

# RESOURCES

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## Overview

A resource is defined as those things that can be drawn upon to help individuals function effectively.

Refer to each of the tabs where you will find information that support:

- your academic and career goals (Student Success Resources (p. 1))
- your comfort and/or convenience on campus (Campus Amenities (p. 3))
- BRCC's programs and presence in the community (Community Connections (p. 5))

## Student Success Resources

### • Academic Advising (<https://catalog.brcc.edu/student-handbook/advising/>)

Academic Advisors work with returning students. New students should contact Admissions Advisors at [info@brcc.edu](mailto:info@brcc.edu) or 540-453-0264.

### • Transferring to a 4-Year College (<https://catalog.brcc.edu/student-handbook/advising/transferring-to-4-year/>)

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### Academic Recognition (<https://catalog.brcc.edu/student-handbook/resources/standing/>)

BRCC recognizes student academic achievements through the designation of President's List, Vice President's List and Merit List. In addition, the Phi Theta Kappa International Honor Society is an opportunity for students who meet the membership requirements to engage in scholarly activities and apply for additional scholarships.

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### Bookstore (<https://catalog.brcc.edu/student-handbook/resources/bookstore/>)

The Blue Ridge Community College Bookstore is located adjacent to the Houff Student Center and supports the college mission by providing course materials, school supplies, BRCC gifts & apparel, and miscellaneous items. A portion of every sale helps support the college.

Students may buy or rent physical or digital course materials at the bookstore. The return or exchange of purchases are allowed within a designated, posted time frame provided the items are in the condition specified in the returns policy, and the student presents a corresponding cash register receipt or packing slip. Additional returns information is available in the bookstore and on the bookstore's website.

Students may be able to use available Financial Aid funds to purchase course materials, supplies, and other needed items for school within the designated Financial Aid period per term. Restrictions apply. Please contact the bookstore or the Financial Aid office for a specific listing of covered items.

The BRCC Bookstore buys textbooks back in-store and online for re-sale year-round (with the exception of the first week of classes at the beginning of each term); no receipt is needed, but a student I.D. is required. Students may get information regarding the course materials needed for their classes on the Follett Discover widget within their MyBRCC, or online through the bookstore website at [www.brccshop.com](http://www.brccshop.com) (<https://www.bkstr.com/blueridgeccstore/home/>).

The bookstore can be reached at (540) 234-8606 during operating hours or 24/7 via email at [brcc@bkstr.com](mailto:brcc@bkstr.com).

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### Career Services (<https://www.brcc.edu/student-support-services/career-services/>)

(<https://www.brcc.edu/student-support-services/career-services/>) The Office of Career Services provides resources and services to assist students and graduates in creating career plans that will allow students to obtain rewarding and stable careers, as well as preparing students and alumni for the job search process. Comprehensive career resources, advising sessions, and classroom presentations help students learn how to acquire self-knowledge, knowledge of careers and employers, and the lifelong ability to conduct an effective job search. Graduates and current students also are notified of job listings through the electronic job postings on the Career Services web page. Click on Community Jobs & Internships link for Handshake: <https://app.joinhandshake.com/edu> (<https://app.joinhandshake.com/edu/>).

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## Course Tutoring and Writing Assistance (<https://www.brcc.edu/student-support-services/academic-support/tutoring/>)

(<https://www.brcc.edu/student-support-services/academic-support/tutoring/>) Blue Ridge Community College's Tutoring Program engages students with academic resources outside the classroom. We have two primary physical locations to serve students, and are accessible virtually as well. In the northwest corner of the Houff Library students may access: writing assistance, course tutoring, access laptops, and use Mediascape work stations. Students may work with a professional tutor or may choose to work with a qualified peer tutor. Additionally, many of our tutors staff the Math Emporium (F106 suite). Peer tutors are current students of the College who have excelled in the course for which they offer tutoring, and have been recommended by their professors and hired by the College. Peer tutors receive specialized training in how to work with other students. Tutors are available in subject areas, but also help with software and IT issues. For example, the Tutoring Center offers assistance in accessing and navigating through CANVAS and other learning management systems. To access tutors' schedules, and to schedule an appointment, go to <https://www.brcc.edu/student-support-services/academic-support/tutoring/> email [tutoring@brcc.edu](mailto:tutoring@brcc.edu), or call 540 453-2289. There is no charge to BRCC students for Tutoring Center services.

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## EDE/MDE/ESL

Developmental courses (MDE 10, MDE 60, EDE 10, ESL 41, and ESL 42) will not count toward meeting graduation requirements and will not transfer to four-year institutions. Each developmental course carries three credits for the purpose of tuition payment.

Co-requisite courses (MDE 54; MDE 61; EDE 11; and ESL 95) will not count toward graduation requirements and will not transfer to four-year institutions. Each co-requisite course carries three credits for the purpose of tuition payment.

Developmental and co-requisite courses are graded (<https://catalog.brcc.edu/student-handbook/policies/college-grades/>) as "satisfactory", "Unsatisfactory" or "Withdrawal."

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## Expectations

- Faculty Expectations of Students (<https://www.brcc.edu/academics/expectations/faculty-expectations/>)
- Student Expectations of Faculty (<https://www.brcc.edu/academics/expectations/student-expectations/>)

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## High School Career Coaches

Coaching helps the "middle majority" students – the mainstay of the emerging workforce – prepare for college and careers. Career coaches offer unique benefits to students that traditional guidance counseling may not, such as direct access to college programs and services, postsecondary faculty, and business and industry. BRCC, in collaboration with local school divisions, has a career coach in each of 13 local high schools. <https://www.brcc.edu/student-support-services/career-services/high-school-career-coaching/>

For information on the High School Career Coach Program, contact: Ginger McDaniel at (540) 453-0063 or by email: [mcdanielg@brcc.edu](mailto:mcdanielg@brcc.edu)

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## Library (<https://www.brcc.edu/library/>)

### Resources

Houff Library provides access to a broad range of print and electronic resources that support courses offered at the College. The current collection includes 30,000 print books and over 400,000 ebooks, and 150 library databases (<https://brcc.vccs.libguides.com/az.php>) that provide online access to videos, newspapers, magazines, academic journals, and more. The library also has a children's book section and a local Virginia Collection. The library participates in resource sharing through memberships in VIVA (Virtual Library of Virginia) and the Virginia Community College System (VCCS).

Students can also search for books and other resources using PRIMO, the online library catalog ([https://vcc-blr-primo.hosted.exlibrisgroup.com/primo-explore/search?vid=BRCC&lang=en\\_US](https://vcc-blr-primo.hosted.exlibrisgroup.com/primo-explore/search?vid=BRCC&lang=en_US)). All electronic content, including the library catalog searching, databases, electronic journals, ebooks, and streaming videos, is free and accessible online, 24-hours-a-day, seven days a week. A current myBRCC log-in is required for off-campus access to databases. Additional information and tutorials regarding remote access to library resources can be found at <https://brcc.vccs.libguides.com/offcampus> (<https://brcc.vccs.libguides.com/offcampus/>).

## Services

Houff Library staff and librarians provide research and instructional services to support the general curriculum and specific courses. For books and articles that are not available in the Houff Library collection, Interlibrary Loan is available <https://shorturl.at/IRo8k> (<https://shorturl.at/IRo8k/>).

To get help from the library with individual research or questions related to any of our services, call the library (540-453-2247), email the library at [library@brcc.edu](mailto:library@brcc.edu), or use the online chat via our 24/7 Ask a Librarian service <https://vccs.libanswers.com/blue-ridge> (<https://vccs.libanswers.com/blue-ridge/>).

Houff Library is open to the public free of charge. Learn more about library services and policies at [https://brcc.vccs.libguides.com/library\\_resources](https://brcc.vccs.libguides.com/library_resources) ([https://brcc.vccs.libguides.com/library\\_resources/](https://brcc.vccs.libguides.com/library_resources/)).

Current hours are posted on the library's website at <https://www.brcc.edu/library/>.

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## Office of Student Accessibility (<https://www.brcc.edu/student-support-services/student-accessibility/>)

(<https://www.brcc.edu/student-support-services/student-accessibility/>) The purpose of Blue Ridge Community College Office of Student Accessibility is to provide reasonable accommodations and support for students with disabilities intended to facilitate equal access to postsecondary programs, courses, and college-sponsored events.

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## Student Leadership Council (<https://catalog.brcc.edu/student-handbook/resources/student-leadership-council/>)

The Student Leadership Council represents the rights, interests, and concerns of the student body. It is a student organization that offers the opportunity for students to grow meaningful interpersonal relationships with other students, faculty, staff and administration.

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## Student Outreach and Resource Center (SOAR) (<https://catalog.brcc.edu/student-handbook/resources/soar/>)

This resource is located in the Houff Student Center and helps students connect with appropriate BRCC and community resources to deal with life challenges.

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## Testing Center (<https://www.brcc.edu/student-support-services/testing-center/>)

(<https://catalog.brcc.edu/student-support-services/testing-center/>) The Testing Center is located in F115 and provides a variety of testing services. Select course testing (for online classes & make-up tests), certification exams, and placement tests are administered in the campus Testing Center. During breaks and holidays, hours may vary. Contact the Testing Center by email: [testingcenter@brcc.edu](mailto:testingcenter@brcc.edu) or phone (540) 453-2250.

## Campus Amenities

- **Area Resources (<https://www.brcc.edu/student-support-services/student-support/area-resources/>)**

(<https://www.brcc.edu/student-support-services/student-support/area-resources/>) Blue Ridge Community College provides contact information for a variety of community resources including food banks, local health departments, AIDS, domestic violence, sexual assault, substance abuse, and mental health/suicide prevention.

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## Computer Use

- **Communication with Students**

The VCCS has established email as a primary vehicle for official communication with students. An official VCCS Gmail (Google) email address has been established and assigned by the VCCS and the colleges for each enrolled student. All communications sent via email will be sent to

the student's official VCCS Gmail (Google) email address. Faculty members will use the student's official VCCS Gmail (Google) email address to communicate with a student registered in their classes and administrative units will correspond with students via this address.

The VCCS expects that students will receive and read email in a timely manner. Students are expected to maintain their accounts and check their email periodically so that new mail will be properly received and read. A student's failure to receive and read official College communications delivered to their VCCS Gmail (Google) email address in a timely manner does not absolve that student from knowing and complying with the content of such communications.

While students are allowed to auto-redirect/forward email from their official VCCS Gmail (Google) email address to another address (e.g. @hotmail.com, @aol.com), they do so at their own risk. The VCCS is not responsible for the handling of email by other service providers. Having email redirected/forwarded does not absolve students from knowing and complying with the content of the communication sent to their official College email address.

## • Computers for Student Use

Computer support is available on the Weyers Cave campus in room F108. Hours are posted at <https://www.brcc.edu/student-support-services/computing/my-brcc-support/> or by contacting (540) 453-2400 for details. Computers located in unoccupied classrooms/labs may be used by students. There are also computers available for student use in the Houff Library, first floor of Houff Building near the Public Safety desk, the hallway between E building and F building, and the Fine Arts building. Computer labs are open for use by currently enrolled BRCC students only. Computers for public use are available in the Library. Due to increasing volume and rising costs, students should print only what is needed for their BRCC courses.

Students should use only their official VCCS email accounts to communicate with College faculty, staff, and administrators. Similarly, students should check their VCCS accounts on a daily basis in order to remain informed of College and VCCS communications. Per VCCS Policy 6.0.9, when communicating legally required information, personally identifiable information, grades, or any FERPA-protected information, faculty and staff must use college or VCCS email and VCCS student email or other VCCS authenticated method. Other communication of a more general nature that does not include legally required, personally identifiable, or FERPA-protected information should use the most appropriate electronic means for reaching the intended audience. This includes general information about class assignments, quizzes, tests, programs, college-wide announcements, financial aid or tuition payment due dates, course or registration information, weather-related closings or delays, and college events.

Where a prospective student does not have a VCCS email address, the email address provided by the prospective student may be used.

Colleges must use a secure site and login procedures to send legally required, personally identifiable, or FERPA-protected information to a noncredit student who does not use a VCCS email address.

## • Computer Ethics Guidelines

Thousands of users share VCCS Information Technology resources. Everyone must use these resources responsibly since misuse by even a few individuals has the potential to disrupt VCCS business or the work of others. Students must exercise ethical behavior when using these resources.

State Law (Article 7.1 of Title 18.2 of the Code of Virginia) classifies damage to computer hardware or software (18.2-152.4), invasion of privacy (18.2-152.5), or theft of computer services (18.2-152.6) of computer systems as (misdemeanor) crimes. Computer fraud (18.2-152.3) and use of a computer as an instrument of forgery (18.2-152.14) can be felonies. The VCCS's internal procedures for enforcement of its policy are independent of possible prosecution under the law.

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## • Food on Campus (<https://catalog.brcc.edu/resources/campus/food-services/>)

Vending is available on campus and food trucks are scheduled during the fall and spring semesters. The most current information is available on the BRCC website at: <https://catalog.brcc.edu/resources/campus/food-services/>

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## • Lactation Room

A private space for the purpose of lactation or the use of a nebulizer is available in D building. For access, please call the Public Safety Office at (540) 453-2370.

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## Lost and Found

Lost and Found is in the Public Safety Office, located in the Houff Student Center (G Building). Ordinary items which are turned in may be claimed during office hours. An effort will be made to locate owners of particularly valuable articles.

The College assumes no responsibility or liability for lost or stolen property. Valuables should be protected and marked appropriately. The Public Safety Office will dispose of items not claimed after 30 days.

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## Posting of Information or Announcements (<https://www.brcc.edu/about/policy/postings/>)

(<https://www.brcc.edu/about/policy/postings/>) Postings may be placed in the Houff Student Center using the General Announcements bulletin board. All postings must comply with the published standards.

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## Recreation Center (<https://www.brcc.edu/rec/>)

(<https://www.brcc.edu/rec/>) The Student Activities & Recreation Center is a modern, 35,000 sq. ft. facility that provides a welcoming, inclusive environment where the campus community can grow in personal fitness, wellness, leadership, and knowledge for life.

We provide a multitude of recreational, fitness, and intramural opportunities for students, including group fitness classes, intramural leagues, and sports tournaments. Our facility features two spaces for cardio, strength room with weight machines and free weights, a multi-functional fitness room, group fitness room, two racquet ball courts, basketball court, an indoor track, and a game room with billiards, foosball, and ping pong. Outdoor features include a 9-hole disc golf course, four tennis courts, and a softball field. A valid BRCC ID is required to enter the Rec Center. See the website (<https://www.brcc.edu/rec/>) for membership information and hours of operation. Students enrolled in either a full or part-time capacity by the *first day of the term* are eligible to use the Recreation Center at no additional charge for the semester in which they are currently enrolled.

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## Shuttle Service (<https://www.brcc.edu/services/shuttle/>)

(<https://www.brcc.edu/services/shuttle/>) BRITE offers free transportation for students from Rockingham and Augusta Counties, as well as the cities of Harrisonburg, Staunton, and Waynesboro.

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## Community Support Programs (<https://www.brcc.edu/student-support-services/student-support/area-resources/>)

Blue Ridge Community College provides contact information for a variety of community resources including food banks, local health departments, AIDS, domestic violence, sexual assault, substance abuse, and mental health/suicide prevention at <https://www.brcc.edu/student-support-services/student-support/area-resources/>.

## Community Connections

### Career Pathways Consortium

Blue Ridge Career Pathways Consortium is a collaborative partnership linking business and industry with secondary schools, career technical centers and Blue Ridge Community College. This partnership consists of Blue Ridge Community College, Staunton, Waynesboro and Harrisonburg City Public Schools and Rockingham, Highland and Augusta County Public Schools. The mission of this consortium is to provide for advanced skill education and training in technology-related careers, which will result in a two-year certificate or associate degree, a baccalaureate degree, and/or employment in a technical career. Career Pathways Consortium will prepare students for high-skill, high-wage careers demanded by an increasingly competitive world economy. Issues centered around student access and achievement for college and career readiness drive the work and goals of the consortium. Our vision is: To support, promote, and encourage quality career and technical education programs that link secondary and post-secondary education, employers, and communities to ensure a highly skilled workforce.

The consortium accomplishes its mission

1. by building a unified curriculum which relies on the input of employers, provides career development opportunities, and offers secondary/post-secondary career paths that provide a seamless transition for students from secondary to post-secondary education and/or the world of work, and
2. by initiating and supporting educational improvement at the secondary and post-secondary levels by enhancing the academic and technical competence of educators.

For more information about the Blue Ridge Career Pathways Consortium, contact:

Velma Bryant  
(540) 453-2582  
bryantv@brcc.edu

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## Curriculum Advisory Committees (<https://www.brcc.edu/about/boards/curriculum-advisory/>)

Members of the broader community advise Blue Ridge Community College on the content of our curricula.

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## License Plates (BRCC) (<https://www.brcc.edu/edfound/ef-ways/license-plates/>)

(<https://www.brcc.edu/edfound/ef-ways/license-plates/>) License plates featuring the Blue Ridge Community College logo are available for purchase from the Department of Motor Vehicles (DMV). Blue Ridge plates can be ordered at DMV offices across the state by filling out an application. They can also be ordered on-line at [www.dmv.state.va.us](http://www.dmv.state.va.us) (<http://www.dmv.state.va.us/>). The plates cost \$25 (annually) in addition to the regular DMV registration fee.