



**STUDENT REGISTRATION FORM**



For use by West Virginia Public Service Training (WVPST) third party students only, this form must be filled out *completely* before it will be processed.

**PLEASE TYPE OR PRINT NEATLY**

1. Social Security Number: \_\_\_\_\_
2. Proper Name (Last, First, Middle): \_\_\_\_\_
3. Please list all previous names under which you were enrolled: \_\_\_\_\_
4. Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
5. West Virginia County: \_\_\_\_\_
6. West Virginia Resident:  No  Yes ⇒ If yes, how long? \_\_\_\_\_
7. Home Phone: (\_\_\_\_) \_\_\_\_\_ Alternate Phone (\_\_\_\_) \_\_\_\_\_
8. E-Mail Address: \_\_\_\_\_
9. Ethnic Group:  American Indian or Alaskan  Black  White  Hispanic  Asian or Pacific Islander  
(This question is optional. The college asks for this information to allow it to submit statistical data to the federal and state government on a regular basis. Your eligibility will not be impaired if you choose not to answer this question)
10. Birthdate: \_\_\_\_\_
11. Gender: :  Male  Female
12. Are you a US Citizen? :  No  Yes ⇒ If not what is your Visa status? \_\_\_\_\_
13. Name of High School/GED: \_\_\_\_\_
14. City and State of High School/GED: \_\_\_\_\_
15. Graduation Year/GED Year: \_\_\_\_\_
16. Do you plan to work on a degree at CTC:  No  Yes ⇒ List Degree: \_\_\_\_\_?

**COURSE REGISTRATION**

*Items marked with an \* are required, all others should be filled in if known*

WVPST Class Number	Subject	Course #	Course Title *	Contact Hrs *	Credit Hrs

Course Location: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Directory information may be released on enrolled students unless the student requests in writing to withhold this information*

## ***WV PUBLIC SERVICE TRAINING COLLEGE CREDIT PROCESS***

**Information:** You can receive Blue Ridge CTC Credit for courses in conjunction with the WV Public Service Training offices throughout West Virginia.

Letter grades are not issued, the credit is Pass/Fail only.

Classes can be taken at any time; however, credit will only be posted during the following times:  
Fall Term – CTC Receives the form in February through August  
Spring Term – CTC Receives the form in September through January

All applications will be held until credit can be posted. Transcripts will not be available until the end of the regular school term.

The college credit is awarded according to the following scale (1 credit is awarded for every 12 contact hours):

- 12-23 contact hours – 1 college credit
- 24-35 contact hours – 2 college credits
- 36-47 contact hours – 3 college credits
- 48-59 contact hours – 4 college credits
- 60-71 contact hours – 5 college credits

**Instructions:** To receive college credit you must completely fill in the Student Registration Form.

1. Fill out lines 1-16 with information about yourself. All lines must be completed.
2. Fill in the registration section with information about the course you have taken (if not already completed for you).
3. Return to the instructor of the course who will then forward all forms to WVPST.

**Requesting a Transcript:** Your official Blue Ridge CTC transcript will be available in the Middle of October for the fall term and in the middle of March for the spring term.

Transcripts must be requested in writing from the:

Office of the Registrar  
Blue Ridge CTC  
13650 Apple Harvest Drive  
Martinsburg, WV 25403

A form may be downloaded from the CTC website at [www.blueridgectc.edu](http://www.blueridgectc.edu). Additional information is also available on the CTC website.

Please allow time for processing and delivery.



*If you have any questions, please contact WVPST or Blue Ridge CTC.*