015**

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>

- Educational Foundation Scholarship Applications available

<table>
<thead>
<tr>
<th>7</th>
<th>8</th>
<th>9</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
</tbody>
</table>

- Spring 2015 Registration Payment Deadline 1 p.m.
- Deferred Payment Plan Deadline (2 payments)
- Spring 2015 Schedule Adjustments (Drop/Add)

<table>
<thead>
<tr>
<th>11</th>
<th>12</th>
<th>13</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Martin Luther King Holiday (College Closed)
- Last Day to Drop Classes with 75% refund for 16-week classes

<table>
<thead>
<tr>
<th>14</th>
<th>15</th>
<th>16</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
</tbody>
</table>

- Spring 2015 Classes Begin
- Spring 2015 Schedule Adjustments (Drop/Add)

<table>
<thead>
<tr>
<th>26</th>
<th>27</th>
<th>28</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
</tr>
</tbody>
</table>

**December 2014**

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**January 2015**

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**February 2015**

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**March 2015**

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**April 2015**

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**May 2015**

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
<tr>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td>Thursday</td>
<td>Friday</td>
<td>Saturday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>----------</td>
<td>--------</td>
<td>----------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1</strong></td>
<td></td>
<td><strong>2</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Year’s Holiday (College Closed)</td>
<td>Holiday Break (College Closed)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>7</strong></td>
<td><strong>8</strong></td>
<td><strong>9</strong></td>
<td><strong>10</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring 2015 Final Registration 9 a.m. to 7 p.m.</td>
<td>Spring 2015 Classes Begin</td>
<td>Spring 2015 Schedule Adjustments (Drop/Add)</td>
<td>Spring 2015 Schedule Adjustments (Drop/Add)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Day to Drop Classes with 100% refund</td>
<td>Spring 2015 Schedule Adjustments (Drop/Add)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>14</strong></td>
<td><strong>15</strong></td>
<td><strong>16</strong></td>
<td><strong>17</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SGA Welcome Back Breakfast 9 to 11 a.m. Student Center</td>
<td>SGA Welcome Back Breakfast 9 to 11 a.m. Student Center</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>21</strong></td>
<td><strong>22</strong></td>
<td><strong>23</strong></td>
<td><strong>24</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>28</strong></td>
<td><strong>29</strong></td>
<td><strong>30</strong></td>
<td><strong>31</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SGA Meeting 3 p.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FEBRUARY 2015

Sunday | Monday | Tuesday
--- | --- | ---
1 | 2 | 3
8 | 9 | 10

Blood Drive
9 a.m. to 2 p.m.
TEDC Conference Hall
<table>
<thead>
<tr>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
</tbody>
</table>

SGA Valentine's Party
11 a.m. to 2 p.m.
Student Center

Make sure to complete the Educational Foundation Scholarship Application by April 2.
<table>
<thead>
<tr>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Winter Break (College Closed)</td>
<td>Winter Break (College Closed)</td>
<td>Administrative Offices Open 8 a.m. to 3 p.m.</td>
<td></td>
</tr>
<tr>
<td>Professional Development Day 8 a.m. to 3 p.m.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>SGA Habitat for Humanity Build Call 694-1805 for more information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>SGA Meeting 3 p.m.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPEN TO COLLEGE TRANSFER STUDENTS</td>
<td></td>
<td>OPEN TO COLLEGE TRANSFER STUDENTS</td>
<td></td>
</tr>
<tr>
<td>The deadline for Educational Foundation Scholarship Applications is April 2. Have you submitted yours?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# APRIL 2015

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Join SGA for fun activities and lunch at the SGA Spring Picnic.

<table>
<thead>
<tr>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Break (No Curriculum Classes)</td>
<td>Spring Break (No Curriculum Classes)</td>
<td>Administrative Offices Open 8 a.m. to 3 p.m.</td>
</tr>
<tr>
<td>Administrative Offices Open 8 a.m. to 3 p.m.</td>
<td>Administrative Offices Open 8 a.m. to 3 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12</th>
<th>13</th>
<th>14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2015 Early Registration (Current and New Students)</td>
<td>Summer 2015 Early Registration (Current and New Students)</td>
<td></td>
</tr>
<tr>
<td>Fall 2015 Curriculum Schedule Available Online</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**HENDERSON COUNTY CAMPUS ACADEMIC ADVISING CENTER**

<table>
<thead>
<tr>
<th>19</th>
<th>20</th>
<th>21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2015 Priority Registration (Current Students Spring 2015)</td>
<td>Fall 2015 Priority Registration (Current Students Spring 2015)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>26</th>
<th>27</th>
<th>28</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2015 Priority Registration (Current Students Spring 2015)</td>
<td>Fall 2015 Priority Registration (Current Students Spring 2015)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**NOTE:**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 2 3 4 5 6 7</td>
<td>1 2 3 4 5 6 7</td>
<td>1 2 3 4 5 6 7</td>
<td>1 2 3 4 5 6</td>
<td>1 2 3 4 5 6 7</td>
<td>1 2 3 4 5 6 7</td>
</tr>
<tr>
<td>8 9 10 11 12 13 14</td>
<td>8 9 10 11 12 13 14</td>
<td>8 9 10 11 12 13 14</td>
<td>8 9 10 11 12 13 14</td>
<td>8 9 10 11 12 13 14</td>
<td>8 9 10 11 12 13 14</td>
<td>8 9 10 11 12 13 14</td>
</tr>
<tr>
<td>29 30 31</td>
<td>29 30 31</td>
<td>29 30 31</td>
<td>29 30 31</td>
<td>29 30 31</td>
<td>29 30 31</td>
<td>29 30 31</td>
</tr>
</tbody>
</table>

---

**HENDERSON COUNTY CAMPUS ACADEMIC ADVISING CENTER**

- Open 8 a.m. to 3 p.m.
- Administrative Offices Open 8 a.m. to 3 p.m.
- Summer 2015 Early Registration (Current and New Students)
- Fall 2015 Curriculum Schedule Available Online
- Fall 2015 Priority Registration (Current Students Spring 2015)
<table>
<thead>
<tr>
<th></th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Summer 2015 Early Registration (Current and New Students)</td>
<td>Summer 2015 Early Registration (Current and New Students)</td>
<td>Easter Holiday (College Closed)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Educational Foundation Scholarship Deadline</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Spring Break (No Curriculum Classes)</td>
<td>Spring Break (No Curriculum Classes)</td>
<td>Spring Break (No Curriculum Classes)</td>
<td>Administrative Offices Open 8 a.m. to 3 p.m.</td>
</tr>
<tr>
<td>9</td>
<td>Administrative Offices Open 8 a.m. to 3 p.m.</td>
<td>Administrative Offices Open 8 a.m. to 3 p.m.</td>
<td>Administrative Offices Open 8 a.m. to 3 p.m.</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Summer 2015 Early Registration (Current and New Students)</td>
<td>Summer 2015 Early Registration (Current and New Students)</td>
<td>Summer 2015 Early Registration (Current and New Students)</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>SGA Awards Ceremony</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Fall 2015 Priority Registration (Current Students Spring 2015)</td>
<td>Fall 2015 Priority Registration (Current Students Spring 2015)</td>
<td>Fall 2015 Priority Registration (Current Students Spring 2015)</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>SGA Meeting 3 p.m.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Fall 2015 Priority Registration (Current Students Spring 2015)</td>
<td>Fall 2015 Priority Registration (Current Students Spring 2015)</td>
<td>Fall 2015 Priority Registration (Current Students Spring 2015)</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Spring Picnic 11 a.m. to 3 p.m.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**HENDERSON COUNTY CAMPUS ACADEMIC ADVISING CENTER OPEN TO COLLEGE TRANSFER STUDENTS**

- Spring Break (No Curriculum Classes)
- Administrative Offices Open 8 a.m. to 3 p.m.

**OPEN TO COLLEGE TRANSFER STUDENTS**

- Fall 2015 Priority Registration (Current Students Spring 2015)
- SGA Meeting 3 p.m.
Congratulations Graduates
Commencement is a long-awaited celebration of your successful academic accomplishments. It is also recognition of a part of your life that is about to begin. It is a time to honor you, the hard work and dedication you put forward in achieving your degree.

Final Exams
Final Exams

Summer 2015 Final Registration
9 a.m. to 7 p.m.

Last Day to Drop Classes with 100% refund

Memorial Day Holiday (College Closed)

Summer 2015 Registration Payment Deadline 7 p.m.

Summer 2015 Schedule Adjustments (Drop/Add)
<table>
<thead>
<tr>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Fall 2015 Priority Registration (Current</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Students Spring 2015)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Reading Day (No Curriculum Classes)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Administrative Offices Open 8 a.m. to 3 p.m.</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>Graduation Rehearsal 3 p.m. Summer 2015</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Early Registration Payment Deadline</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td>Summer 2015 Classes Begin</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td></td>
<td>Last Day to Drop Classes with 75% refund for</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>10-week classes</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td></td>
<td>Summer Hours (College Closed)</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### June 2015

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Thursday</td>
<td>Friday</td>
</tr>
<tr>
<td>-----------</td>
<td>----------</td>
<td>--------</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer Hours (College Closed)</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer Hours (College Closed)</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer Hours (College Closed)</td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer Hours (College Closed)</td>
</tr>
</tbody>
</table>

Visit [www.blueridge.edu](http://www.blueridge.edu) for the most up-to-date information on current events.
### July 2015

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Fall 2015 Priority Registration (Current Students Summer 2015)</td>
</tr>
<tr>
<td>6</td>
<td>Fall 2015 Priority Registration (Current Students Summer 2015)</td>
</tr>
<tr>
<td>7</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Fall 2015 Priority Registration (Current Students Summer 2015)</td>
</tr>
<tr>
<td>13</td>
<td>Fall 2015 Early Registration (Current and New Students)</td>
</tr>
<tr>
<td>14</td>
<td>Fall 2015 Early Registration (Current and New Students)</td>
</tr>
<tr>
<td>19</td>
<td>Fall 2015 Early Registration (Current and New Students)</td>
</tr>
<tr>
<td>20</td>
<td>Fall 2015 Early Registration (Current and New Students)</td>
</tr>
<tr>
<td>21</td>
<td>Fall 2015 Early Registration (Current and New Students)</td>
</tr>
<tr>
<td>26</td>
<td>Fall 2015 Early Registration (Current and New Students)</td>
</tr>
<tr>
<td>27</td>
<td>Fall 2015 Early Registration (Current and New Students)</td>
</tr>
<tr>
<td>28</td>
<td>Fall 2015 Early Registration (Current and New Students)</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Thursday</td>
</tr>
<tr>
<td>-----------</td>
<td>----------</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Independence Day Holiday (College Closed)</td>
<td>Summer Hours (College Closed)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Summer Hours (College Closed)</td>
<td></td>
</tr>
</tbody>
</table>

**OPEN TO COLLEGE TRANSFER STUDENTS**

<table>
<thead>
<tr>
<th>15</th>
<th>16</th>
<th>17</th>
<th>18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2015 Priority Registration (Current Students Summer 2015)</td>
<td>Fall 2015 Priority Registration (Current Students Summer 2015)</td>
<td>Summer Hours (College Closed)</td>
<td></td>
</tr>
</tbody>
</table>

**OPEN TO COLLEGE TRANSFER STUDENTS**

<table>
<thead>
<tr>
<th>22</th>
<th>23</th>
<th>24</th>
<th>25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2015 Early Registration (Current and New Students)</td>
<td>Fall 2015 Early Registration (Current and New Students)</td>
<td>Summer Hours (College Closed)</td>
<td></td>
</tr>
</tbody>
</table>

**OPEN TO COLLEGE TRANSFER STUDENTS**

<table>
<thead>
<tr>
<th>29</th>
<th>30</th>
<th>31</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2015 Early Registration (Current and New Students)</td>
<td>Fall 2015 Early Registration (Current and New Students)</td>
<td>Fall 2015 Early Registration (Current and New Students)</td>
</tr>
<tr>
<td>Final Exams</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
“College Speak 101”
A Collection of College Terms

Academic Advising: The process of meeting with your Advisor to discuss career goals, concerns, and develop an educational plan for what classes to take while at BRCC.

Academic Probation: When a student’s grade point average falls below a 2.0.

Academic Standing: Determined by the credits earned and the grades received.

Academic Year: The school year that begins with fall classes. The academic year at most US colleges and universities starts in August/September and ends in May/June.

Accreditation: A professional evaluation of the college or program within the college to ensure that the college and/or program are meeting standards of quality and are relevant to the college and/or program goals.

Advisor: The faculty member who is a subject matter expert in your major, who will assist you in developing an educational plan. Advisors also are available to answer questions about your courses, major and the college.

Articulated Transfer Program: A collaborative program designed as a modified 1+1 or 2+2 in conjunction with other community colleges, universities and/or colleges.

Assessment: A collection of information to determine if a student is achieving the desired outcomes of his/her educational experiences. May also indicate a test or assignment to determine skill level.

Associate of Applied Science (A.A.Sc.): A two-year technical program that prepares an individual for the job market.

Associate of Arts (A.A.): A two year Arts and Sciences program that concentrates on humanities and social sciences for those planning to continue in a bachelor’s degree curriculum at a senior university or college. Often referred to as a College Transfer degree.

Associate of Fine Arts (A.F.A.): A two year Arts and Sciences program that concentrates on performing and teaching fine arts for those planning to continue in a bachelor’s degree curriculum at a senior university or college. Often referred to as a College Transfer degree.

Associate of General Education (A.G.E.): A program designed for students who wish to complete a two year degree that will broaden their education, but is not specifically designed to be a transfer-degree program.

Associate of General Occupational Technology (G.O.T.): A degree program designed to enhance a student’s occupational skills in their current field, but is not specifically designed to be a transfer-degree program.

Associate of Science (A.S.): A two year Arts and Sciences program that concentrates on mathematics and science for those planning to continue in a bachelor’s degree curriculum at a senior university or college. Often referred to as a College Transfer degree.

Audit: A course for which a student pays tuition and fees, but does not receive credit for the course. A student may not receive financial aid for an audited course.

Blue Ridge Access Card: Blue Ridge Community College partners with Higher One, a financial services company, to bring you this powerful way to manage money—the Blue Ridge Access Card. Our partnership allows us to expedite financial aid disbursements and student refunds by using direct deposit to distribute refunds to you. This means your money will be available to you much more quickly than with traditional paper checks.

Catalog: The official BRCC publication available from Student Services and on the College Website that contains almost everything you will ever need to know about Blue Ridge Community College, its programs, and about being a college student.

Census Date: Commonly refers to the date that marks the 10% point of a class’s meeting time. Commonly referred to as the 10% point.

Certificate Program: A curriculum generally requiring one year or less of course work.

College Foundation of North Carolina: College Foundation of North Carolina (CFNC) is a free service of the State of North Carolina that helps students plan, apply, and pay for college.

Commencement: Graduation ceremony.

Contact Hours: The actual number of hours that a class will meet in a week.

Corequisites: A course that must be taken at the same time as another course.

Counselor: Individual in Student Services who can answer questions concerning program of study, career development, study skills, personal issues and etc.

Credit By Exam: Students who can document their proficiencies in a subject area may request credit by examination in order to accelerate their studies. Tuition charges paid for credit by examination are non-refundable and cannot be carried forward.
Credit Hours: Every class is worth a value called a credit hour. Every degree, diploma or certificate requires a certain number of credit hours. Often referred to as semester hours.

Curriculum: The program of courses required to receive a degree, diploma or certificate in a chosen area of study.

Data Change Form: Refers to a form used to change and/or update a student's name and/or address in the computer system.

Dean's List: Students who are carrying 12 or more credit hours Fall & Spring Semesters or 9 or more credit hours for summer semester with a GPA of 3.5 or higher for the semester. Student must also be in a degree or diploma seeking program.

Developmental Courses: A pre-enrollment placement test will determine if a student will need developmental courses, these courses are designed to assist students in improving their English, reading and math skills in order to be successful in college courses.

Diploma Programs: Vocational curricula usually taking three semesters to complete, courses are not designed to transfer to a senior university or college.

Direct Loans: Low-interest student loans provided by the federal government. The loans require no credit check, but they must be repaid once the student is no longer enrolled at least half time. Loans may be Subsidized (no interest until after leaving school) or Unsubsidized (interest accrues while the student is still in school).

Discipline: A specific field of study, such as English, biology, math, economics, education, and etc.

Distance Learning: Courses typically taken through Moodle, Blue ridge’s Internet course delivery system.

Drop/Add: The process of dropping and adding a course in order to adjust the course schedule. Drop/Add can only be done during a limited time period as indicated on the College calendar.

Educational Plan: An outline of when required courses should be taken in order to complete a program. Students must meet with and work with their assigned advisor to create an educational plan. Plans are available on WebAdvisor.

Expected Family Contribution (EFC): When a student completes a FAFSA (see below), they are assigned this number by the federal government that communicates to the Financial Aid Office their eligibility for student aid. This number

Electives: A course which is not specifically named in a curriculum, but a course that a student can select to take in order to complete requirements for their major. Choice of electives must be approved by advisor and be listed on the students' educational plan.

FAFSA: Free Application for Federal Student Aid www.fafsa.gov This is the application that determines eligibility for most forms of aid at BRCC See catalog for more information.

Financial Aid: Financial assistance to pay for expenses of taking college classes. Some forms of aid must be paid back by the student. See catalog for more information or contact the Financial Aid Office.

Full Semester: A semester consisting of (16) sixteen weeks.

Full-Time Student: A student who is taking 12 or more credit hours per semester.

Gift Aid: Financial aid that does not need to be repaid by the student, such as grants and scholarships

Grade Point Average (GPA): The qualitative index of the student's scholarship in their program of study.

Grants: Money for college that is offered to the student on the basis of the student's need. This money does not need to be repaid except for certain instances in which the student withdraws completely from their classes.

Honor Society: An on-campus organization that recognizes students with outstanding GPA's.

Hybrid Course: A blend of face-to-face and online instruction.

Incomplete: A grade of (I) Incomplete. See catalog or handbook for detailed information on policies surrounding Incomplete grades.

Independent Study: A credit course, allowed only in special circumstances, in which the student works individually with a faculty member.

Moodle: The online course delivery system used by BRCC to teach classes online.

Orientation: A session that introduces students to important information about the college and being a college student.

Part-Time Student: A student who is registered for 11 credit hours or fewer in one semester.

Payment Plan: Payment of tuition and fees can be deferred. See Tuition and Fees or speak with the Cashier for more information.

Placement Test: A skills test focusing on writing, reading, and basic math to determine placement in developmental courses.

Plagiarism: Using ideas, words and work of another as your own without giving credit to the sources. Plagiarism is a violation of academic honesty and is a form of cheating.

Portfolio: A method of presenting data and/or artifacts of a student's work.
Practicum: A hands-on learning experience that may take place off campus in the work place.

Prerequisites: Courses which are required to be taken before a particular course. Prerequisites are listed in the course description.

Purge: To be removed from all classes for not paying tuition and fees by the published deadline for payment.

Reading Day: Reading days are a day of the week that falls between the last day of classes and the first day of final exams. Faculty will be available on this day.

Registrar (Or Registrar's Office): College official who is responsible for keeping student records and issuing transcripts.

Registration: The process of selecting and entering courses into WebAdvisor in order to create a schedule of classes for the semester.

Returning Student Form: A form that must be completed by any student who is returning to BRCC after not attending for one or more semesters. This is also known as Readmission (This is often referred to as a pink form)

Rubric: A rating sheet used for grading.

Satisfactory Academic Progress (SAP): Satisfactory Academic Progress determines continued eligibility for financial aid. Very generally, you must maintain a 2.0 or higher cumulative GPA and complete at least 67% of all courses that you attempt while attending BRCC. Additionally, you must complete your chosen program of study in 150% of the time that is allotted for you to do so.

Self-Help Financial Aid: Financial Aid in which the student is expected to take some responsibility for their funding. This includes loans and work-study.

Special Credit Student: A student who is taking one or more curriculum credit courses, but who has not enrolled or declared a specific major (or curriculum program).

STAR Center: Success Through Academic Readiness (STAR) Center provides academic support for students in curriculum programs, includes tutoring.

Student Activity Fee: This fee is established and maintained by the BRCC Student Government Association (SGA) to provide funding for student activities and events.

Student Government Association (SGA): The student organization that promotes the interests of students through a variety of events and sponsorships.

Syllabus: A document that contains information on course requirements, attendance, textbooks, grading, learning outcomes and information pertaining to the class. Every instructor will provide for their class.

Transcript: A record of every course that a student has ever taken at BRCC, along with the grade received.

Transfer Credit: Course work that is transferred or accepted, from another college and/or university to represent collegiate course work relevant to the degree, with content and level equivalent to those courses at BRCC.

Veterans Benefits: Financial Aid benefits for veterans of the armed forces and their dependents. Please contact the Veterans Affairs (VA) Coordinator in the Financial Aid Office for more information on how to apply for these benefits and how to use your benefits while at BRCC.

WebAdvisor: Online student resource center to receive semester grades, view financial aid, view educational plan, pay monies owed, and register for classes.

Webmail: BRCC Student e-mail account

Withdrawals: To officially remove oneself from a class roster. This is often referred to as “dropping a class.”

Work-Based Learning (WBL): Allows Blue Ridge Community College students to integrate classroom study with supervised, work-related learning in an actual work environment.

Work-Study: A source of financial aid where a student works for a department on campus and is paid for their work.

YOUR SUCCESS IS OUR MISSION
# Quick Reference: What, Who and Where

<table>
<thead>
<tr>
<th><strong>What</strong></th>
<th><strong>Who</strong></th>
<th><strong>Where</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Record (transcript)</td>
<td>Registrar, Student Services and Online</td>
<td>Sink and College Website</td>
</tr>
<tr>
<td>Academic Advising</td>
<td>Your Advisor/Academic Advising Center</td>
<td>Advisor’s Office</td>
</tr>
<tr>
<td>College Transfer Students: Academic Advising</td>
<td>Academic Advising Center</td>
<td>Sink</td>
</tr>
<tr>
<td>Adult/non-credit courses</td>
<td>Continuing Education</td>
<td>Continuing Education 1st Floor</td>
</tr>
<tr>
<td>Books</td>
<td>Bookstore and Online</td>
<td>Killian</td>
</tr>
<tr>
<td>Career Assistance</td>
<td>NCWorks Staff</td>
<td>Continuing Education 1st Floor</td>
</tr>
<tr>
<td>Counseling</td>
<td>Student Services Staff</td>
<td>Sink 1st Floor</td>
</tr>
<tr>
<td>Course Registration</td>
<td>Your Advisor and Web Advisor</td>
<td>Advisor’s Office and WebAdvisor</td>
</tr>
<tr>
<td>Course: Drop/Add</td>
<td>Your Advisor and Web Advisor</td>
<td>Advisor’s Office and WebAdvisor</td>
</tr>
<tr>
<td>Change Major</td>
<td>Registrar</td>
<td>Sink 1st Floor</td>
</tr>
<tr>
<td>Course: Withdrawal</td>
<td>Instructor</td>
<td>Instructor’s Office or classroom</td>
</tr>
<tr>
<td>Disability Services</td>
<td>Students Services Staff</td>
<td>Sink 1st Floor</td>
</tr>
<tr>
<td>E-mail</td>
<td>Help Desk Staff</td>
<td>TEDC (Call 694-1895) 1st Floor</td>
</tr>
<tr>
<td>Emergency Assistance</td>
<td>Call 911 and Campus Security</td>
<td>Sink 1st Floor</td>
</tr>
<tr>
<td>FAFSA forms</td>
<td>Financial Aid Staff</td>
<td><a href="http://www.fafsa.gov">www.fafsa.gov</a></td>
</tr>
<tr>
<td>Fee Payments (including tuition)</td>
<td>Cashier</td>
<td>Sink 1st Floor</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Financial Aid Staff</td>
<td>Sink 1st Floor</td>
</tr>
<tr>
<td>Graduation Information</td>
<td>Receptionist</td>
<td>Sink 1st Floor</td>
</tr>
<tr>
<td>Graduation Orders (Cap and Gown)</td>
<td>Bookstore Staff</td>
<td>Killian</td>
</tr>
<tr>
<td>Library</td>
<td>Library Staff</td>
<td>Killian</td>
</tr>
<tr>
<td>HRD Classes</td>
<td>NCWorks Staff</td>
<td>Continuing Education 1st Floor</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>Switchboard</td>
<td>Sink 1st Floor</td>
</tr>
<tr>
<td>Name/Address Change</td>
<td>Registrar/Student Services Staff</td>
<td>Sink 1st Floor</td>
</tr>
<tr>
<td>Moodle</td>
<td>Distance Learning Support or Online</td>
<td>TEDC 2nd Floor or moodle.blueridge.edu</td>
</tr>
<tr>
<td>Placement Testing</td>
<td>Registrar/Student Services Staff</td>
<td>Sink 1st Floor</td>
</tr>
<tr>
<td>Tuition Information</td>
<td>Cashier</td>
<td>Sink 1st Floor</td>
</tr>
<tr>
<td>Tutoring</td>
<td>Student Success Center</td>
<td>General Studies Room 135</td>
</tr>
<tr>
<td>Student Activities</td>
<td>Student Activities Coordinator</td>
<td>Killian</td>
</tr>
<tr>
<td>Student ID Cards</td>
<td>Bookstore Staff</td>
<td>Killian</td>
</tr>
<tr>
<td>Vending</td>
<td>Cashier</td>
<td>Sink 1st Floor</td>
</tr>
</tbody>
</table>

Student Services are available at the Transylvania County Campus in the Straus Building
Advising

Academic Advising Center

College Transfer students in the Associate of Arts and Associate of Science majors will meet with a faculty advisor in the Academic Advising Center to receive academic advising, create an Educational Plan, and/or get assistance with WebAdvisor. All other students will see an assigned faculty advisor in their program area.

The Academic Advising Center is located in the Sink Building, Room 136.

- College Transfer Students do not have an individually assigned Advisor, they can meet with any advisor in the center. An appointment is not necessary.
- College Transfer Students will prepare for an advising session the same as other students.

The Academic Advising Center is open during registration periods each semester. The operational hours will be announced in various locations around campus.

Your Faculty Advisor

This institution views student advisement as one of its most important functions. Each student is assigned a faculty advisor who is usually a faculty member from the curriculum in which the student is enrolled. Advisors assist students in selecting and scheduling appropriate classes and developing future academic and career plans. Advisors may also refer students to other available campus resources.

Students are required to meet with their faculty advisor each semester for assistance in completing an Educational Plan on BRCC’s online WebAdvisor system. Advisors’ office hours are posted on their office doors and on the College Website. It is important that students realize that it is ultimately their responsibility to familiarize themselves with specific course and program requirements so that they may complete their goals while enrolled at the College.

- Advisors are available to assist students in selecting and scheduling appropriate classes and developing future academic and career plans.
- Refer students to other available campus resources.
- Advise students on how many courses to take and when to take them.
- Assist students in understanding how to use WebAdvisor.
- Serve as a guide and resource for assisting students to map out an educational career.

Who is my advisor?

Assigned faculty advisors are listed in the admissions letter. Faculty advisors can also be found by clicking on e-mail my advisor in WebAdvisor.

If you are a College Transfer Student in either Associate of Science or Associate of Arts, you will not have an individual person assigned as your Academic Advisor. You will need to meet with an Advisor in the Academic Advising Center located in Sink Building, Room 136.

How do I locate my advisor’s office hours?

All faculty have posted Office hours. These hours are posted outside offices, listed on syllabus and online. To find this information online, click the Faculty/Staff tab from the home page and then click View Faculty and Staff Directory, then click on “Search for Faculty Locator Cards”. Type in faculty last name and then click on “Locator Card.”

How do I prepare for an advising session?

Step 1: Create a WebAdvisor Account

- Go to www.blueridge.edu.
- Click on the WA in the upper left corner of the webpage.
- Click on “I am New to WebAdvisor” and create an account. You will need your Student ID or Social Security Number. Your Student ID number was sent to you in your admissions letter. You will also need the e-mail address you provided on your college application.
- WebAdvisor is your one stop resource center for all your college records, grades and financial aid.

Step 2: Know what courses are required for your program of study

- Program of study (major) requirements can be found in the College Catalog. Catalogs are available online or from Student Services.
- Program Counselors in Student Services can provide information on course requirements or specific admission requirements for all programs of study.

Step 3: Know what courses you have already taken

- This information can be found on your WebAdvisor account.
- Under Academic Profile, click on “transcript”, in the drop down box select CU Curriculum transcript.
- You should print a copy of this screen and take it with you to your advising appointment.

What is an Educational Plan?

An outline of when required courses should be taken in order to complete a program. Students must meet with and work with their assigned advisor to create an educational plan. Plans are available on WebAdvisor.
### WebAdvisor

#### What is WebAdvisor?
WebAdvisor is a secure, web-based tool that allows Blue Ridge Community College students to safely access their college-related information.

#### Why do I need WebAdvisor?
Current students use WebAdvisor to:
- Register for classes
- Retrieve grades
- View transcripts
- View and print class schedules
- Make payment online
- Create an Educational Plan

#### Registering for Classes

##### Using WebAdvisor
1. If you are degree seeking, you have to see your faculty advisor first to create an educational plan. If you are a special credit not seeking a degree, diploma, or certificate you do not have to meet with a faculty advisor before step 2.
2. After you have talked with your advisor and selected your course schedule, log into WebAdvisor at www.blueridge.edu.
3. If you have never used WebAdvisor before, choose the “I’m new to WebAdvisor” link in the lower right hand corner. This will walk you through a 4 step process to log in. **If you do not have an e-mail address on file, please contact the Registrar’s office.**
4. After you have logged in, select the STUDENT tab.
5. Select “register for sections” under the REGISTRATION heading.
6. Select “express registration”.
7. Key in the course(s) you have in your educational plan, then click submit.

**EXAMPLE:**

<table>
<thead>
<tr>
<th>Synonym</th>
<th>Subject</th>
<th>Course #</th>
<th>Section #</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave blank</td>
<td>ENG</td>
<td>111</td>
<td>001</td>
<td>2014FA</td>
</tr>
</tbody>
</table>

8. To pay you may choose the “make a payment” option and pay online with a credit card, or wait for a bill to be mailed from the College’s Business Office.

#### Where do I go for help with WebAdvisor?
For help with your WebAdvisor login or password, click on Account Information at the bottom right of the screen or www.blueridge.edu > click on **WA** button at top left of screen.

### Registration

#### Registration Flags
Each semester all students have a “Flag” on their record. The flag is placed on the records so that students will make contact with their advisors before being able to register for classes. Advisors will remove the flag and students can register for classes.

#### Types of Registration
Registration for classes occurs during each semester for the next semester in the calendar year. There are three different types of registration; Priority Registration, Early Registration, and Registration Day.

- **Priority Registration:** This registration period is for one week and designed for students who are currently enrolled at BRCC and plan to take courses the next semester.
- **Early Registration:** This registration period can last for several weeks and registration is open to current and new students.
- **Registration Day:** This is the day before classes start, and is open to current and new students. However, the number of available classes is very limited by Registration Day.

Dates for registration are published prior to the beginning of each semester. Students are expected to register on the day or days specified for each semester. In cases of late registration, absences will be counted beginning with the student’s registration.

Changes in schedules must be approved by the student’s faculty advisor or appropriate dean. The College reserves the right to cancel any curriculum or course for reasons of insufficient enrollment or lack of funds.

#### Prerequisites and Corequisites

**Prerequisites:** Prerequisites include developmental course work as prescribed by placement testing, the preceding course in a sequence of courses, or a high school course. Certain programs require prerequisite courses be completed prior to fall enrollment. The advisor and the student must discuss the waiver of any course prerequisite; any request must be made prior to the process. There must be adequate documentation, which demonstrates that the student has the ability to be successful in the course materials. Developmental course prerequisites, however, may not be waived.

The decision to waive a prerequisite course will be made by the appropriate dean after consultation with the student’s advisor, the department faculty, and the student. The Vice President for Instruction, who will provide written notice to the Registrar, must approve the decision.

If a student registers for a course without meeting the prerequisite(s), the student will be officially dropped prior to the first day of class unless a waiver is granted.

**Corequisites:** In some cases, corequisites must be taken at the same time, such as CHM 131 and CHM 131A. In other cases, the corequisite course must be taken prior to or in the same semester as the course for which it is a corequisite. Exceptions may be approved by the appropriate dean and will be documented in the student’s academic file.
Developmental Courses
Blue Ridge Community College provides an opportunity for students to strengthen their basic educational background. Through a series of courses, instruction is provided to help the student overcome educational deficiencies that would likely prevent him/her from succeeding in an associate degree or diploma program. Developmental courses are offered in the areas of reading and vocabulary development, grammar and composition, keyboarding, biology, chemistry, and mathematics.

Incoming students are given a series of pre-enrollment placement tests to determine if any of these courses will be prerequisites to their related coursework. Students should take prerequisites in their first semester of enrollment if possible. Certain programs require that prerequisite courses be completed prior to fall enrollment. In addition, OST 131 may be required if a student has little or no experience with the keyboard and cannot type at least 20 words per minute. For these students OST 131 is considered a developmental course notwithstanding the 100 level designation.

Developmental and prerequisite courses include:

- BIO 090 Foundations of Biology
- CHM 092 Fundamentals of Chemistry
- CIS 070 Fundamentals of Computing
- DRE 097 Integrated Reading and Writing II
- DRE 098 Integrated Reading and Writing III
- DRE 099 Integrated Reading and Writing III
- DMA 010 Operations with Integers
- DMA 020 Fractions and Decimals
- DMA 030 Proportion/Ratios/Rates/Percents
- DMA 040 Expressions, Linear Equations, Linear Inequalities
- DMA 050 Graphs and Equations of Lines
- DMA 060 Polynomials and Quadratic Applications
- DMA 070 Rational Expressions and Equations
- DMA 080 Radical Expressions and Equations
- OST 131 Keyboarding

A student must earn a “C” or better to progress to the next class.

Using WebAdvisor for Registration

How to use the WebAdvisor Semester Schedule Search

Step 1: Know what course you want and/or need to take for the semester
- On WebAdvisor, under the Registration section click on “Search for Sections”
- Click the semester from the drop down box beside the “Term”
- Click the type of course (ENG, MAT or etc.) in the drop down box under “Subject”. You can select up to five different courses to view at one time.
- Click the campus you want in the drop down box under “Location”, leave the box blank and courses in all locations are shown.
- Click Submit
- Repeat as many times as you need until you have selected the courses that will fit your scheduling needs.

Step 2: Make a list of courses you want and/or need to take.
- Include in your list of courses the section name, title and section number. Example: CIS-110-001
- Search for classes that fit your schedule. You are responsible determining which time, days and location of your classes' best suits your schedule. This is not the responsibility of your advisor to “pick out” your semester schedule.
- As you are making your list of courses, pay close attention to whether there is a "(more)...") in the meeting information section. This means there are additional meeting times and days required for the class. Click on the section name and title (blue & underlined) to learn all of the required meeting times.

Take all this information with you to your advising session.

Step 3: Register for classes using WebAdvisor
- Under the Registration Section, Click “Register for Sections” and then select “Express Registration.”
- You will need a list of the courses, with the course title, number and section number. Example: ENG-111-001
- Skip over the field for “Synonym”, Select the course from the drop down box under “Subject”, Type in the course number, Type in the section number, and select the Term from the drop down box.
- Click Submit. Print a copy of your schedule.

Step 4: Check your Semester Schedule
- Log into WebAdvisor
- Under Academic Profile select My course schedule
Withdrawals from Courses
This policy applies to all Blue Ridge Community College curriculum courses.

Withdrawals from Courses
A. Voluntary withdrawals from curriculum courses
1. A student may only drop a class for a partial refund on or before the official 10% date of the semester. After the schedule adjustment period (first three class days of the semester), students who drop one or more of their courses on or before the official 10% date of the term must log into WebAdvisor to drop the course(s). In the case of drops prior to the official 10% date of the semester, the course(s) will not be included on the transcript.
2. Students officially withdrawing from a course after the official 10% date of the semester must see the instructor of the course or the appropriate Dean.
3. All official withdrawals must be submitted to the Registrar during the first 75% of the term. Students may not voluntarily withdraw from a class during the final 25% of the term. Students must officially withdraw from any course they stop attending in order to ensure that they will not receive an F in the course. For semester classes the 75% point occurs at the end of the 12th week. For summer semester it occurs in the middle of the seventh week. Deadline dates will be published in the Student Calendar.
4. In the case of a withdrawal, the student will receive a grade of W which will not influence the grade point average, but which will appear on the student’s official transcript.
5. Students receiving financial aid should notify the Financial Aid Office if they withdraw from a course or withdraw from the College.

B. Involuntary withdrawals from curriculum courses
1. Students who register for a course and do not attend classes prior to 10% of the contact hours of the course will be dropped by the instructor.
2. Any student who accumulates absences in excess of 10% of the course contact hours may be withdrawn from the class. If the student is withdrawn from a class during the final 25% of the term for excessive absences, the student will receive a grade of F.
3. The instructor may make exceptions to this policy in cases of extenuating circumstances such as serious illness or job transfer and award a grade of W during the final 25% of the term. These exceptions must be approved by the appropriate Dean and the Vice President for Instruction.

Tuition Refund Policy, Curriculum Students
Title 23 of the N.C. Administrative Code states that a 100% refund of tuition shall be made if the student officially withdraws prior to the first day of classes of the semester as noted in the college calendar. A student may drop a class for a partial (75%) refund after the first day of classes and on or before the official 10% date of the semester.

During the schedule adjustment period, which is the first three class days of the semester, students should see their adviser and sign a drop/add card to receive a refund. After the schedule adjustment period, students who drop one or more of their courses on or before the official 10% date of the term must log into WebAdvisor to drop the course(s). In the case of drops prior to the official 10% date of the semester, the course(s) will not be included on the transcript.

Students officially withdrawing from a course after the official 10% date of the semester must see the instructor of the course or the appropriate Dean.

Refunds for official withdrawals from classes beginning later in the semester than the scheduled date in the academic calendar (e.g., telecourse and second session classes) are as follows:
- 100% if officially withdrawn before the first day the class meets;
- 75% if officially withdrawn prior to or on the 10% point of class.

Student fees are not refundable. Questions about the College tuition refund policy should be directed to the Vice President for Student Services. Requests for refunds will not be considered after the 10% point.

Refunds will be made to the payee’s card if paid by debit or credit. If paid by cash, check or with financial aid, refunds will be processed by HigherOne, a financial services company.

When each student receives his/her green envelope from HigherOne containing his/her Blue Ridge Access Card, he/she should go online (www.blueridgeaccesscard.com) to activate the card and select the preferred refund method in order to receive the refund in a timely manner.

Refund methods offered through HigherOne include:
- Direct deposit to a HigherOne checking account
- Direct deposit to another bank
- Printed paper check

If a student makes no refund selection or does not activate his/her card, a printed paper check is mailed. If no choice is made, HigherOne cannot track the refund in the event that the check is lost in the mail. Students are asked to make a refund choice for their protection.

Students who choose to open a HigherOne checking account are asked to carefully read the terms of agreement and applicable fees as when opening any bank account. More information and Frequently Asked Questions are available on BRCC’s website.

Federal regulations require a refund calculation for all students receiving Title IV funds who officially withdraw from the semester on or before the 60% point in semester. Students earn a portion of the Title IV funds on a ratio of number of calendar days attended and the number of calendar days in the term. Unearned federal aid will be returned in the following order: Federal Direct Loan, Federal PLUS Loan, Pell Grant, and SEOG. NC monies will be returned according to state regulations. Institutional and outside scholarships will be fully applied to the student’s account, unless otherwise restricted.

If there is a student account balance resulting from these adjustments, the student is responsible for payment.
Paying for College

Under North Carolina law, a person must qualify as a resident for a curriculum tuition rate lower than that for non-residents. North Carolina statute 116-143.1 requires that “To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least twelve (12) months immediately prior to his or her classification as a resident for tuition purposes.” Substantial inquiry is made on the application for admission to determine initial classification.

New applicants and returning students classified as out-of-state for tuition purposes are responsible for submitting the North Carolina Residence and Tuition Status Application to the admissions office for reclassification to in-state status. Applications are available at the Student Services receptionist desk in the Sink building. Individuals are encouraged to submit the application as early as possible. The admissions office will review the application, make a determination as to the individual’s residency/non-residency status, and then will advise the individual of the decision. The change in classification, if deemed to be warranted, shall be effective at the beginning of the next academic semester following the reclassification. Applications received less than two (2) weeks prior to registration for a semester may result in a delay in reclassification until the following academic semester.

Students who provide false residency information or knowingly withhold residency information shall be deemed to have submitted a fraudulent application. Students making fraudulent application are subject to reclassification and payment of the difference between out-of-state and in-state tuition for the enrolled term(s) intervening between the fraudulent application and its discovery.

Regulations concerning the classification of students by residence are set forth in “A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes.” A copy of the manual is available in Student Services for student inspection.

Tuition for Curriculum Students

Tuition rates for Blue Ridge Community College are established by the North Carolina General Assembly. These rates are subject to change.

Resident of N.C.
$71.50 per semester hour
16 or more semester hours ........................................ $1,144

Non-resident
$263.50 per semester hour
16 or more semester hours ........................................ $4,216

Other Fees and Expenses for Curriculum Students

Student Activity Fee
The student activity fee is applicable to all curriculum students and is non-refundable after the 100% refund period. This fee will be charged for Fall and Spring semesters only. The student activity fee is waived for students taking only distance education classes which do not require attendance on campus.

Students taking:

<table>
<thead>
<tr>
<th>Number of Semester Hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 or more</td>
<td>$25</td>
</tr>
<tr>
<td>6 - 11</td>
<td>$22</td>
</tr>
<tr>
<td>1 - 5</td>
<td>$20.50</td>
</tr>
</tbody>
</table>

Accident Insurance Fee
$1.30

Students are required to take limited coverage accident insurance while enrolled. The amount varies each year. The accident insurance fee is waived for students taking only distance education classes which do not require attendance on campus. This insurance fee is not refundable after the 100% refund period. Due to the changing nature of the insurance industry, types of policies and rates are subject to change without notice. Blue Ridge Community College is not liable for injury suffered by students while participating in classes, shop work, or other school activities.

Textbooks, Supplies, and Tools

Costs for textbooks, supplies, and tools are variable depending on the student’s enrollment status and program. Students are required to have the textbooks, supplies, and tools prescribed in the curriculum program they are entering. New and used textbooks and school supplies are available in the College Bookstore located in the Killian Building on the Henderson County Campus and the Student Center at the Transylvania County Campus. Books may be purchased online at http://blueridge.bncollege.com. Pursuant to the Higher Education Opportunity Act, Blue Ridge Community College is required to share required textbook information (ISBN number and retail price) with students at the time they register for classes. This information can be found on the Blue Ridge Community College Bookstore website at http://blueridge.bncollege.com.

Transcript Fee is $3 for an official transcript. An unofficial transcript can be obtained through WebAdvisor at no fee.

Technology Fee
The technology fee is applicable to all curriculum and continuing education students and is non-refundable after the 100% refund period. The fee is charged each semester.

Curriculum students

<table>
<thead>
<tr>
<th>Number of Semester Hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 or more</td>
<td>$16</td>
</tr>
<tr>
<td>6 - 11</td>
<td>$11</td>
</tr>
<tr>
<td>1 - 5</td>
<td>$6</td>
</tr>
</tbody>
</table>

Professional Liability Fee
Varies

The Professional Liability Fee is charged to Associate Degree Nursing, Surgical Technology, Emergency Medical Science, and Cosmetology students.

Pre-Enrollment Placement Test Retest Fee $5 per unit
Graduation Fee ................................................................. $20
The fee covers graduation expenses for degrees, diplomas, and certificates and is payable during registration for the semester in which the student expects to complete a program of study. Invitations, caps, and gowns may be purchased at the student's expense in the bookstore prior to graduation.

Course Fees .................................................................. Varies
Other course fees may apply ranging from $10 to $75.

Distance Learning
There are no fees solely associated with Distance Learning courses or with verification of student identity.

Tuition and fees paid by students do not represent the total operating expenses of the College. The balance is provided by local, state, and federal tax funds.

Tuition and fees must be paid in full or deferred through the College tuition payment plan by the published tuition payment deadline or the student's schedule will be deleted. North Carolina residents at least 65 years of age are exempt from tuition for the first 6 credit hours taken. Each credit hour above 6 will be billed at the current tuition rate. High school students at least 16 years of age who are enrolled in at least half-time in high school courses are exempt from tuition for select courses. However, all students are required to pay the student accident insurance fee, the technology fee, and the activity fee. If high school students are enrolled in Blue Ridge Community College courses offered on a high school campus, the student accident insurance fee, the activity fee, and the technology fee may be waived. The student accident insurance fee and the activity fee may also be waived for the distance learning student who does not attend the Blue Ridge Community College campus. However, it is the responsibility of the student to notify the business office of the high school or distance learning status at the time charges are paid.

Deferred Payment Plan
The College offers a deferred payment plan for curriculum students. The amount of tuition and fees that can be deferred is determined by the amount due and deferred payment plan enrollment date. Enrollment and service fees may apply. The Deferred Payment Plan is not available for summer term. Information is available from the Division of Finance and Operations or faculty advisors.

Fulfillment of Financial Obligations
Students are responsible for any and all amounts due on their account. Continuing Education students must pay all required course fees or provide an authorization letter for sponsor payment at the time of registration for the course. Curriculum students must pay all tuition and fees in full, officially enroll in the Deferred Payment Plan (Fall and Spring semesters only), have pending financial aid showing on their account, or provide an authorization letter for sponsor payment by the payment deadlines published for each semester. Curriculum students are considered to have a past due balance if a balance is still due on their account after the published payment deadline or on the last day of academic semester for which the charges are incurred. This balance could have resulted from failure to adhere to the conditions of the Deferred Payment Plan, financial aid was reduced or revoked, or a sponsor declined payment for any reason. Failure to pay any past due balance in full may result in:

- Unable to register for any classes
- Unable to receive grades or official transcripts
- Account may be turned over to the North Carolina Department of Revenue for collection
- Account may be turned over to a collection agency where credit could be adversely affected

Attempts are made during the semester for collection through billing statements that are to be mailed for all outstanding accounts. Past due accounts will have a second notice mailed at the end of the semester. If no collection is made within 30 days of the second notice, a third and final personal letter will be sent. The letter will detail the date, purpose and amount of the debt as well as advise the student of the State policy regarding grades, transcripts and registration for future classes. If the above procedure fails within 30 days the following collection options are available to the college based on the amount past due:

- Any account over sixty (60) days past due may be turned over to the NC Department of Revenue, Set-Off Debt Unit, to collect from your NC State Tax Refund until your account is paid in full. This is in accordance with G.S. Chapter 105A of the North Carolina General Statutes, Set-Off Debt Collection Act.
- Any account over sixty (60) days past due may be turned over to a collection agency where credit may be adversely affected. Once the account has been submitted to a Collection Agency, payment must be remitted to them directly.
- Payment plans and/or other payment arrangements are not available to past due accounts.
Make College easier to pay for with a tuition payment plan.

Make college more affordable by paying for tuition and fee over time. Tuition payment plans break down your tuition balance into affordable monthly payments. There’s no interest payment options are flexible, setup fees are affordable, and it’s easy to enroll.

Payment Methods
Automatic bank payment (ACH); Credit card/debit card

Payments are processed on the 5th of each month and will continue until the balance is paid in full.

The minimum amount a student may budget is $429 and the maximum amount a student may budget is $4,900.

Cost to Participate
$25 per semester nonrefundable enrollment fee (ACH & credit card)
$30 returned payment fee if a payment is returned

Simple Steps to Enroll
• Go to www.blueridge.edu
• Click on MYLINKS (top left of screen)
• Click on the Tuition Payment Plan Student Quick Link

Target Dates to Enroll By:
Fall 2014 Payment plan available July 1, 2014.

| Last day to | Required down | Number of | Months of payments |
| enroll online | payment | Payments | |
| July 15 | 25% | 3 | Aug - Oct |
| August 15 | 33% | 2 | Sept & Oct |
| August 22 | 50% | 2 | Sept & Oct |

Spring 2015 Payment plan available on November 3, 2014.

| Last day to | Required down | Number of | Months of payments |
| enroll online | payment | Payments | |
| November 10 | 25% | 3 | Dec - Feb |
| December 18 | 33% | 2 | Jan & Feb |
| January 12 | 50% | 2 | Feb & Mar |

The minimum amount a student may budget is $429 and the maximum amount a student may budget is $4,900.

NOTE: All down payments are processed immediately!

Payment Plan Availability
Availability of the payment plan is determined by Blue Ridge Community College. Please be aware the college may elect not to have the payment plan available during specific times and dates during registration.

Make College easier to pay for with a tuition payment plan.

There may be tax credits or deductions claimed by the student and/or parent in the form of education credits, tuition and fees deduction, and student loan interest deduction. In addition, some awarded grants and scholarships may be subject to taxation as taxable income. Students should consult their tax advisor or visit the IRS website www.irs.gov for detailed tax information.

Collection of Social Security Numbers
Blue Ridge Community College is required to collect a Social Security Number (SSN) or Taxpayer Identification Number (TIN) from all degree seeking students in accordance with Internal Revenue Service (IRS) regulation §1.6050S-1(e). The IRS also requires the College to notify all degree seeking students that if you choose not to disclose your SSN or TIN, you may personally be subject to a $100 penalty imposed by Internal Revenue Service.

All degree seeking students will be asked to supply their SSN or TIN accurately on the Admissions application. When completing the admissions application, please include your legal name as it appears on your Social Security Card or Taxpayer Identification.

Student social security numbers will be used on Tax Form 1098-T to correctly report invoiced tuition and fee amounts to the Internal Revenue Service each year. If the SSN or TIN submitted on your admissions application was incorrect, please fill out the IRS Form W-9S that will be included in your enrollment packet and return it to the Registrar’s Office. Additional information concerning IRS Form 1098-T is available on the College’s website under Admissions - Tuition and Fees.

Types of Financial Aid
BRCC Educational Foundation Scholarships: Scholarships are provided each year to Blue Ridge Community College students through the fundraising efforts of BRCC Educational Foundation, Inc. Annual awards are made by the Financial Aid and Scholarship Committee. Students must maintain a cumulative 2.00 grade point average in order to be eligible to apply for scholarship assistance from the Foundation. Applications are available online at www.blueridge.edu/foundation_scholarships or in the Financial Aid Office. Applications are due April 2, 2015.

• Federal Pell Grants
• North Carolina Community College Grants/North Carolina Education Lottery Scholarships
• Educational Assistance for Veterans and Certain Dependents of Veterans
• Childcare Funds
• Federal Loans
• Federal Work-Study Program
• Federal Workforce Investment Act Grants
• Local Scholarships
• Emergency Grants and Loans

Target Dates to Enroll By:
Fall 2014 Payment plan available July 1, 2014.

| Last day to | Required down | Number of | Months of payments |
| enroll online | payment | Payments | |
| July 15 | 25% | 3 | Aug - Oct |
| August 15 | 33% | 2 | Sept & Oct |
| August 22 | 50% | 2 | Sept & Oct |

Spring 2015 Payment plan available on November 3, 2014.

| Last day to | Required down | Number of | Months of payments |
| enroll online | payment | Payments | |
| November 10 | 25% | 3 | Dec - Feb |
| December 18 | 33% | 2 | Jan & Feb |
| January 12 | 50% | 2 | Feb & Mar |

The minimum amount a student may budget is $429 and the maximum amount a student may budget is $4,900.

NOTE: All down payments are processed immediately!
Financial Aid
From what sources is financial aid available?
Federal programs, state programs, BRCC Educational Foundation, and local businesses/organizations

When should I fill out a financial aid application?
Although the Free Application for Federal Student Aid (FAFSA) may be processed immediately, it will take 1-2 days for the institution to receive the results. It will then take at least another week for the college to process the information - determining if you are ready to award or if additional information is needed. You should allow at least four weeks in order to ensure all processing has been complete.

Should I apply for financial aid before applying to the college?
Not necessarily; however, Admissions applications and admission requirements must be on record before a financial aid award will be made.

Will Financial Aid pay Continuing Education classes?
Federal, State and Foundation monies do not cover continuing education classes. However, some VA assistance and WIA may cover with those expenses, as well as scholarships awarded through the Office of Continuing Education.

Can I use Pell Grant to pay for courses in two different programs?
No. Pell Grant recipients may only use Pell Grant funds to pay for courses in one program of study at a time (or prerequisites for those courses). Students must complete their program of study in a time frame not to exceed 150 percent of the total credit hours required for the program. All credit hours attempted will be counted even if the student changes programs.

Are there academic requirements in order for a student to retain Financial Aid?
Yes. A student must maintain a Cumulative GPA of 2.0 or higher while completing a minimum of 67% of all attempted hours, and not exceed 150% of the number of credit hours required for the program. (GPA=Grade Point Average) (Cumulative GPA=grade average for all courses taken at BRCC)

What happens if I register for a course in which I have already taken and completed with a passing grade?
If a student wants to retake a course, in which they received a grade that is considered passing, in order to improve their grade it is possible to do so. However, financial aid will not pay for it unless a higher grade is required before moving forward into another course. It will count toward the 150% of credit hours required for the program. It is best to consult the Financial Aid Office before retaking any course.

Can I use financial aid to pay to take a class a second time, if I failed the class the first time?
Yes. Financial aid will pay to repeat a failed class, as long as the student meets all of the other financial aid requirements, such as a 2.0 GPA. Financial aid will not pay to repeat a course the third time.

How does dropping a course affect financial aid?
Dropped courses count as attempted hours, but not earned hours. The credit hours of courses dropped will be counted as part of the rule for the 150% of credit hours required for the program.

Apply for Financial Aid
A student wishing to apply for financial aid should
1. Apply for admission to the College.
2. Have all high school/GED/college transcripts mailed to the Registrar’s Office.
3. Complete the Free Application for Federal Student Aid (FAFSA). (May take up to four weeks to process.) The Federal School code for Blue Ridge is 009684.
4. Students will receive one of three letters: Award letter, Ineligible letter, or Missing Information letter.

Priority filing dates to Apply for Financial Aid
In order to have financial aid at the beginning of the semester, apply by the following recommended dates. There is no guarantee beyond these dates and payment should be arranged:

- **Fall 2014**: July 18 - FAFSA filed; August 1 - All Verification forms received (if required)
- **Spring 2015**: December 5 - FAFSA filed; December 12 - All Verification forms received (if required)
- **Summer 2015**: April 17 - FAFSA filed; May 1 - All Verification forms received (if required)

Financial Aid Team
More information about tuition and financial aid can be found on the College website.

- **General Information and Questions**
  Henderson County Campus, 694-1816
  Transylvania County Campus, 694-1905

- **Scholarships**
  Director of Financial Aid, 694-1806

- **Veterans/Child Care/Direct Loans/Emergency Loans/Work-Study**
  Financial Aid Counselor, 694-1815

- **Scholarships/General Information and Questions**
  Financial Aid Assistant, 694-1816

- **Satisfactory Academic Progress General Information & Questions**
  Financial Aid Assistant, 694-1829
Important dates to remember:
January 5, 2015
Scholarship application forms available
April 2, 2015
Scholarship application deadline

Textbooks, ID Cards, Security, and Parking

Bookstore
New and used textbooks and school supplies are available in the College Bookstore located in the Killian Building on the Henderson County Campus and the Student Center at the Transylvania County Campus. Books may be purchased online at http://blueridge.bncollege.com. Pursuant to the Higher Education Opportunity Act, Blue Ridge Community College is required to share required textbook information (ISBN number and retail price) with students at the time they register for classes. This information can be found on the Blue Ridge Community College Bookstore website at http://blueridge.bncollege.com.

Hours of operation:
Monday through Thursday 9 a.m. to 6 p.m.
Friday 9 a.m. to 2 p.m.

Student Identification Cards
All curriculum students (full-time or part-time) enrolled at BRCC and taking classes on campus are required to obtain a student identification (ID) card at the time of registration for classes. ID cards will have a photograph of the student and will contain embedded data. The card may be used at the College Library, in BRCC computer labs, or for admission to College activities or events. Students enrolled in certain classes, such as “clinical site” classes, must display their BRCC identification. ID cards will be issued at the College Bookstore. To obtain an ID card, students must have a current semester schedule and a valid photo identification. Students will be charged a nominal fee for the first ID card. All ID cards will remain valid for one year. The President, a College Vice President, and Security Officers have the authority to retrieve a student ID card in the event of a disciplinary action by the college, such as suspension or dismissal, or in the event of misuse of the card, such as using the card for false identification.

Satisfactory Academic Progress (SAP)
Federal and state regulations require that students receiving financial aid maintain satisfactory academic progress. BRCC applies these standards to all federal and state financial aid funds in order to maintain a consistent procedure for all students receiving assistance. In order to be eligible for financial aid, students must meet the following minimum guidelines:

1. Students must successfully complete at least 67% of cumulative credit hours attempted.
2. Students must maintain a cumulative grade point average of 2.00 (C) or higher at BRCC.
3. Students must complete their program of study in a time frame not to exceed 150 percent of the credit hours required of the program. All credit hours attempted will be counted even if the student changes programs.

More information about Satisfactory Academic Progress can be found in the College Catalog.

Purged for Non-Payment
Students who have not paid their tuition or enrolled in the Deferred Payment Plan by the tuition due date will be removed from all courses in which they are registered. This process is referred to as purged for non-payment.

Students who have been purged will have to re-register for classes. However, they may not be able to register for the same courses and/or sections that they had before being purged.

Did you know you can go online to
• Buy or sell used and new textbooks
• Find official Blue Ridge gear
• Purchase software and gifts
• Purchase graduation materials

Blue Ridge Community College Bookstore is your place for textbooks, gear, and supplies.

Payments Accepted: Cash; Check; Credit (Visa, MasterCard, Discover)

Visit http://blueridge.bncollege.com
Campus Security

Campus Security serves the safety and security needs of the College. It is the mission of Blue Ridge Community College to provide the safest educational environment possible for faculty, staff, students, and visitors at Blue Ridge Community College campus locations.

9-1-1 Emergency Services should be contacted in any situation involving imminent harm or threat to self or others.

Crime awareness is a collective responsibility of the College, its staff, faculty, students, and visitors. All must recognize that they must take individual steps to protect themselves from becoming the victim of a crime and to promote security on campus and at College events.

1. Access to Campus Facilities: All Blue Ridge Community College campus locations are open to faculty, staff, students, and visitors during normal operating hours. Access during closed hours will be governed by prior arrangements with the Institutional Advancement/General Administration for community groups and with the College vice presidents for employees. All persons, while on the premises, are expected and required to obey all federal, state, and local laws and ordinances, as well as College procedures governing appropriate conduct. Persons in violation of the above will be subject to any action deemed appropriate by competent authority.

2. Campus Law Enforcement/Campus Security: Blue Ridge Community College provides a Sheriff’s deputy during the hours of 7:30 a.m. to 11 p.m. on the Henderson County Campus. This officer coordinates with the Vice President for Finance and Operations. Law enforcement support agencies include the N.C. State Bureau of Investigation, N.C. State Highway Patrol, Henderson County Sheriff’s Office, Transylvania County Sheriff’s Office, Brevard Police Department, and other appropriate agencies.

3. Criminal Activity Reporting: Known or suspected violations of federal and state criminal laws should be reported to 9-1-1 if the violation is in process, then to the Campus Security at (828) 243-9950 or the College Switchboard (Henderson County Campus: (828) 694-1700, Transylvania County Campus: (828) 883-2520). Upon notification by Security or the Switchboard of criminal activity, an assigned administrator will involve the appropriate law enforcement agency and file the required documentation with the College administration. Responsible administrators will review campus crime reports to ensure that the data required by the Crime Awareness and Campus Security Act is compiled and disseminated to the College community. Examples of criminal activity to be reported: larceny, theft, assault, threat, fight, vandalism, disorderly/disruptive behavior, and suspicious person, vehicle or activity.

4. Criminal Activity at Off-Campus Student Organizations: Criminal incidents occurring off-campus including students participating in a College function should be reported to the law enforcement agency having jurisdiction. The Vice President for Student Services should be informed of the incident as soon as possible.

5. Other Incident Reporting: For non-criminal incidents such as accidents, major injuries, illness or fire, first call 9-1-1, then call the College Switchboard (Henderson County Campus: (828) 694-1700, Transylvania County Campus: (828) 883-2520). Switchboard will notify the Emergency Response Team.

6. Current Statistics Concerning Crime on Campus: In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act), Blue Ridge’s Annual Crime Statistics includes data for the previous three years concerning reported crimes that occurred on or around the campus. Data is updated each year in October and can be found at ope.ed.gov/security/.

7. Registered Sex Offenders on Campus: The Federal Campus Sex Crimes Prevention Act requires registered sex offenders/predators to provide to the Henderson County or Transylvania County Sheriff’s Office notice of each institution of higher education in the state at which the offender/predator is employed, carries on a vocation, or is a student. Any member of the Blue Ridge Community College community who wishes to obtain further information regarding sexual offenders/predators in their area may refer to any the following websites:

   - Federal Bureau of Investigation: fbi.gov/hq/cid/cac/states.htm
   - Dru Sjodin National Sex Offender Public website: nsop.gov
   - NC Sex Offender and Public Protection Registry: http://sexoffender.ncdoj.gov/

Campus Parking and Traffic Regulations

Sheriff’s deputies are employed to enforce the parking rules and traffic regulations on the Henderson County Campus. State and local law enforcement agencies will prosecute for violations of applicable laws on campus. The North Carolina Highway Patrol will enforce laws along state roads leading to the College and will investigate traffic accidents in parking lots and on campus access roads. In case of accident, call Security, which will verify the exchange of information, provide advice and counsel and help decide if an accident report is needed. Security can also jump start vehicles, call a locksmith, or otherwise assist with vehicle problems.

Parking on campus does not require a parking sticker. Blue Ridge Community College decals are available, however, for students, faculty and staff who would like to display them. Temporary handicapped decals, valid only on campus, may be obtained from Security with permission of the Vice President for Finance and Operations. Park only in designated parking
Support Services

College and Career Readiness Center

The College and Career Readiness Center is located on the second floor of the Continuing Education Building on the Henderson County Campus and in the Straus Building on the Transylvania County Campus. The Center provides academic support to students in basic skills courses through the use of non-credit academic review classes, one-on-one instruction, peer and instructor tutoring, computerized and video instruction, workshops, and information sessions. A College and Career Readiness Center instructor is always available, during College and Career Readiness Center open hours, to provide assistance.

High School Equivalency Diploma Preparation: Adult Basic Education (ABE) and High School Equivalency Diploma preparation classes are offered in the College and Career Readiness Center. The five official High School Equivalency Diploma tests leading to the award of the High School Diploma (Equivalency) are administered at the Henderson County Campus High School Equivalency Diploma Testing Center in the Sink Building and at the Transylvania County Campus. The High School Diploma (Equivalency) certifies that the graduate has achieved a level of general educational developmental equivalent to that of traditional high school diploma recipients.

Irlen Syndrome Screening: Scotopic Sensitivity (Irlen) Syndrome is a perceptual problem with reading that affects learning and academic performance. College and Career Readiness Center faculty can evaluate a student to determine the problem and provide transparent overlays in the correct color combination to aid in more effective reading. Irlen Syndrome symptoms are common and range from mild to severe. Symptoms might include any of the following: sensitivity to light, eye strain, seeing moving lines or moving words when reading, print appearing to float above the page, skipping words or lines when reading, and recurrent headaches when reading.

Placement Test Preparation: Students who want to prepare for the Pre-enrollment Placement Test may contact the College and Career Readiness Center.

Readiness Level Placement: The Center provides instruction for students who place into Readiness Level courses as a result of Pre-enrollment placement testing.

Test Proctoring: The Center offers test proctoring for make-up tests offered by BRCC adjunct instructors. Instructors and students can contact the Center to schedule a time for test taking.

Career Coach is designed to help you find a good career by providing the most current local data on wages, employment, job postings, and associated education and training.

Career Coach is the perfect tool to explore your ideal career and the education and training necessary to help you reach your goals. Career Coach is tailored to our region and provides employment trends, job opportunities, earnings potential and the education available in our area.

It provides related job fields that may also interest you and uncover a career that perfectly matches your skills and talents. Career Coach will even help you build a professional resume to ensure that you are prepared to begin your job search!
Student Success Center

The Student Success Center is located in the General Studies Building on the Henderson County Campus and in the Straus Building on the Transylvania County Campus. The Center provides academic support to students in curriculum and developmental courses through the use of one-on-one instruction, peer and instructor tutoring, computerized and video instruction, workshops, and information sessions. A Student Success Center instructor is always available, during Student Success Center open hours, to provide assistance.

Classes: Non-credit academic review courses in basic grammar, literature, basic math, pre-algebra, and reading are offered in a classroom setting for skills brush-up.

Instructor Tutoring: The Writing Center and Math Lab are located in the Student Success Center and are staffed by curriculum instructors to provide additional instruction, outside the classroom. Students can drop by for assistance or be referred by an instructor. Instructor tutoring in other subjects, such as computer information technology, is also offered in the Center. Hours of assistance vary each semester according to instructor schedules. Contact the Center for more information.

Peer Tutoring Program: Students who need supplemental instruction in a particular course can receive free tutoring from an instructor recommended student who excels in the same subject. Tutors are paid by the hour, with College funds. Any student interested in receiving tutoring or becoming a tutor can contact the Student Success Center or see an instructor. Peer tutors must have an instructor recommendation to tutor.

Remediation: Students needing assistance with developmental courses or with making up a grade of incomplete in developmental reading, English, or math can come to the Center for assistance.

Workshops: Workshops on a variety of topics including test taking strategies, note taking, time management, memory techniques, good study habits, learning styles, goal setting, stress reduction, and dealing with test anxiety are offered on a continual basis and are free to anyone at BRCC. Information sessions on program offerings, the application process, and financial aid are also offered periodically.

Counseling and Support Services

Counseling services are available for students who desire assistance with vocational, educational, or personal problems. All interviews with the counselor are conducted in strict confidence. Counselors are available both day and evening.

Student Services Counseling Services

- Available for crisis situations and can make referrals to outside agencies for students.
- Available to listen to your concerns and issues.
- Serve as an advocate for students in college related issues.
- Assist with a student’s academic progress and referrals to academic support services on campus.
- Conduct Academic Probation Conferences.
- Available to answer student questions.

Academic Probation

The following procedures apply to those students who experience academic difficulty:

A student is considered to be making unsatisfactory academic progress, and will be placed on academic probation, when his/her cumulative grade point average falls below 2.0. A student on academic probation for one semester will be required to consult with a counselor before registering for another semester.

During this conference the counselor and student will determine that one of the following actions is required:

1. Continue with normal academic load next semester
2. Reduce academic load next semester
3. Either 1 or 2 and participate in academic assistance in the form of tutoring, counseling sessions, learning center, or other appropriate resources
4. Enroll in preparatory courses of study
5. Transfer to another program of study

Students who fail to maintain satisfactory academic progress two successive semesters will be required to consult with a counselor. As a result of this conference, the counselor, in conjunction with the academic advisor, may require the student to take one of the actions described in point 3 above.

In certain circumstances the counselor, in conjunction with the academic advisor, may institute one semester of academic suspension when it appears to be in the best interest of the student. This option will be exercised only after two consecutive semesters of academic probation and when it is clear that other assistance for the student is not appropriate. Note: See Readmission.

Counseling Team

Nursing and Surgical Technology Programs

Contact: Marcia Stoneman, 694-1804.

Career and College Promise High School Program

NC Residency evaluation
Contact: Rita Blythe, 694-1817.

College Transfer Programs, Criminal Justice, Engineering Programs, Special Credit and International Students

Contact: Pride Carson, 694-1801.

Community Spanish Interpreter, Early Childhood, Interpreter Education, Film and Video Production, and the Allied Health 1+1 Programs

Contact: Maggie Faulkner, 694-1813.

Accounting, Brewing, Distillation and Fermentation, Business Administration, Computer Programs, Cosmetology and Esthetics, Horticulture, Environmental Sciences, Fire Protection, Office Administration, Simulation and Game Development, and Applied Technology and Skilled Trades Programs

Contact: Gary Rivers, 694-1808.

Transylvania County Campus

Contact: Rob Rhodes, 694-1905.

RIBN Students (Regionally Increasing Baccalaureate Nurses)

Contact: Cathy Stephenson, 694-1807.
**Disability Services**

Blue Ridge Community College shall operate its programs, activities, and services to ensure that no otherwise qualified individuals with a disability shall be excluded from participating in, be denied the benefit of, or be subjected to discrimination under any such program, activity, or service solely by reason of their disability.

Individuals with disabilities (as defined in the Americans with Disabilities Act) wishing to make a request for reasonable accommodation or desiring to file a complaint of alleged discrimination on the basis of disability should contact the Disability Services Office located in Room 127 of the Sink Building. It is the student’s responsibility to request services from this office. Current documentation of the disability by an appropriate professional will be required. All information will be kept confidential. Students will be required to sign a release of information form before any special contact is made to arrange accommodations. Requests for reasonable accommodation should be made at least two weeks in advance to allow sufficient time for accommodations to be arranged.

**IT Help Desk**

The BRCC IT Help Desk is available to provide support for your school related technical needs. The Help Desk can assist with the following.

- Assist you with accessing BRCC resources from home such as Moodle.
- Provide technical support for all classroom and lab computers.
- Assist with accessing your WebAdvisor or Moodle account if you are unable to use the “Forgot my ID/password” self-service options

The Help Desk can be reached by phone (828) 694-1895 or e-mail: helpdesk@blueridge.edu. Located in the Technology Building Room 117 on the Henderson County Campus and the Strauss Building room 151 on the Transylvania County Campus. The IT Help Desk can not give out Student ID numbers or other personal identification information.

**Multi-Cultural Services**

Blue Ridge Community College recognizes and respects cultural differences. The College strives to help minority students find a sense of identity, belonging, commitment, and achievement. For more information about services for multi-cultural students, contact the Director of Minority Services in the Student Services Division.

**NCWorks Centers**

Located on the Henderson County Campus in the Continuing Education Building, Room 125, and on the Transylvania campus in the Strauss Building provide a comprehensive system of services to area job seekers and businesses. Workforce Development Professionals from Blue Ridge Community College, Mountain Area Workforce Development, and the Department of Commerce Division of Workforce Solutions collaborate to offer career planning, training, placement, and business services. The Centers have an “open door” policy and serves anyone regardless of age or income level.

NCWorks Centers are committed to building an integrated economic and workforce development system in Henderson County and Transylvania Counties which effectively pools the resources of diverse partner agencies and delivers optimal quality, customer focused services. The Centers assist job seekers in choosing career direction, identifying training programs and funding, refining job seeking skills, finding employment and career progression. Services to job seekers include:

- Career assessments/exploration and career counseling
- Employment coaching
- Job-seeking skills workshops
- ACT® WorkKeys Assessment in Communication, Problem Solving, Interpersonal and Personal Skills
- Preparation for and issuance of the North Carolina Career Readiness Certificate
- Workplace skills enhancement using Career Ready 101 curriculum
- Job readiness skills training
- Job search strategies
- Job referral
- Internet access to employment and training resources
- Information on community resources
- Resume consultation and preparation
- Computer software tutorials and assessments
- Workforce Investment Act (WIA) job training assistance funding as well as other scholarships and grants
- On-site Division of Workforce Solutions services

**Print Shop**

The College Print Shop offers photocopying and printing services for students at a nominal fee. All work is performed in strict accordance with federal copyright laws and N.C. General Statute 66-58(a).

Make a copy of your classmate’s notes for a mere 10 cents per single sheet or 15 cents for front and back sheets. Color copies available for 25 cents each. Cash, Check, or use your PaperCut account which gives you 100 free prints per semester at 10 cents. You can add money to your PaperCut account through the Print Shop or the HCC Library, or the TCC Library.

The Print Shop can make copies from your CDs, Hard Copies, USB, e-mail, and the Internet. They can also do color copies, printing, and transparencies. The Print Shop can also staple, 3-hole punch, fold, spiral bind, and unibind your projects to turn into your instructors.

**Looking for a Job?**

Choose from a variety of resume papers to promote yourself in a professional manner.

The Print Shop is located in the Killian Building.

**Operating Hours:**

Monday through Thursday 8 a.m. to 12 p.m. and 1 to 10 p.m.
Friday 8 a.m. to 12 p.m. and 1 to 4:30 p.m.

Contact Teresa Goldsmith at 694-1727 or e-mail teresag@blueridge.edu with any printing questions.
Library Services

The Library’s mission is to serve as a resource center for the College with books and other materials particularly adapted to the objectives and curricula of Blue Ridge Community College. Audiovisual materials, electronic resources, and other resource materials augment the instructional programs. Microfilm and microfiche readers, as well as photocopy services, are available for use. A variety of opportunities is provided for serious study and leisure reading by students, faculty, staff, and community patrons. The Library is located at the front entrance of the William D. Killian Building. The Library has approximately 34,000 volumes, and subscribes to 250 periodicals and 11 newspapers.

Library services at the Transylvania County Campus include online access to research materials and a direct link to the automated card catalog located on the Henderson County Campus. Students also have access to a collection of approximately 500 volumes. Other services include audiovisuals, interlibrary loans, and networking resources. Through a cooperative agreement, the James A. Jones Library of Brevard College provides additional library services for the Transylvania County Campus.

Check out what the Library offers!

Study rooms are available by reservation
24/7 electronic resources including
- e-books
- audio books
- PBS Videos
- Scholarly Journals
- Public access computers

Leisure Reading
- Popular fiction
- Magazines
- National newspapers

Henderson County Campus Library Hours
Monday - Thursday 8 a.m. to 9 p.m.
Friday 8 a.m. to 4:30 p.m.

Contact the Library by calling 694-1879 or e-mailing library@blueridge.edu. Make sure to check out our resources at www.blueridge.edu/library.

What’s happening in the library?

Follow us on twitter @BRCC_Library

Online Tutoring: Anywhere, Anytime
Log in using Moodle or speak to one of your instructors.

Smarthinking

Online tutoring service provide to BRCC students for free. Online tutoring is available anytime and anywhere. To connect with the online Smarthinking tutors follow the directions below.

1. Log in to Moodle
2. Scroll down until you see the Smarthinking block on the left hand side of the screen underneath the Main Menu block
3. Click “Connect to Smarthinking.”
4. Get the help you need.

Morris Broadband Channel 112
www.brcctv.org
Tobacco-Free Campus

Blue Ridge Community College is committed to providing students, employees, and visitors a safe and healthy environment. To address this commitment, smoking and the use of smokeless tobacco products is prohibited on all College properties including inside any building or facility and on College grounds. Exceptions are only limited to smoking or the use of tobacco products inside the confines of a motor vehicle on College grounds. This shall also be known as the College’s “Tobacco-free Policy.”

For the purposes of this policy, tobacco products includes cigarettes, cigars, blunts, bidis, pipes, chewing tobacco, snus, snuff, e-cigarettes, and any other items containing or reasonably resembling tobacco or tobacco products, or any product simulating smoking instruments.

Sustainability Policy

Blue Ridge Community College is committed to providing a sustainable campus by reducing, reusing, and recycling resources, and adopting sound institutional energy conservation practices to enhance the long-term well-being of the College.

Cafeteria Services and Vending

The Cafeteria in the Killian Building provides great food for affordable prices. Vending machines are located in various areas around campus, and the bookstore carries drinks and snacks. Enjoy a fast and fresh salad or sandwich.

Fitness Room

Located in the Industrial Skills Center Room 137
- For the use of BRCC students and faculty only.
- You must present your BRCC ID card.
- Students must follow the posted weight room rules.

You have E-mail from Blue Ridge Community College!

After setting up your Moodle account go to webmail.blueridge.edu to activate your Blue Ridge Community College e-mail account. Important announcements about registration, payment deadlines, events, scholarship opportunities, and other important information will be sent to all Blue Ridge Community College students on a regular basis. Be sure to check your account regularly.

Student Activity Fees

State funds cannot be used for extracurricular activities; therefore, such activities at Blue Ridge Community College are established and maintained by Student Government Association (SGA) funds. These SGA funds are derived from the activity fee. Their use is determined by the SGA.

Student Center

The Student Center on the Henderson County Campus is located in the Killian Building. Wireless Internet access is available as well as game tables and vending.

Student Clubs

Student club participation is an important part of the total college experience, providing a variety of educational, cultural and social activities for the entire college community. Attendance and participation is encouraged for workshops, speakers, concerts, plays, and other events. Visit http://www.blueridge.edu/student-life/clubs-organizations for more information on student clubs.

Campus Life

Student Government Association (SGA)

The Student Government Association (SGA) is made up of representatives from the student body. SGA coordinates and regulates student activities and serves as the official voice of the student body. All curriculum students who pay an activity fee are considered members of SGA and are welcome and encouraged to attend meetings. The President of the SGA is a non-voting member of the BRCC Board of Trustees. The SGA constitution can be found in the SGA office located in the Student Center of the Killian Building.

Traditionally SGA has promoted at least one major social activity each term. Allied Health Day is generally held for day and evening students during October and the Annual Spring Picnic in April. SGA purchases twenty-five (25) memberships to the YMCA for Blue Ridge Community College curriculum students living in Henderson County. Activity fees are further used for the annual SGA Awards Ceremony as well as various other fun events on campus. SGA also provides six merit scholarships each year.

You have E-mail from Blue Ridge Community College!

After setting up your Moodle account go to webmail.blueridge.edu to activate your Blue Ridge Community College e-mail account. Important announcements about registration, payment deadlines, events, scholarship opportunities, and other important information will be sent to all Blue Ridge Community College students on a regular basis. Be sure to check your account regularly.
Online Courses

Moodle Requirements

Moodle is BRCC's online learning environment. All students taking a class online should complete the Moodle orientation training session online or in person. Check the website for dates.

Moodle Help: The 24/7 Help Desk for Moodle is (866) 833-2415 (toll free), your instructor for the Moodle Course, or the Distance Learning Support at (828) 694-1852, 694-1646, or 694-1890. If you need assistance logging in, please call during normal weekly hours (828) 694-1895. Please keep in mind that the 24/7 Help Desk and Distance Learning Support can not answer question concerning the course materials or assignments, they can only assist with the technical aspects of Moodle. For course content questions contact your instructor.

Get your Moodle and WebMail User ID and Password

1. Go to http://online.blueridge.edu (or WebAdvisor), and click on the Student link
2. Under User Account, click on What's My User ID?
3. Then, a What's My User ID screen appears. Type in your last name on record and Social Security number (no dashes or spaces) or seven digit Colleague Student ID number if you know it. Click submit.
4. This screen now shows your user ID-(Username) it is very important that you write this down.
   NOTE: Your BRCC Webmail address will include this username@webmail.blueridge.edu. Do not click submit or ok - go to step 5.
5. When using Internet Explorer or the Firefox browser, click the browser “Back” button to get your Student ID number. This will be the first part of your Moodle initial password.

First time Moodle login instructions for New Students:

1. Your initial password will be your student ID (minus any leading zero's) and your birth date in the format: MMDDYYYY. For Example:
   • Your Student ID is 0123456 (7 digits) and your Birthdate is 01/18/1972
   • Your Moodle temporary password will be 12345601181972 (with no leading zero's from your student ID)
2. Once you successfully login, follow the on screen instructions to change your password.
3. After you have successfully updated your password, wait approximately 10 minutes before trying to login to your student e-mail account at http://webmail.blueridge.edu using your CHANGED password
4. Once you have completed this process, you will use the same username and password to log in to: Moodle, Webmail, Papercut (on campus printing)

Course Requirements Outlines for Online Courses

As part of Blue Ridge Community College’s Quality Enhancement Plan, which is focused on improving student success in online courses, the College will be posting a Course Requirements Outline for every fully online course being offered in the upcoming semester. The Course Requirements Outlines will provide students useful information about every online course, including time requirements and the specific skills necessary to be successful in that course. Students should use this information to help them determine their ability to be successful in a particular online course prior to registering for that course. At this time, there are no Course Requirements Outlines available for seated courses and/or hybrid courses (seated courses with online documents are available in Moodle). These reports are available at http://www.blueridge.edu/academics/distance-learning/

Online Courses FAQ

Q: What are the advantages of taking online courses?
A: Online courses allow you to learn in the convenience of your home or office and complete your course work on a more flexible schedule than a traditional seated course.

Q: Are online courses easier than seated courses?
A: Online courses require at least as much effort and time as traditional courses, if not more. Since students work primarily on their own without face-to-face contact with instructors, they may not always have regular classroom reminders and clarifications available to students in traditional courses.

Q: What courses does Blue Ridge Community College (BRCC) offer online?
A: A full listing of available online and seated courses can be found at: http://www.blueridge.edu/shared_documents/schedule_curriculum_landing.php

Q: How can I learn more about each individual online course offered at BRCC?
A: Information regarding the specific requirements for each online course being offered in the upcoming semester can be found in the Course Requirements Outlines located at: http://www.blueridge.edu/academics/distance-learning/

Q: Is the workload in an online course the same as the workload in the same seated course?
A: The workload in an online course is typically more than what it would be in a seated section of the same course due to the fact that your workload includes all the work that would normally be done during class time.
Q: Can I work at my own pace in my online course or will I need to follow a class schedule?
A: Online courses are demanding. They are not self-paced or self-study and should not be viewed as easier than seated courses. They are actively led by an instructor, and there are deadlines. You will be expected to read your textbook and other materials, read faculty lectures online, submit your answers to questions, complete other exercises or assignments, and participate in online discussions.

Q: Is there an orientation to prepare me for taking online courses?
A: There are both online and face to face orientations for Moodle, which is the delivery system for all online courses. Upon registration, student accounts are created in Moodle and students are automatically “enrolled” in Moodle Orientation. Once you have completed the steps to activate your account, and are logged in, simply click the link to Moodle Orientation at the top of the Moodle home page (http://mrooms.blueridge.net). Also, before each semester begins, we offer several face to face orientations for new Moodle users. You may find those dates under “Orientation” on the “New to Distance Learning” page on our website: http://www.blueridge.edu/academics/distance-learning

Q: Are online courses counted differently from seated courses?
A: Each online course is equivalent to the seated section of the same course in terms of credit, hours, objectives, transferability, and approval for tuition assistance.

Q: Are online courses transferable?
A: To find out if a specific online course is transferable, please contact the Transfer Coordinator at 694-1801.

Q: How do I register and pay for online courses?
A: Registration and payment for online courses are handled in the same manner as traditional course registration and payment.

Q: What are the characteristics of a successful online student?
A: A successful online student has the following characteristics:
- is goal-oriented.
- works independently.
- begins course activities within the first week of the course.
- sets aside a specific time on a routine basis for study.
- keeps up with assignments.
- contacts the instructor promptly with questions about any aspect of the course.
- has the necessary skills, such as a college reading level.
- possesses good study habits.
- has a personal computer and strong basic computer skills.

Q: What level of computer/Internet knowledge must I have to take online courses?
A: Basic knowledge of the Internet, Web browsers, and search engines is necessary. The ability to download and install software may be required. Word processing skills are also necessary, including creating, saving, attaching and managing files and copying and pasting text from one software application to another. Familiarity with the procedures for sending and receiving e-mail with attachments is essential.

Q: How do I access my online course?
A: Information on logging into Moodle can be found at the Distance Learners page of the BRCC website.

Q: Will I ever have to come to campus for my online course?
A: To find out if a specific online course requires you to come to campus, please locate the Course Requirements Outline (CRO) for that course at: http://www.blueridge.edu/academics/distance-learning

Q: As a student with a disability, how do I request accommodations for an online class?
A: Students who have a documented disability or who suspect that they may have a disability/learning problem can contact the Disability Services Office in Sink, Room 127 or call 694-1813/1812 to request accommodations.

Q: How is attendance taken in an online course?
A: BRCC has an official Attendance Policy that is printed in both the Catalog and the Student Success Guide. This policy can be summarized as follows:
- The student is required to attend any scheduled orientation sessions, review sessions, or test sessions.
- The student must complete an activity and/or communicate with the instructor at least once a week unless more communication is necessary to meet course requirements. A student who fails to maintain this communication may be dropped from the course for nonattendance.

Q: Can I drop, add, or change an online course after registering?
A: College policies for online courses are the same as for seated courses. These include dropping, adding, or changing a course, academic calendar, withdrawal dates, and refunds. For more on College policies, see the College Catalog.

Q: Is a placement test required for online courses?
A: Placement testing policies are the same for online and seated courses. The Star Center offers placement testing on-campus and can arrange for online placement testing as needed. The Admissions office can assist you with this process. If you take the placement test off-campus, you may have to pay for proctoring (supervision).

Q: How much do online courses cost?
A: Tuition is the same per credit hour for online and seated courses. BRCC charges no fees solely associated with Distance Learning courses or with verification of student identity. Complete information is available in the Catalog and an our webpage at http://www.blueridge.edu/admissions/how-apply/tuition-fees
Q: How do I get the books and course materials I will need for an online course?
A: It is best to purchase the required textbooks and materials before your course starts. Information about book requirements can be found at http://blueridge.bncollege.com and we have an on-campus bookstore (check website for hours).

Q: What type of computer hardware, software and Internet connection will I need to take an online course?
A: To find out the specific hardware and software requirements of each online course, please locate the Course Requirements Outline (CRO) for that course at: http://www.blueridge.edu/academics/distance-learning

Q: Is technical help available throughout the online course?
A: Technical support is available by calling the Help Desk Call Center (866) 833-2415, 24/7 assistance for Online Students.

Q: Will I have an opportunity to evaluate my online course and instructor?
A: A link to complete a course evaluation will be sent to your College e-mail account toward the end of the semester.

Skills required are not only technical, but include good time management, active reading abilities, paying attention to details and more. While scheduling issues are important, an evaluation of all facets of Distance Learning will help ensure your success. Please take a few moments to take the “Are you ready for Distance Learning?” assessment and contact us if you have any questions or reservations.

Call (828) 694-1852, (828) 694-1646 or (828) 694-1890 Monday - Thursday 8 a.m. to 5 p.m., Friday 8 a.m. to 4 p.m. except during the summer when the college runs on a 4 day week. Account password questions should be directed to (828) 694-1895.

NOTE: While schedules are somewhat flexible, all courses run on the BRCC calendar and thus most have deadlines for course assignments.

Computer Use and Open Lab

Computer Usage Guidelines

Students must adhere to the following policy concerning computer usage at Blue Ridge Community College.

The following are examples of unauthorized uses of the BRCC network or other computer resources:

1. Use of a BRCC network account by someone other than that student for whom the account is specifically designated.
2. Interfering with the ability of other users to make effective use of the BRCC network, computer, or telecommunications services.
3. Gaining illegal access to files, damaging systems or information, or using the network for illegal activities.
4. Interfering with the effective operation of the College bandwidth capacity.
5. Creating computer worms or viruses or deliberately infecting College property.
6. Using BRCC network accounts, facilities, or equipment for commercial use or for personal use or profit.
7. Sending, receiving, or viewing unwanted, threatening, abusive, obscene, or pornographic messages, language, material, or files to others, including posting such on a website or otherwise displaying such.
9. Using unauthorized peer-to-peer file sharing programs for accessing music, videos, movies, games, network files, applications, or other unauthorized activities.
10. Using BRCC resources to violate copyright protection, transmit or store any copyrighted work without proper authorization from the copyright holder.

All student webpages on College servers or those linked to College resources must comply with BRCC acceptable use policies.

Student e-mail is an official means of communication between student and instructor. It is the property of the College and should be used only for institutional purposes.

The wireless Internet access provided to visitors of the BRCC campuses is for use free of charge and is limited to web and e-mail access to off-campus hosts and web access only to on-campus hosts.

For guest users, wireless Internet access is provided on an “as is” and “as available” basis. BRCC does not warrant that this service will be uninterrupted, error-free, or free of viruses or other harmful components. Users are required to agree to the “Terms and Conditions of Use” statement before gaining access to the wireless network.

Students are expected to comply with all College published policies and procedures.

All computer software on College computers is protected by federal copyright laws and by legal licensing agreements. Copying, providing, receiving, or using copyrighted material may be in violation of licensing agreements.

Violations of computer use policies by students must be reported to the Vice President for Technology and/or the Vice President for Student Services. Individuals violating these guidelines will immediately lose their access rights; other disciplinary action may also be taken by the College.

The College reserves the right to inspect all information on the network in order to ensure compliance with these policies, applicable laws, and regulations.

Users should not assume that any use not listed is otherwise excluded. Questions regarding whether a specific use is permitted should be referred to the Director of Network Services, Director of Media Services, or the Director of Learning Technologies.

BRCC departments may have additional rules relative to computer or equipment use in their respective areas. Users are expected to abide by such rules.
Open Computer Lab

The Open Lab in the Technology Education and Development Center provides a place where students have access to computers. Microsoft Office applications, Internet access, and other software programs used at Blue Ridge Community College are readily available. This is a great place to work on online courses, research papers or special projects for class. Hours for each semester will be posted on the College Web site at www.blueridge.edu. Students will be asked to present their BRCC Student Identification (ID) Card. Check the BRCC Open Lab webpage for hours of operation: http://www.blueridge.edu/ academics/distance-learning/open-computer-lab

Open Lab Rules

The Open Lab is not a public access lab; therefore faculty and students who use the lab will be asked to present their student ID card and Sign In to use the Computers. The ID card will be held at the Lab Monitor’s desk and returned upon Sign Out. The purpose of the lab is for academic work only.

Please be considerate of others working in the lab and do not gather for group projects or group work. Loud talking, laughing or other disruptions will not be permitted. Wireless access is available outside the lab and various study areas are available if you need to work in groups. No food in the lab and only screw-top bottled drinks allowed.

The computers in the lab do not have speakers; therefore if you need to access media, please bring your own headsets/earphones. The lab will not supply those.

- If you need to save work you are doing in the lab, please bring your own flash drive.
- Online games affect college bandwidth and are not permitted.
- Do not change settings, turn off, or attempt to “fix” or move any computer.
- Unauthorized sharing of copyrighted materials such as music, video or software is not permitted.
- Cell phone are to be placed on vibrate and all calls taken outside the lab.
- Lab phones are not for student use.
- Curriculum students can print up to 100 pages without cost. After this number is reached, the student will be responsible for paying the current print rate.
- The Lab Monitors are available to assist you with technical difficulties such as properly saving a file, and general “processes” in your online course (such as file uploads, etc.). They cannot help you with course content such as how to do math problems, etc.
- The BRCC Visitors policy will apply in that children should not be in the lab or using the campus network. The BRCC Visitors policy is available in the Student Handbook.

- The BRCC Academic Honesty policy will apply, it is the student’s responsibility to know and understand this policy. The BRCC Academic Honesty policy is available in the Student Handbook.

Open Lab hours of operation vary by semester and will be posted on the door of the lab. Contact Leah Knowles, Open Lab Coordinator at dl_knowles@blueridge.edu for more information.

Grades and Student Records

Grade Point Average (GPA)

The grade point is used to evaluate the student’s scholarship record. Grade points are allocated to semester credit hours earned as follows:

- A: 4 grade points for each credit hour
- B: 3 grade points for each credit hour
- C: 2 grade points for each credit hour
- D: 1 grade point for each credit hour
- F: 0 grade points for each credit hour
- P: not calculated in grade points
- R: not calculated in grade points
- W: not calculated in grade points
- I: not calculated in grade points
- NS: not calculated in grade points
- Y: not calculated in grade points
- CR: not calculated in grade points

A qualitative index of the student’s scholarship, or overall grade point average, is obtained by dividing the total number of grade points earned by the total number of semester hours attempted in which a grade of A, B, C, D, or F is received. For example, if a student has earned 136 grade points on 48 hours attempted, the grade point average is 136 divided by 48 or 2.833.

The qualitative index of the student’s scholarship in the program of study, the major grade point average, is obtained by dividing the number of grade points earned in the program of study by the total number of semester hours attempted in the program of study in which a grade of A, B, C, D, or F is received. Grade points and hours attempted for courses not in the program of study are not included in the calculation of the major grade point average.

In order to improve the ratio, a student may elect to repeat courses in which the grade assigned has been D or F. A student may not repeat courses for credit for which transfer credit has previously been granted. When a course is repeated for credit, the grade and hours earned the last time the course is taken will be used in computing the grade point average. The previous grades cannot be removed from a student’s record, and the records will show all grades for all courses taken.
Student Records

Student records are maintained in accordance with the Family Educational Rights and Privacy Act (FERPA). Blue Ridge Community College considers the following information to be "Directory Information" and will release such information to individuals or entities that have a legitimate education interest in the information or provide a service on BRCC’s behalf on request unless the individual student declares in writing to the Registrar that such information is not to be made available:

1. Student’s name
2. Dates of attendance, degrees, diplomas, certificates, or awards received
3. Major field of study or program
4. Enrollment status
5. Most recent educational agency or institutions attended
6. Date and place of birth
7. Full address
8. Telephone number or e-mail address
9. Participation in officially recognized activities
10. Photograph
11. Grade level

All other information contained in the individual’s educational record is considered confidential and will be released only on written approval from the student concerned.

The individual student is authorized, upon request to the Registrar, to review his/her educational record and to challenge erroneous or misleading information contained therein. Copies of the detailed policy concerning student records are maintained in the Registrar’s Office and are available upon request.

Blue Ridge Community College does not sell or otherwise provide mailing lists of students to any person or entity except as mandated by certain federal laws for military recruiters. The Solomon Amendment requires the release of name, address, and date of birth to military recruiters upon their request.

Incompletes

Incomplete indicates failure to complete certain course requirements because of extenuating circumstances. All incompletes must be removed before the end of the succeeding term or the incomplete automatically becomes a failure. The student is responsible for completing requirements when an incomplete “I” grade is issued. Two or more incompletes in a semester will result in the student being required to carry a reduced load the following semester. Students with three or more incompletes may register for the following semester by special permission only. Incompletes will be counted as hours attempted and not earned for Satisfactory Academic Progress in determining financial aid eligibility.

Academic Forgiveness

A. A student who has not been enrolled in curriculum courses at Blue Ridge Community College for 48 consecutive months may request in writing to the Director of Enrollment Management, a request for academic forgiveness during the subsequent semester after 12 semester hours have been completed. Under this policy, the student may request that his or her previous grade(s) of D or F not be used in calculating the cumulative grade point average (GPA).

B. Prior to the reevaluation, the student must be readmitted to the College, register for courses, and complete at least 12 credit hours of course work with a minimum grade point average of 2.0.

C. Requests for academic forgiveness must specify (1) the period of initial enrollment, (2) the courses and grades considered for forgiveness, and (3) the period of non-enrollment. The Director of Enrollment Management evaluates the request for meeting forgiveness procedure guidelines and makes a recommendation to the Vice President for Student Services who is responsible for final approval.

D. If the request is approved, all grades of D and F within the requested review period will be forgiven and will not be used for GPA computation for credits earned toward graduation requirements. Any forgiven work, if needed for completion of a certificate, degree, or diploma must be retaken. All grades will remain on the student’s transcript.

E. Academic forgiveness may only be granted once to a student. Once academic forgiveness has been granted the student will receive a letter and updated transcript from the Director of Enrollment Management. If denied, the student will be notified by letter, and there is no appeals process for a denied request. All reviews are final and irrevocable. Grades that are included in academic forgiveness are not exempt from academic progress relating to State and/or Federal Financial Aid and VA educational benefits. Courses approved for academic forgiveness do not count in degree completion and may not be recognized as “forgiven” by any other college and/or university.
Graduation

Commencement is a long-awaited celebration of your successful academic accomplishments. It is also recognition of a part of your life that is about to begin. Our commencement exercises at Blue Ridge Community College are a special occasion that we all look forward to sharing with you and your friends and family. It is a time to honor you, the hard work and dedication you put forward in achieving your degree.

Program Evaluation

At the beginning of a student’s last semester before graduation, students should submit an application for graduation. Once the application for graduation is received by the Registrar’s Office, the Registrar will review the student’s transcript to ensure that all required courses and credits have been earned; this process is called a Program Evaluation.

Students can actually complete an unofficial program evaluation using WebAdvisor.
- From the Student Menu,
- under “Academic Profile”
- click on “Program Evaluation”

This is a handy tool to review your progress toward completing your degree.

The bookstore offers a selection of graduation announcements, frames, rings, etc. along with caps and gowns.

College Fees: Graduates must pay all fines and fees, return all library books, and meet any other College obligations prior to graduation. If in doubt, please check with the following to see if there are any outstanding obligations that need your attention.
- Registrar’s Office (828) 694-1809
- Library (828) 694-1879
- Cashier (828) 694-1721

Commencement Ceremony Dates

December 19, 2014
May 15, 2015

Guest Seating: A limited number of guest tickets will be provided for each graduate. Tickets may be picked up by graduates on days and times provided in the graduation brochure.

Frequently Called Numbers

Henderson County Campus
180 West Campus Drive, Flat Rock, NC, 28731
(828) 694-1700

Transylvania County Campus
45 Oak Park Drive, Brevard, NC, 28742
(828) 883-2520

Curriculum Programs
Advising Center........................................694-1807
Financial Aid........................................694-1816
General Information.................................694-1800
High School Programs...............................694-1817
Internet Courses.................................694-1890
Program/Course Information.....................694-1800
Registration........................................694-1811
Transfer Programs.................................694-1801
Tuition and Fees ..................................694-1721

Economic and Workforce Development/Continuing Education
Center for Lifelong Learning..........................694-1740
Community Enrichment.............................694-1742
Corporate Training..................................694-1744
English for Speakers of Other Languages (ESOL) 694-1731
Environmental and Safety Training..............694-1767
GED Program.......................................694-1635
General Information ................................694-1735
NCWorks Center.....................................694-1755
Small Business Center.............................694-1779
WebAdvisor Registrar ...............................694-1646

e-mail: information@blueridge.edu
www.blueridge.edu
Faculty Advisor
Contact Information
Room locations are as of March 2014

Allen, Kathy .......................... 694-1773
Location: TDEC 325
E-mail: allenka@blueridge.edu

Allen, Lori ............................. 694-1872
Location: SINK 193
E-mail: la_allen@blueridge.edu

Alley, Jay .............................. 694-1729
Location: PATT 239
E-mail: jaya@blueridge.edu

Al-Mishwit, Soud ........................ 694-1843
Location: SPRM 124
E-mail: s_al-mishwit@blueridge.edu

Audia, Vicki ............................ 694-1848
Location: ARTS 105
E-mail: v_audia@blueridge.edu

Ayesh, Kevin ........................... 694-1860
Location: GEN 102
E-mail: kevina@blueridge.edu

Bagley, Bryan .......................... 694-1842
Location: SPRM 138
E-mail: b_bagley@blueridge.edu

Barnett, Claire ........................ 694-1858
Location: ARTS 115
E-mail: claireb@blueridge.edu

Barry, William ........................ 694-1772
Location: TDEC 332
E-mail: w_barry@blueridge.edu

Baylor, Laura .......................... 694-1776
Location: IND 128
E-mail: l_baylor@blueridge.edu

Bernard, Aaron ........................ 694-1688
Location: SPRM 131
E-mail: a_bernard@blueridge.edu

Bissonnette, Florence .................. 694-1830
Location: TRCT 202
E-mail: f_bissonnette@blueridge.edu

Blackburn, Brenda ...................... 694-1850
Location: PATT 209
E-mail: b_blackburn@blueridge.edu

Bledsoe, Josh .......................... 694-1689
Location: GEN 110
E-mail: jw_bledsoe@blueridge.edu

Blevins, David ........................ 694-1844
Location: GEN 120
E-mail: d_blevins@blueridge.edu

Carter, Alison .......................... 694-1877
Location: GEN 120
E-mail: al_carter@blueridge.edu

Combs, Shalah .......................... 694-1819
Location: PATT 212
E-mail: sk_combs@blueridge.edu

Conner, Rita ............................ 694-1825
Location: SINK 251
E-mail: rita@blueridge.edu

Cope, Darlene .......................... 694-1873
Location: SINK 192
E-mail: d_cope@blueridge.edu

Cox, Don ............................... 694-1832
Location: SPRM 120
E-mail: dm_cox@blueridge.edu

Davis, David ........................... 694-1845
Location: GEN 131
E-mail: davi_davis@blueridge.edu

Dawsey, James .......................... 694-1851
Location: ARTS 113
E-mail: j_dawsey@blueridge.edu

2014-2015 Student Success Guide
Dewitt, Deborah ......................... 694-1862
Location: GEN 123
E-mail: deborah_dewitt@blueridge.edu

Duckworth, James ....................... 694-1871
Location: TDEC 331
E-mail: jamesd@blueridge.edu

Edwards, Paul .......................... 694-1869
Location: TDEC 333
E-mail: paule@blueridge.edu

English, Chris .......................... 694-1728
Location: SPRM 102A
E-mail: chrise@blueridge.edu

Evans, Carolyn .......................... 694-1840
Location: SPRM 153
E-mail: cm_evans@blueridge.edu

Foster, Russ ............................. 694-1854
Location: GEN 103
E-mail: russ@blueridge.edu

Green, Kent ............................. 694-1673
Location: SPRM 138
E-mail: k_green@blueridge.edu

Hardy, Ben .............................. 694-1883
Location: TRCT 107
E-mail: benh@blueridge.edu

Hayes, Tom .............................. 694-1837
Location: ARTS 121E
E-mail: th_hayes@blueridge.edu

Hembree, Kathy .......................... 694-1874
Location: TDEC 324
E-mail: m_hembree@blueridge.edu

Henry, Deborah .......................... 694-1908
Location: TRCT 201
E-mail: dr_henry@blueridge.edu

Horlick, Stephen ......................... 694-1833
Location: SPRM 152
E-mail: s_horlick@blueridge.edu

Hosmer, Jana ............................ 694-1867
Location: TDEC 323
E-mail: j_hosmer@blueridge.edu

Hosmer, Philip .......................... 694-1834
Location: TRCT 121
E-mail: p_hosmer@blueridge.edu

Igelman, Jack ............................ 694-1868
Location: TDEC 322
E-mail: j_igelman@blueridge.edu

Johnson, Brian .......................... 694-1835
Location: SPRM 164
E-mail: bp_johnson@blueridge.edu

Jones, Alma ............................. 694-1864
Location: GEN 107
E-mail: alma@blueridge.edu

Kanupp, Stephanie ....................... 694-1831
Location: SINK 249
E-mail: sn_kanupp@blueridge.edu

Kessler, Caren .......................... 694-1863
Location: GEN 124
E-mail: caren@blueridge.edu

Lilly, Chester ........................... 694-1847
Location: ARTS 112
E-mail: chesterl@blueridge.edu

Locke, Terri .............................. 694-1828
Location: TRCT 201
E-mail: t_locke@blueridge.edu

Martin, Olivia ........................... 694-1859
Location: GEN 122C
E-mail: ol_martin@blueridge.edu

Mixon, Gabe .............................. 694-1674
Location: SPRM 164
E-mail: g_mixon@blueridge.edu

Parrack-Rogers, Jennifer ................ 694-1865
Location: GEN 120
E-mail: jprgers@blueridge.edu

Phillips, Pamela ........................ 694-1827
Location: SINK 247
E-mail: p_kuelle@blueridge.edu

Pressley, Debra ........................ 694-1875
Location: TDEC 330
E-mail: debrap@blueridge.edu

Rieger, Matt ............................. 694-1686
Location: SPRM 153
E-mail: mattr@blueridge.edu

Robertson, Will ........................ 694-4729
Location: GEN 111
E-mail: wa_robertson@blueridge.edu

Ruff, Leanne ............................. 694-1876
Location: TEC 339
E-mail: leanner@blueridge.edu

Rutterbush, Steve ....................... 694-1846
Location: SPRM 136
E-mail: stever@blueridge.edu

Smith, Alan .............................. 694-1916
Location: TRCT 125
E-mail: at_smith@blueridge.edu

Snyder, Gayle ............................ 694-1857
Location: TRCT 109
E-mail: gayles@blueridge.edu

Sonnier, Sam ............................. 694-1861
Location: GEN 122C
E-mail: s_sonnier@blueridge.edu

Sprogue, Bryan .......................... 694-1787
Location: PATT 207
E-mail: rb_sprogue@blueridge.edu

Stauffer, Troy ............................ 694-1732
Location: PATT 209
E-mail: t_stauffer@blueridge.edu

Stephens, Eric ........................... 694-1659
Location: TRCT 110
E-mail: ed_stephens@blueridge.edu

Stirk, Linda ............................. 694-1826
Location: SINK 250
E-mail: lindas@blueridge.edu

Storey, Philip ............................ 694-1856
Location: GEN 113
E-mail: pa_storey@blueridge.edu

Suess, Sharon ............................ 694-1838
Location: SPRM 105
E-mail: s_suess@blueridge.edu

Sykes, Richard .......................... 694-1771
Location: TDEC 334
E-mail: rc_sykes@blueridge.edu

Tankersley, Mark ........................ 694-1836
Location: SPRM 151
E-mail: m_tankersley@blueridge.edu

Taylor, Charlotte ........................ 694-1855
Location: TDEC 138
E-mail: ce_taylor@blueridge.edu

Thompson, Elaine ........................ 694-1870
Location: PATT 231
E-mail: elainet@blueridge.edu

Toms, Brad .............................. 694-1736
Location: TRCT 203
E-mail: b_toms@blueridge.edu

Treadway, Jennifer ........................ 694-1849
Location: PATT 147
E-mail: jennifer@blueridge.edu

Vera, Connie .............................. 694-1679
Location: GEN 108
E-mail: mc_vera@blueridge.edu

Winkler, Katie ........................... 694-1853
Location: GEN 122D
E-mail: katiew@blueridge.edu

Contact Information
Faculty Advisor
Location: GENS 131
E-mail: dm_cox@blueridge.edu
The safety of all students and employees is of major concern when deciding if Blue Ridge Community College must be closed or its opening delayed because of weather conditions. The decision to close the College or to delay its opening will be made as soon as possible.

Here are some important things to remember on stormy days or evenings:

Notice of closings will be made using radio, television messaging, telephone recordings, and Internet postings. A complete list of media used is available in the Student Success Guide and Calendar. Announcements will specify openings, closings, and delayed schedules for both day and evening classes, and for both the Henderson County Campus and the Transylvania County Campus. Morning announcements will be made by 6 a.m. A separate announcement about evening classes will be made by 2 p.m.

Delay or cancellation of classes may not always coincide with announced closings of local public schools, colleges, or governmental agencies. It is also possible, for example, that classes at the Transylvania County Campus may be held while the Henderson County Campus is closed. In some cases, off-campus instruction may continue when safety permits and when those class locations are deemed operational by other agencies.

In cases when the College announces a late opening, students should report to the class/lab/clinical they would normally be in at the late opening time.

Announcements about Blue Ridge Community College closings will be announced on the following:

Radio and Television
WHKP 1450 AM, Hendersonville
WTZQ 1600 AM, Hendersonville
WKSF 99.9 FM, Asheville
WSQL 1240 AM, Brevard
WLOS Channel 13, Asheville

Internet
www.blueridge.edu
www.wlos.com
www.facebook.com/BlueRidgeCommunityCollege

Blue Ridge Alert
Sign up at alert.blueridge.edu

Or call the College
Henderson County Campus  694-1700
Transylvania County Campus 883-2520
## Cosmetology Services

**Daytime and Evening Hours Available**

Call 694-1872 to make an appointment

<table>
<thead>
<tr>
<th>Styles and Cuts</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shampoo</td>
<td>$1</td>
</tr>
<tr>
<td>Shampoo/Style</td>
<td>$5</td>
</tr>
<tr>
<td>Haircut</td>
<td>$5</td>
</tr>
<tr>
<td>Shampoo/Cut Style</td>
<td>$10</td>
</tr>
<tr>
<td>Haircut/Style</td>
<td>$8</td>
</tr>
<tr>
<td>Beard Trim</td>
<td>$3</td>
</tr>
<tr>
<td>Up-Do</td>
<td>$10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chemical Reformation</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perm/Cut/Style</td>
<td>$35</td>
</tr>
<tr>
<td>Design Perm</td>
<td>$40</td>
</tr>
<tr>
<td>Relaxer/Style</td>
<td>$35</td>
</tr>
<tr>
<td>Relaxer Retouch</td>
<td>$35</td>
</tr>
<tr>
<td>Thermal Press</td>
<td>$15</td>
</tr>
<tr>
<td>Basic Braid Style (10-12 Braids)</td>
<td>$13</td>
</tr>
<tr>
<td>Finger Waves</td>
<td>$10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Color</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Rinse</td>
<td>$1</td>
</tr>
<tr>
<td>Semi-color/Style*</td>
<td>$25</td>
</tr>
<tr>
<td>Perm-color/Style*</td>
<td>$25</td>
</tr>
<tr>
<td>Lightener/Style</td>
<td>$30</td>
</tr>
<tr>
<td>Toners</td>
<td>$15</td>
</tr>
<tr>
<td>Highlights*</td>
<td>$35</td>
</tr>
</tbody>
</table>

* Cost could increase for long hair

**Esthetics Services**

**Daytime and Evening Hours Available**

Call 694-1777 to make an appointment

<table>
<thead>
<tr>
<th>Facial Treatments</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>European Facial</td>
<td>$30</td>
</tr>
<tr>
<td>Hydroxy Exfoliation (Add-on)</td>
<td>$8</td>
</tr>
<tr>
<td>Microdermabrasion Facial</td>
<td>$45</td>
</tr>
<tr>
<td>Massage for Microderm (Add-on)</td>
<td>$20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Body Treatments</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Back Treatment</td>
<td>$30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hair Removal</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eyebrow Wax</td>
<td>$10</td>
</tr>
<tr>
<td>Lip or Chin Wax</td>
<td>$10</td>
</tr>
<tr>
<td>Leg Wax</td>
<td>$25</td>
</tr>
<tr>
<td>1/2 LEG WAX</td>
<td>$15</td>
</tr>
<tr>
<td>Back Wax</td>
<td>$25</td>
</tr>
<tr>
<td>Standard Bikini Wax</td>
<td>$15</td>
</tr>
<tr>
<td>Underarm Wax</td>
<td>$10</td>
</tr>
<tr>
<td>Brazilian wax</td>
<td>$30</td>
</tr>
<tr>
<td>Exotic Bikini Wax</td>
<td>$20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Makeup</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mineral Makeup Application</td>
<td>$8</td>
</tr>
<tr>
<td>Eyelash or Brow Tinting</td>
<td>$5</td>
</tr>
</tbody>
</table>

**Notes:**
- **Color does not include haircut**
## Course Schedule Planning Worksheet

### Fall Semester 2014

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Faculty</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mon</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tues</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Wed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Thur</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fri</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sat</td>
</tr>
</tbody>
</table>

### Spring Semester 2015

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Faculty</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mon</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tues</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Wed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Thur</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fri</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sat</td>
</tr>
</tbody>
</table>

### Summer Term 2015

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Faculty</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mon</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tues</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Wed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Thur</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fri</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sat</td>
</tr>
</tbody>
</table>
Driving Directions to Henderson County Campus

Interstate 26 to Exit 53
Upward Road to South Allen Road to College Drive.
Henderson County Campus
180 West Campus Drive • Flat Rock, NC 28731 • (828) 694-1700

Transylvania County Campus
45 Oak Park Drive • Brevard, NC 28712 • (828) 883-2520

Visit us on the web at www.blueridge.edu

Mission Statement
Our mission is to provide quality education and training opportunities that support student learning, enhance student advancement and success, and meet the workforce needs of our community.