

# Admissions Procedures

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## Admissions Procedures

Broward Community College gives all students the opportunity to pursue an education beyond high school. Admission to the College is guaranteed to high school graduates with a standard high school diploma, GED recipients, and home education graduates who complete the requirements and procedures outlined for admission. Students without a standard high school diploma may be admitted to specific vocational certificate programs. See page 102.

### How to Apply

To gain admission to BCC all students must complete the following steps.

1. Request that your official high school and/or college/university transcript(s) from all institutions you have attended be sent to:

Associate Vice President  
College Registrar's Office  
Broward Community College  
225 E. Las Olas Boulevard  
Ft. Lauderdale, FL 33301

2. Pay the one-time, non-refundable application fee of \$35.00 (for U.S. citizens and permanent resident aliens) or \$75.00 (for International Students). This is a processing fee and will not be refunded if the student does not enroll. The application fee is payable through any of the following methods.
  - Online at [www.broward.edu](http://www.broward.edu).
  - By mail with a check or money order attached to the application (see address below). Checks or money orders for payment of the application fee must be made payable to Broward Community College in U.S. (\$) dollars and drawn on a U.S. bank. Payments in non-U.S. funds or drawn on Non-U.S. banks will be returned unprocessed.
  - In-person at the Cashier's Office on any campus or center.

Broward Community College  
Willis Holcombe Center  
Cashier's Office, Bldg. 33, Room 108  
225 E. Las Olas Boulevard  
Fort Lauderdale, FL 33301

3. Submit a completed admissions application form, including residency affidavit, to the admissions office at any campus or center, or apply online at [www.FACTS.org](http://www.FACTS.org). Applications can be obtained from any Campus Admissions Office, the BCC website ([www.broward.edu](http://www.broward.edu)), or the last pages of this Catalog. You may also apply online, [www.FACTS.org](http://www.FACTS.org).
4. If a student has a Social Security Number (SSN) or a Taxpayer Identification Number (TIN), federal law requires that it is furnished to Broward Community College (BCC) so that it may be included on all documents filed by the institution with the Internal Revenue Service. Students who fail to furnish BCC

with the correct SSN or TIN may be subject to an IRS penalty of \$50 unless the failure is due to reasonable cause and not to willful neglect.

**NOTE:** Students with transcripts from a university outside the United States must submit their transcripts with a commercial evaluation and translation to English. All transcripts need to be received no later than thirty days after the start of the initial term of enrollment. See page 66 for additional information.

5. Complete a financial aid application. To be considered for grants, scholarships, loans or work/study, you must file a financial aid application. You do not need to be admitted to the College to apply for financial aid. Applications are available at [www.broward.edu](http://www.broward.edu). Remember to use our school code, 001500.

**NOTE:** if you are a transfer student, your transcripts from all other institutions attended must be received and evaluated by BCC before your financial aid can be awarded.

6. Complete any required skills assessment. Provide approved test scores for placement purposes or take appropriate placement test offered by the College. (See admission categories, below, for specific requirements.)
7. Complete the mandatory New Student Orientation that is required of all first-time in-college-students. Students may choose to attend an on-campus session or complete the cyber orientation at [www.broward.edu](http://www.broward.edu).
8. See an Academic Advisor. Newly admitted students are required to meet with an Academic Advisor to develop an educational plan that will guide them through their college career, indicating which courses to take and when to take them.
9. Register for classes. Students register for classes each semester based on their assigned appointment times. The registration dates are listed in Catalog calendars and the class schedule. For information on how to register see page 43.
10. Pay fees with cash, check, money order, or bank credit/debit card by scheduled due date. Tuition and fees can be paid through any of the following methods.
  - In-person, at the Cashier's Office on any campus or center.
  - By mail with a check or money order (see address, above).
  - Online at: [www.broward.edu](http://www.broward.edu).
11. Obtain a BCC identification card and set up an email account. All students who are pursuing a degree, certificate or diploma must obtain and carry a BCC photo identification card. This I.D. card may be obtained in the Student Life area on each campus/center. It is used for identification, for verification of BCC status, for using College services such as libraries and Learning Resource Centers, and for gaining access to other BCC facilities.

All students should set up a BCC student email account. This free service allows students to send and receive email messages and schedule appointments. Much of the communication with faculty, staff and administrators is done with electronic communications. Email accounts can be set up at [www.broward.edu](http://www.broward.edu), by clicking on email accounts.

### **Acceptance of Applicants**

Upon completion of all admission forms and assuming eligibility, the applicant will receive an acceptance letter from the admissions office. Provisional admission status may be granted if all transcripts have not been received; however all such documents must be received no later than thirty days after the start of the initial term or the applicant may not register for future terms.

The College reserves the right to require a physical, psychological, and/or psychiatric examination from an applicant, if it seems to be in the best interest of the student and the College. Expenses for such an examination or assessment are the responsibility of the applicant.

Students presenting falsified information may be suspended and credit for payments made forfeited.

### **Admissions Categories**

To meet the needs of BCC's diverse population, the College has admission categories that address students' goals and their educational backgrounds.

#### **Degree Seeking Students**

Students who intend to complete an associate degree (A.A., A.S., or A.A.S.), must have a standard high school diploma or GED, or must be home education graduates who complete requirements in accordance with Florida Statutes. To be admitted, degree seeking students must submit official transcripts from high school and all colleges attended, within 30 days of the start of their first term. The applicant is responsible for verifying that BCC has received transcripts. Transcripts must be received in order to insure future registration.

Applicants must also provide placement information, as follows.

First-time-in-college students must present placement test scores (See Placement Testing, page 42).

Transfer students must present placement test scores, complete placement testing or submit transferable credits in English and Mathematics courses that satisfy the General Education requirements.

Degree Holding Students must present an official transcript from the regionally-accredited institution from which the degree was awarded. Transcripts from out-of-country universities must be commercially translated and evaluated before being submitted. Contact campus registration offices for more information.

#### **Certificate/Applied Technology Diploma Students**

Requirements for students who intend to complete a Vocational Certificate, Technical Certificate or Applied Technology Diploma vary from program to program. Some programs do not require a high school diploma. For a listing of the specific requirements for certificate and applied technology programs, refer to page 99 Program Admission Requirements. Documents that may be required include:

- high school diploma or GED
- transcripts from all colleges/vocational centers previously attended, and
- placement test scores (TABE or CPT)

See page 25 for additional information.

#### **Non-Degree/Non-Certificate-Seeking Students**

Students who wish to take college credit or vocational credit courses for personal enrichment or career exploration, and who do not intend to seek a degree or a certificate, will be admitted as non-degree seeking students. Non-degree seeking students:

- are not required to submit placement test scores;
- are required to adhere to pre-requisites, which may create a need for assessment or transcripts;
- may register for no more than 12 semester hours without declaring intent toward a major and completing the full admission process, including assessment, transcripts, etc;
- are not eligible for financial aid.

#### **Returning Students**

Returning students who have not attended BCC for two or more major semesters (does not include summer term) must submit a Re-Entry Application to update personal information, (which includes your valid SSN or TIN number, see additional information under the section labeled "How to Apply" item number 4 in this chapter), re-certify Florida residency and to verify educational goals. If the returning student requests a change from non-resident status, a petition for reclassification must be filed with the College Registrar. If the student has attended another institution in the interim period, an official transcript must be submitted from that college or university with the Re-Entry Application. The applicant must be in good academic standing at the last college attended at the time of re-entry. There is no fee for the Re-Entry Application.

#### **Transfer Students**

Transfer students are students who have previously attended another college or university and wish to continue their education at BCC. Transfer students must provide official transcripts from all previously attended colleges or universities. Transcripts should be sent to Broward Community College, 225 East Las Olas Blvd., Fort Lauderdale, Florida 33301, within 30 days of the start of the first term of enrollment.

Transfer students should also observe the following requirements.

- Transferring students who have fewer than 24 credits at the college level must have official transcripts from their high school sent to BCC.
- Transferring students who are not in good academic standing (on suspension or dismissal) must see an Academic Advisor before submitting an application for admission.
- Transferring students who have attended a college/university outside the United States are required to provide a commercial translation and evaluation with upper-level course identification of all course work completed. Requested documents must be presented within 30 days to register for future terms.

#### **Transient Students**

Transient students are students who are currently enrolled at another institution and have permission from that institution to take one or more classes at Broward Community College. These students do not intend to transfer to, or seek a degree or certificate at BCC. These students are required to present the following.

- A completed BCC application (which includes your valid SSN or TIN number, see additional information under the section labeled "How to Apply" item number 4 in this chapter), and non-refundable application fee.
- A letter from the home institution indicating that the student is in good academic standing and stating specific courses the student is being granted permission to take.

Transient students should note that some BCC courses may have pre-requisites or co-requisites, including labs. Transient students accept full responsibility for possessing or acquiring, at the time of enrollment, the knowledge and/or skills that these pre-and co-requisites provide.

Transient students are responsible for requesting that an official transcript be sent to their home institutions after completion of coursework at BCC.

#### **High School Students**

Broward Community College offers three Accelerated Learning Opportunities that enable qualified high school students to take courses while earning a diploma. These programs include Early Admission, Dual Enrollment, and Credit in Escrow. See Accelerated Learning Opportunities on page 36 for additional information.

#### **Health Science Students**

All applicants seeking admission to programs in Health Sciences must complete the Health Science admission process in addition to completing the BCC admission procedure. This includes completion of a Health Science application, paying an additional non-refundable Health Science admission fee, and meeting pre-requisite course requirements.

#### **Continuing Education Students**

Admission and registration for Continuing Education and community service non-credit courses is specified in the non-credit course schedule. A special application is required and is published in the Continuing Education term schedule.

#### **International Students (F-1 student visa status)**

Broward Community College embraces a diverse, multicultural atmosphere, welcoming students from all over the world. Students must contact the Admissions Office three to six months in advance to obtain an International Student Admissions Packet. The packet contains the required information for admission to BCC and should be submitted by the deadline shown in the packet. See page 28 for additional international admission information.