



2021 SPRING COURSE LIST



Whether online, on campus, or at The GRID,

**THERE'S SOMETHING
FOR EVERYONE!**



January 1, 2021

Hello Future Pathfinders!

Welcome to the 2021 Booklet of Programs for BridgeValley Community and Technical College's Division of Community and Corporate Education.

The corona virus pandemic has changed the way we deliver instruction, but we're still delivering quality non-credit programs for entry-level workforce credentials, continuing education, and professional development to the communities we serve. This includes activities at both The GRID in Montgomery and our campus in South Charleston in which you can explore interests and hone skills. In addition to our paid programs, we're proud to offer makerspaces, studios, coworking offices, and free classes in which you can learn about starting a business and creating a job for yourself.

Within this booklet you'll find flyers for all of our programs as well as information on other corporate training opportunities and grant programs. Your first step toward your future is to explore the following pages to find something that piques your interest. After that, complete and return a registration form (a blank form is included with this booklet). You can always find more information on our webpage at <https://www.bridgevalley.edu/community-education> or by giving us a call.

Our Community and Corporate Education Division team is extremely excited about the upcoming 2021 semesters, and we look forward to hearing from you!

Warm regards,

Laura L. McCullough, EdD
VP for Community and Corporate Education

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Kauffman

FastTrac®

You have an idea for a business. Now what?

In collaboration with FASTER WV, an entrepreneurship program of Advantage Valley, BridgeValley is offering Kauffman FastTrac®, a flexible course with a solid framework to support founders when starting a business and beginning a journey to success. This immersive course is designed to provide information, tips, exercises, and tools to make business ideas concrete. The modules in this course are Ideate, Position, Commit, Refine, Financing, and Launch.

About Kauffman FastTrac®

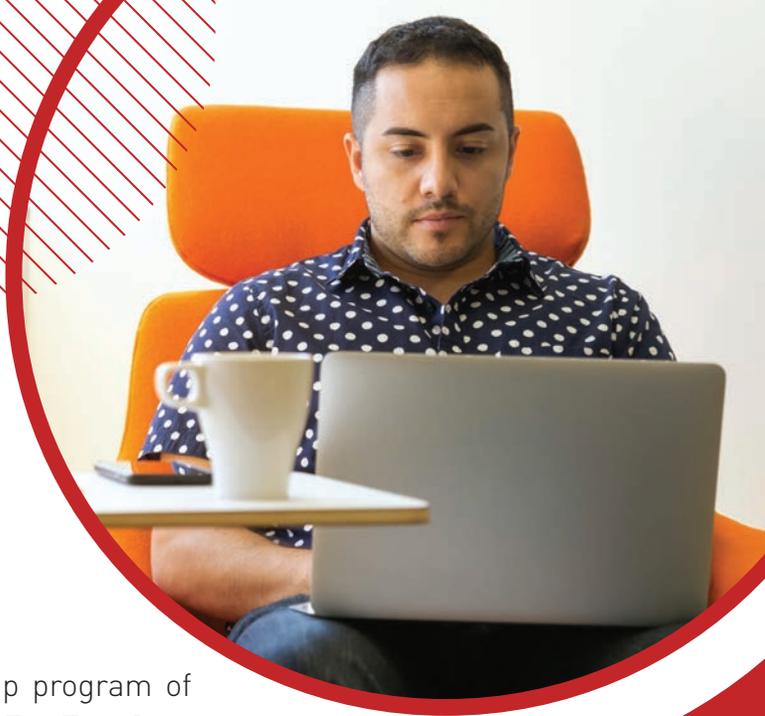
Kauffman FastTrac® aims to lower the barriers to entrepreneurship by providing practical learning materials, delivered online and with the help of an experienced facilitator, to entrepreneurs. In doing so, FastTrac® encourages and equips more people to start businesses, contributing to increased startup activity nationwide.

The new FastTrac® offering removes the travel barriers for aspiring entrepreneurs who want to learn at their own pace and online. FastTrac® participants learn how to evaluate their ideas, position their businesses around target customers, refine their companies based on personal and professional goals and ultimately, launch their business. Through an immersive online course, participants have access to planning tips and exercises, including lessons on how to:

- Discover how your business concept matches your personal vision.
- Align your business concept with a real market opportunity.
- Find your target market and discover your competitive advantage.
- Determine the unique features and benefits of your product/service.
- Set realistic financial goals for your business.
- Define your company's brand and marketing.
- Manage business functions and develop an organizational culture.
- Determine the steps to profitability.
- Identify potential sources of funding for your business.
- Launch your business.

COST: \$307

Scholarships may be available courtesy of Advantage Valley's FASTER WV Initiative.



EXPECTATIONS AND ATTENDANCE:

Students should spend 5-7 hours per week in the online course shell and also be prepared to ask questions of the instructor/guest speakers. Attendance and participation in all classes are required through teleconferencing. There is a vast amount of information to learn and topics will not be repeated.



To register and for details about schedules, dates, and times, go to:

www.bridgevalley.edu/kauffman-fasttrac%C2%AE

Questions? Call 304.205.6663

G.R.I.D.

Generate. Renew.
Innovate. Design.

Become a member of our Makerspace at
The GRID. Membership prices below.

- \$75 per month with 9 am - 6 pm
Monday through Saturday access
- \$100 per month with 24/7 access
- \$200 per YEAR with 24/7 access



The GRID Makerspace, located at **807 2nd Avenue; Montgomery, WV 25136**, offers a variety of workshops utilizing the makerspaces listed below. We also have rooms for studio space or small business start up. There is Wi-Fi access in the building.

Makerspaces available to Members:

Woodshop - Use our woodshop to finish your next project. We offer equipment including a table saw, planer, drill press, band saw, shaper, miter saw, jointer, various hand tools, and a finishing room.

Pottery - We offer everything you need to get crafty including electric pottery wheels, an electric kiln, and a table for hand building.

Sewing - Don't spend thousands of dollars on a new sewing machine when you can use our traditional and industrial sewing machines, cutting table, ironing board, and various sewing tools.

Long Arm Quilter Machine - Love to quilt? Finish your next project with our machine.

Screen Printing - Take a swing at screen printing. We offer a printer to make transparencies, a dark room to burn screens, a sink and sprayer, a screen press, and a dryer.

3D Printer - Design your next project and use our state-of-the-art 3D printer to make it come to life.

Art Space - We have the perfect space for you to work on your next project including a large work area, a circuit machine, art easels, various art tools, and more.

Picture Framing - Learn how to frame your masterpiece with our various picture framing tools including a mat cutter and a multi-media cutter that cuts mat boards, foam boards, acrylic/plastic, and glass to size.

Podcast Studio - Interested in starting a podcast? We have a studio and all the equipment that you need to get started.

Virtual Reality Studio - Dive into and explore the virtual world using our state-of-the-art equipment.

Forge/Blacksmith - Come experience the art of blacksmithing with our blacksmith four-burner forge, anvil, floor vice, and various other blacksmith tools.

Coworking Computer Space - Use our computer lab featuring multiple computers for working solo or in groups.

More makerspaces coming soon!

For more information about becoming a member
at The GRID or leasing studio space, contact us at

grid@bridgevalley.edu or 304-734-6700.



Workshops at The GRID

EXPLORE, CREATE, AND HAVE FUN!

BridgeValley offers a variety of workshops led by master artisans at The GRID, which is located at 807 2nd Avenue in Montgomery. The GRID is an acronym for Generate, Renew, Innovate, and Design. The MakerSpace workshops are usually 2-4 hour sessions during one day.

Some of the workshops will be for beginners; others will be more challenging. Over time, participants will be able to progress from novice, to journeyman, to master skill level.

Our resident artists and makers will participate in local festivals and community events, and operate studios, galleries, and retail spaces. The GRID is a vital component of our college programming.

COST: VARIES BY WORKSHOP

The affordable registration fees include instruction and supplies. Spend a day. Learn something new. Come away with a skill!



STUDENTS LEARN:

- Blacksmithing/Forging
- Ceramics/Pottery
- Cider Making
- Cricut
- Fine Arts Painting
- Home Brewing
- Jewelry Making
- Picture Framing
- Screen Printing
- Sewing
- Woodworking
- *Plus More!*

To register and for details about schedules, dates, and times, go to:
www.bridgevalley.edu/community-education

Questions? Call 304.734.6700 or email grid@bridgevalley.edu
Visit **The GRID at BridgeValley** on Facebook!



SHOW THE WORLD YOU'RE A PRO!

Earn Your

ProFM[®] Credential

WITH BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE



ABOUT:

Today's facility professionals are being asked to go beyond traditional facility management (FM) tasks to become strategic business leaders focused on driving organizational success. BridgeValley Community and Technical College's ProFM Credential Program course will broaden and update your FM knowledge and skills while delivering everything you need to earn the ProFM credential, all in an interactive, online class with weekly coaching/practice sessions led by our experienced instructor.

Elevate Your FM Knowledge and Earn the Recognition You Deserve

Enroll in BVCTC's ProFM[®] Credential Program course to...

- Learn the 24 Things Every FM Should Know based on the ProFM Body of Knowledge.
- Develop strategic business skills to benefit your career and your organization's bottom line.
- Discuss projects, issues, and best practices with our expert instructor and other facility professionals.
- Stay on track to earn your ProFM credential with a structured learning experience and one-on-one guidance.
- Take advantage of your organization's funding options, such as corporate tuition reimbursement.

All enrollees receive the ProFM[®] Credential Program which includes reading materials, online study tools, and the ProFM[®] final assessment.

Whether you are new to facility management or have decades of experience, this ProFM[®] Credential Program Course will help you expand and update your FM knowledge and skills.



STRUCTURE:

Complete coursework online at your own pace, then join other enrollees for 12 weekly virtual coaching sessions led by our professional Instructor.

To register and for details about schedules, dates, and times, go to:

www.bridgevalley.edu/bvctc-profm

Questions? Call 304.205.6650

SHRM Learning

System[®]

ABOUT:

Establish yourself as a globally-recognized human resource expert through the Society for Human Resource Managements (SHRM) by earning the new standard in HR certification: SHRM Certified Professional (SHRM-CP™) and SHRM Senior Certified Professional (SHRM-SCP™).

Ensure you're prepared with BridgeValley Community and Technical College's course to offer SHRM Learning System[®], designed for SHRM credential candidates.

COST: \$1,036

This intensive 12-week program combines expert instruction with the SHRM Learning System[®] for SHRM-CP/SHRM-SCP, so you will learn faster, retain more knowledge, and stay on track for success on the exam. This program includes 12 weekly three-hour coaching sessions (led by a credentialed expert), textbooks, and study guides, as well as access to online resource material. This alternative to the traditional classroom offers flexibility and economic value to students, especially those balancing education with a family and career.

Financial aid may be available for those who qualify.



STUDENTS LEARN:

- Leadership and Navigation
- Ethical Practice
- Business Acumen
- Relationship Management
- Consultation
- Critical Evaluation
- Global and Cultural Effectiveness
- Talent Acquisition and Retention
- Employee Engagement
- Workforce Management
- Risk Management
- Corporate Social Responsibility
- *Plus More!*

To register and for details about schedules, dates, and times, go to:

www.bridgevalley.edu/shrm-certification

Questions? Call 304.205.6650

WV Real Estate Broker Pre-License Training

ABOUT:

BridgeValley is offering a new 100% online training opportunity for busy real estate professionals ready to take their career to the next level. By becoming a broker, real estate agents can work independently or have other agents working for them. BridgeValley's training program consists of three different courses to prepare students for the WV Real Estate Broker licensing examination including:

- Brokerage Operations and Management
- Human Resource Management and Interpersonal Skills
- West Virginia Specific Real Estate for Brokers

COST: \$307 PER CLASS

These courses prepare broker candidates to take the WV Real Estate Broker licensing examination. To qualify as a candidate for the broker exam, a person needs to have completed two years as an apprentice under a licensed broker and 180 contact hours of instruction (90 hours in pre-license sales training and 90 hours in pre-license broker training).

Each course is approved for two hours of college credit. A posting fee of \$35 per credit hour applies.



STUDENTS LEARN:

- Real Estate Law
- Market Analysis
- Business Planning
- Trust Fund Management
- Legal and Ethical Standards
- Human Resource Management
- Marketing
- Technology Development
- Information Management
- Management and Leadership Skills
- Risk Reduction Concepts
- *Much More!*

To register and for details about schedules, dates, and times, go to:

www.bridgevalley.edu/community-education

Questions? Call 304.205.6650



WV Real Estate Salesperson

Pre-License Training

ABOUT:

The Real Estate Salesperson Pre-License Training provides the instruction required by the West Virginia Real Estate Commission prior to sitting for the WV Real Estate Salesperson Exam. This is an online class; students will complete the assignments at their own pace and will have the entire semester to finish the course.

COST: \$674

The cost includes all textbooks, training materials, and access to an experienced instructor certified by the WV Real Estate Commission. After students have successfully completed an approved pre-license education course, they will receive a "Certificate of Completion" which certifies the course completion date, the number of hours in each subject area, and the letter grade earned.

This class is approved for six hours of college credit. A posting fee of \$35 per credit hour applies. Financial aid may be available for those who qualify.



STUDENTS LEARN:

- Principles and Practice
- Real Estate Law
- Real Estate Finance
- Real Estate Appraisal

To register and for details about schedules, dates, and times, go to:

www.bridgevalley.edu/wv-real-estate-salesperson

Questions? Call 304.205.6650



Corporate Training



CUSTOMIZED TRAINING TAILORED TO MEET THE NEEDS OF *YOUR* COMPANY

GRANTS: BVCTC offers grants and programs that link companies with a skilled workforce. If your company needs education or training to get the right workforce – BVCTC is prepared to deliver.

BECOME A BVCTC INDUSTRY PARTNER: Additional grant funding is available for our industry partners to get the training they need through the WV Development Office. To learn more, go to: <https://westvirginia.gov/incentives-and-programs/workforce-programs>.

LEARN & EARN: This program is the leading workforce development, economic development, and educational partnership in the Mountain State. Learn & Earn connects employers with students at BVCTC, allowing students to take technical courses while gaining paid work experiences. The student pay is shared by the company and the college; consequently, the Learn & Earn program offers advantages for both the students and the employer!

RAPID RESPONSE ADVANCE GRANT: This grant is awarded to BVCTC to partner with industries on projects that address the immediate training needs in our region.

TECH PROGRAM DEVELOPMENT: Tech Program Development supports the creation and development of technical programs that are in high demand, lead to high-wage careers, and enhance economic development efforts across our regions.

TECH SCHOLARS PROGRAM: Invest in a skilled workforce for your company through the Tech Scholars Program. This program provides scholarships to students who enroll in high-demand, applied technology programs to benefit both students and companies in our region.

APPRENTICESHIPS IN MOTION: The mission of Apprenticeships in Motion (AIM) is to train and place apprentices in middle-to high-skilled information technology (IT) occupations that are in increasingly high demand across throughout our region.



BACKGROUND:

BridgeValley’s Community and Corporate Education Division consists of professionals who are highly experienced in labor market research to identify the most in-demand jobs. We then work closely with regional businesses and organizations to develop quality programs that produce results for current and next generation leaders and employees.



For more detailed information, go to:
www.bridgevalley.edu/corporate-training

Questions? Call 304.205.6748

EKG/ECG

Technician

ABOUT:

This comprehensive 72hour EKG/ECG Technician Certification Program prepares students to function as an EKG/ECG Technician and to take the American Society of Phlebotomy Technician (ASPT) Electrocardiograph (EKG) Technician exam. Additionally, students will practice with equipment and perform hands-on labs including introduction to the function and proper use of the electrocardiogram machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement, and other clinical practices.

COST: \$1,955

Includes 72 hours of classroom instruction (both virtual and face-to-face), textbooks, national certification exam, drug screening, background check, required immunizations, and all materials and supplies. Practicum assignments are approved and arranged by the instructor.

This class is approved for four hours of college credit. A posting fee of \$35 per credit hour applies. Financial aid may be available for those who qualify.



STUDENTS LEARN:

- Anatomy of the Heart
- Physiology
- Medical Disease Processes
- Medical Terminology
- Medical Ethics
- Laboratory Assisting
- Electrocardiography
- Echocardiography

To register and for details about schedules, dates, and times, go to:

www.bridgevalley.edu/ekg-technician

Questions? Call 304.205.6650

Phlebotomy

Technician



ABOUT:

This program prepares students not only to function as a professional Phlebotomy Technician but also to take the American Society of Phlebotomy Technician (ASPT) Phlebotomy Technician exam. Students will become familiar with all aspects related to blood collection for the purpose of laboratory analysis. They will develop comprehensive skills to perform venipunctures completely and safely.

After successful completion of 120 hours of classroom instruction (both virtual and face-to-face), students will be scheduled for a 120-hour practicum at a local medical facility. These facilities require students to pass a criminal background check and drug screen; they also require documented immunities to specific diseases before beginning their practicum experience. A high school diploma or TASC completion will be required before students will be eligible for employment as a Phlebotomy Technician.

COST: \$1,955

The cost includes 120 hours of classroom instruction, 120 hours in three 40-hour weeks of clinical instruction, text books, national certification exam, student uniform, drug screening, background check, required immunizations, and all materials and supplies.

This class is approved for four hours of college credit. A posting fee of \$35 per credit hour applies. Financial aid may be available for those who qualify.



STUDENTS LEARN:

- Medical Terminology
- Anatomy and Physiology
- Blood Collection Procedures
- Specimen Handling
- Hands-On Practice

To register and for details about schedules, dates, and times, go to:

www.bridgevalley.edu/phlebotomy-technician-0

Questions? Call 304.205.6610

Ed2Go

Courses



ABOUT:

BridgeValley Community and Technical College, in partnership with ed2go, offers non-credit programs and courses that are fully online. Whether you're looking for professional development, industry certification, or personal enrichment courses, you'll be able to find something that fits you in our hundreds of online offerings.

KEY FEATURES:

- Prepare for industry certification or start a new career
- Start anytime
- Many programs completed in less than six months
- In-depth study; all required learning materials provided
- Personal instructor assistance via email
- Certificate of completion awarded with a passing score

FUNDAMENTALS

Gain new personal and professional skills

Two ways to learn! In our instructor-led courses, you study and interact with a cohort over a six-week schedule. Courses start monthly with twice weekly lesson plans. For the independent learner, our self-paced courses provide access to all lessons immediately with up to three months to complete.

ADVANCED CAREER TRAINING

Prepare for your new career or a recognized certification

These expert-developed courses offer a flexible way to learn. Open enrollments let you start any time and with up to 18 months access, you can learn when it's convenient to you. Each course also comes with a dedicated Student Advisor, so you're supported throughout your learning journey.



CHOOSE FROM COURSES IN:

- Arts and Design
- Business
- Computer Applications
- Computer Science
- Construction and Trades
- Health and Fitness
- Hospitality
- Information Technology
- Language
- Legal
- Math and Science
- Teacher Professional Development
- Test Prep
- Writing

Instructor-led Short Courses: <http://www.ed2go.com/bridgevalley>

Online Career Training: <http://careertraining.ed2go.com/bridgevalley>

Questions? Call 304.205.6650

Drafting Skill Set

Certificate



ABOUT:

Drafting was traditionally a paper and pencil profession, with workers sitting at drafting desks drawing technical plans using drafting tools. Today, though some workers still draw by hand, most workers use computer-aided design and drafting software (CADD).

CADD software allows workers to create drawings and plans in a much more dynamic fashion, making it easier to calculate dimensions and materials and make changes when needed. CADD drawings can also be programmed into manufacturing equipment, allowing products to be produced exactly as drafters design them. The Drafting Skill Set Certificate program comprises two classes, although students may take one or both.

AUTOCAD:

An introduction to the standard conventions of two-dimensional graphic communications. Topics include: sketching, linetypes and meaning, orthographic views, sectional views, auxiliary views, pictorial views, dimensioning, tolerances, and the use of 2-dimensional CAD software. Completers may sit for the Autodesk Certified User - AutoCAD exam.

SOLID MODELING AND 3D CAD:

An introduction to solid modeling software for mechanical applications using SolidWorks or Inventor. Topics include: an introduction to the SW interface; using sketch planes to create 3-D solid models, add features, build complexity into their models, and create detailed drawings of single parts based on current ASME Y14.5M standards; build assemblies from multiple part files; and create presentation files illustrating design concepts. Completers may sit for the Certified Solid Works Associate exam.

COST:

- \$1,000 per class; includes use of software and certification exams.
- Students can petition for college credit based on certifications earned.

Financial aid may be available for those who qualify.



STUDENTS LEARN:

- AutoCAD and 2D Modeling
- Solid Modeling and 3D CAD

DELIVERY FORMAT:

- 100% online, Instructor-led

To register and for details about schedules, dates, and times, go to:

www.bridgevalley.edu/drafting-skill-set

Questions? Call 304.205.6748

Welding Skill Set



ABOUT:

The Welding Skill Set comprises two classes. Students may attend one or both classes and sit for AWS certifications.

LDT - 101 Introduction to Welding Processes

This is a basic welding course for the non-welding student. Introductory topics include basic construction safety requirements, common hand tool usage, common power tool usage, basic ox fuel, plasma & carbon arc cutting, gouging procedures, a focus on basic SMAW/stick usage, and an introduction to GMAW/MIG.

WLDT - 102 Introduction to Welding Processes

A continuation of WLDT 101. Topics include enhanced coverage of the SMAW/stick and GMAW/MIG processes with an introduction to the GTAW/TIG process.

TUITION AND MATERIALS:

- \$800 per class; includes supplies, materials, required PPE and AWS testing
- Students may petition for college credit based on certifications earned

Financial aid may be available for those who qualify.



STUDENTS LEARN:

- Basic SMAW/Stick
- GMAW/MIG
- Introduction to GTAW/TIG

To register and for details about schedules, dates, and times, go to:

www.bridgevalley.edu/welding-skill-set-certificate

Questions? Call 304.205.6748

ACT and SAT Test

Prep Classes



ABOUT:

The ACT and SAT Test Prep Classes are designed to help high school students perfect their knowledge in the subject areas of the ACT and SAT (English and Grammar, Mathematics, Reading and Comprehension, and Science) in preparation for taking the national exams. Each is a fast-paced, four-week course taught virtually by subject area experts and includes the textbook and a variety of practice tests. Students are responsible for individual exam registration.

COST: \$200

Class work can help you prepare to take the ACT® and SAT® tests, but additional practice can help you do your best. The sample questions and tests are taken from previous ACT and SAT tests to create familiarity with the format and avoid surprises on test day. As you see progress with practice tests, you will have the confidence to know you can do your best on the real test.



STUDENTS WILL HAVE AN OPPORTUNITY TO REVIEW THE FOLLOWING SUBJECTS:

- English and Grammar
- Mathematics
- Reading Comprehension
- Science

To register and for details about schedules, dates, and times, go to:

www.bridgevalley.edu/act-and-sat-test-prep-review

Questions? Call 304.205.6650

Instructions for Completing the Community Education Non-credit Registration Form (Print this page for your records)

STEP 1: TO COMPLETE THE REGISTRATION FORM:

On Your Computer

- Download our interactive Registration Form from our website to your computer:
<https://www.bridgevalley.edu/sites/default/files/Comm%20Ed%20Registration%20Form%20with%20Instructions.JH.pdf>
- "Save as" with your last name in the title of the form,
- Complete the form on the computer; leave blank any information you may not yet have such as CRN, Course Number, etc. (we will complete those fields).
- **Save the changes (this is important).**
- Attach your completed form to an email to Jane Fouty (jane.fouty@bridgevalley.edu).

OR

By Mail - There are two ways to complete the form.

- Complete the form in this booklet on your computer and print out those pages to mail, **OR**
- Remove the Registration Form from this booklet, complete it by hand, and mail.
- In either case, mail the form to:
Jane Fouty
Community and Corporate Education Division
BridgeValley Community and Technical College
2001 Union Carbide Drive – Room 206
So. Charleston, WV 25303

STEP 2: PAYMENT OPTIONS (if other than financial aid):

By credit or debit card, call:
BridgeValley Cashier's Office
304.205.6602

By check (made payable to BVCTC), mail to:
Financial Affairs – Accounting Office
BridgeValley Community and Technical College
2001 Union Carbide Drive
South Charleston, WV 25303

STEP 3: COMPLETE THE APPLICATION FOR FINANCIAL AID

- Complete the 2020-2021 **FAFSA** (Free Application for Federal Student Aid) application and select BridgeValley (School Code 040386) as one of your schools. The FAFSA link is:
<https://studentaid.ed.gov/sa/fafsa>
- You must **also** apply for the **HEAPS** (Higher Education Adult Part-time Student) Grant Program (**do not wait** until your FAFSA application has been processed.) The HEAPS link is:
https://secure.cfww.com/Financial_Aid_Planning/Scholarships/Scholarships_and_Grants/WV_HEAPS_Grant.aspx
- Follow-up with both organizations (FAFSA and HEAPS) to determine if all requested documents have been received.
 - The Financial Aid Counselors at BVCTC will be notified of your eligibility.
 - **NOTE:** if you are depending on Financial Aid to cover the registration fees, you will not be enrolled in the class of your choice until applications for both FAFSA and HEAPS have been completed and processed.



**COMMUNITY and CORPORATE EDUCATION DIVISION
NON-CREDIT
STUDENT ADMISSION AND REGISTRATION**

PROCESSED BY: Initials: Date:

TERM (Fall, Spr, Sum) and YEAR:	MAJOR:	ID #:
NAME: Last: _____ First: _____ Middle: _____		
ADDRESS:		CITY, STATE, ZIP:
COUNTY: <input type="checkbox"/> Cabell <input type="checkbox"/> Fayette <input type="checkbox"/> Kanawha <input type="checkbox"/> Putnam <input type="checkbox"/> Other _____	PRIMARY PHONE: ()	ALTERNATE/CELL PHONE: ()
BIRTHDATE: mm/dd/yyyy	SOCIAL SECURITY NUMBER: _____ - _____ - _____	EMAIL: <input type="checkbox"/> bridgevalley.edu <input type="checkbox"/> my.bridgevalley.edu <input type="checkbox"/> _____@_____
EMERGENCY CONTACT:		
NAME:	RELATIONSHIP:	PRIMARY PHONE: ()
ADDRESS:		ALTERNATE/CELL PHONE: ()
ADDRESS:		CITY, STATE, ZIP:

Are you a U.S. Citizen?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	GENDER:	<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE
If not, are you a permanent resident of the United States?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	ETHNICITY: Please indicate the appropriate option listed to the right:	<input type="checkbox"/> African-American <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic <input type="checkbox"/> Multi-Racial <input type="checkbox"/> Native American	
Are you a West Virginia resident?	<input type="checkbox"/> YES	<input type="checkbox"/> NO			
If so, how long?	<input type="checkbox"/> WKS <input type="checkbox"/> MOS <input type="checkbox"/> YRS				
Are you a veteran?	<input type="checkbox"/> YES	<input type="checkbox"/> NO			
Did you graduate from high school?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, which of these did you receive? <input type="checkbox"/> High School Diploma <input type="checkbox"/> TASC Equivalent (GED)		
HIGH SCHOOL OR TASC CENTER INFORMATION:	School or Center Name:		City and State:		Grad. Date: mm/yy

CRN	DEPT CODE	COURSE NUMBER	SECTION NUMBER	COURSE NAME

Make sure to read and sign the back side of this form. Please return the completed form to: For more information, visit:	Community Education Division BridgeValley Community and Technical College 2001 Union Carbide Drive – Room 206 South Charleston, WV 25303 www.bridgevalley.edu/community-education	 Like and friend us on Facebook! Search for: BridgeValley Workforce Development
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Under the Family Educational Rights and Privacy Act (FERPA), as amended, BridgeValley Community and Technical only releases limited directory information to third parties and additional information as permitted by law. BridgeValley Community and Technical College may disclose information from your educational records to a parent, spouse, or other designated person or institution with a student’s consent.

If your training is employer-sponsored, or paid for by another organization, may we share academic records including grades, attendance, and academic progress with the third party?	
<input type="checkbox"/> YES	If yes, name of third party:
<input type="checkbox"/> NO	

**BRIDGEVALLY COMMUNITY EDUCATION DIVISION
POLICIES AND PROCEDURES**

1. Tuition and fees are due and payable by the student upon enrollment and registration for classes.
2. All tuition and fees must be collected prior to the first day of classes. Exceptions may be granted where a bona fide third party agency has provided authorization in writing that payment will be made for the student. Exceptions may be granted for financial aid disbursements for situations with no fault to the student. Exceptions shall be granted for deferred payment plans that shall be offered. (60/40 split – see cashier for details).
3. BridgeValley reserves the right to refer any unpaid balances to a collection agency.
4. BridgeValley reserves the right to cancel classes with low enrollment. Advance registration fees will be refunded.
5. Only students who officially withdraw from ALL classes at the college shall be eligible for a refund.
6. Requests to withdraw from a class must be made a minimum of five working days prior to the first day of the class in order to receive a refund. Student withdrawal past this deadline negates a refund to the student. Disruptive students will be dismissed and no refunds issued.
7. Classes are cancelled due to weather only when BridgeValley classes are cancelled. To receive emergency alerts from BridgeValley, enroll in BV Connect at www.bridgevalley.edu/bridgevalley-connect.
8. Certain workshops qualify for Higher Education Adult Part-Time Student Financial Aid Workforce Grant. Contact workshops@bridgevalley.edu for more information.
9. BridgeValley retains the right to use photos taken at classes for publicity purposes.
10. Additional policy information can be found by visiting the following webpages: www.bridgevalley.edu/catalogs and www.bridgevalley.edu/policies-handbooks.

I have read and will adhere to the listed policies and procedures. I certify that all statements on this admission and registration form are complete and true. I understand that any willful misrepresentation of information may be grounds for denial of my registration and dismissal.	
STUDENT SIGNATURE (We accept typed or handwritten signatures):	DATE:

FOR INTERNAL USE ONLY:

TOTAL FEES DUE: \$	PAYMENT METHOD:	DATE PAID:
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COMMUNITY AND CORPORATE EDUCATION AT BRIDGEVALLEY

The BridgeValley Community and Corporate Education Division is a leading organization in civic engagement and economic development.

With campuses in both Montgomery and South Charleston, WV, we support local entrepreneurs, artists, and crafters to grow from apprentice to master skill levels.

Our team also delivers pre-certification and licensure courses in the areas of health, business, and hospitality.

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MISSION STATEMENT

BridgeValley Community and Technical College promotes student success, prepares a skilled workforce, and builds tomorrow's leaders by providing access to quality education.