

Admissions Procedures

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Admissions Categories

Admissions Chart

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.
 - 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. Applications can be obtained from any Campus Admissions Office, the BCC website (www.broward.edu), or the last pages of this Catalog. You may also apply online, 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. 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.
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.
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. 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.

International Student Admissions and Additional Information

Admissions Requirements

Other Requirements

International Student Admissions

International Students (F-1 Student Visa Status)

Broward Community College embraces a multicultural, diverse student environment and encourages applications from students all over the world. International applicants should contact the International Admissions Coordinator at (954) 201-7468 three to six months in advance of the semester they hope to begin studies at BCC to obtain an international student admission packet. The packet contains general information and the specific requirements for admission to BCC. Deadline dates are included in the packet.

Admission Requirements

The following documents are required for admission to BCC.

1. A completed International Student Application, along with a non-refundable \$75.00 application fee.
2. If a student has a Social Security Number (SSN) or a Taxpayer Identification Number (TIN), federal law requires that it be 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.
3. A copy of a high school diploma or its equivalent: GED or four academic passes in GCE, CXC, BGCSE or HKCE exams in General Proficiency. Secondary school diplomas do not have to be translated to English with the exception of Hebrew, Arabic or Asian. All applicants must have the equivalent of a United States high school diploma and college preparatory program.
4. If you have attended a university outside the U.S, please attach a copy of the original documents in the language of your country, along with an official translation from a certified translation company. University transcripts must have a cumulative GPA of 2.0 or its equivalent. Within 30 days of admission, a course by course commercial evaluation is required of all university work completed.
5. Official transcripts are required from all U.S. colleges/universities attended. If an applicant is transferring from a U.S. university, a minimum overall GPA of 2.0 is required. Transfer students are required to submit a copy of the form I-20 from the last institution attended along with verification of full time status.
6. Evidence of English proficiency if English is the applicant's second language. All applicants must provide a copy of the Test of English as a Foreign Language (TOEFL). A minimum TOEFL

score of 500 (written) or 173 (computerized) is required for admission to BCC. We also accept the IELTS test with a minimum grade of 5.5 or better. Students who are in the United States may take the BCC-ESL placement test along with a writing sample. Testing will be done only after the application is submitted and the application fee is paid.

7. A statement of financial support. All international applicants must show that they have sufficient funds to cover the "total cost of education" (tuition, fees, books, living expenses, transportation, and incidental expenses). Currently, the total cost of education is \$18,000 in U.S. dollars. Proof of the availability of \$18,000 per full calendar year for all expenses is mandatory.
8. AFTER ADMISSION, applicants must show proof of health insurance.

After Receiving Application

Within two to six weeks, the International Office will provide the following:

1. an acceptance letter with the I-20 eligibility form; or
2. an acceptance letter indicating the student must contact the International Admissions Office regarding his/her visa status; or
3. a letter requesting additional information, indicating which items are missing; or
4. a letter of denial, indicating the reason for the denial.

International students obtaining the student visa in their country cannot enter the U.S. more than 30 days before the first day of classes. Once in the U.S., the students will be able to complete the on-campus advisement and registration process. International Students are requested to report directly to the International Student Advisor/Counselor on the campus the student plans to attend for placement testing, advisement, and registration. Placement testing scores will determine if the student must enroll in developmental courses in Math, Reading or English. These courses carry credit, but do not apply towards a degree.

Other Requirements

International students must make satisfactory progress towards their degree objective each term to comply with immigration/legal requirements. This includes the following:

- Successfully completing at least 12 semester hours during the Fall and Winter terms.
- Successfully completing a minimum of 24 semester hours in one academic year.
- Maintaining an overall 2.0 grade point average.
- Maintaining lawful F-1 visa status with the U.S. Citizenship and Immigration Services. Students may not enroll beyond the expiration date of their I-20 form.
- Compliance with all BCC rules and regulations.

Students who do not meet the above regulations will not be permitted to register for subsequent terms.

Florida Residency

Students in F-1 status may NOT be deemed Florida residents for tuition purposes. They are considered temporary residents of the U.S.

Federal Income Tax

International students must file an income tax return each year. Form 8843 is required if the student has not worked, and forms 8843 and 1040NREZ are required if the student has worked. International students should contact the local Internal Revenue Office for further information.

Employment

In most instances, international students are not permitted to work off campus. On-campus employment is permitted. Please contact the International Student Advisor for additional information on employment.

Housing

BCC does not provide, supervise, or recommend student housing.

Financial Assistance

BCC does not provide financial assistance to international students. However, some International Student Scholarships are available after completion of 12 credits at BCC, if certain requirements are met. Contact the International Admission Coordinator or an International Student Advisor for further information.

