



# **Admissions Procedures**

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Admissions Categories

Admissions Chart

## Admissions Procedures

Broward 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 114.

### How to Apply

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

1. Apply online at [www.broward.edu/future](http://www.broward.edu/future). If a student has a Social Security Number (SSN) or a Taxpayer Identification Number (TIN), federal law requires that it is furnished to Broward College (BC) so that it may be included on all documents filed by the institution with the Internal Revenue Service. Students who fail to furnish BC 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.
2. Submit a complete Residency Affidavit, along with supporting documentation, to the admissions office at any campus or center. The Residency Affidavit may be obtained from the BC website at [www.broward.edu/future](http://www.broward.edu/future).
3. Request that complete official electronic high school and/or college/university transcript(s), with no coursework in progress, from all institutions you have attended be sent to:

Associate Vice President for  
Student Affairs/College Registrar  
Broward College  
225 E. Las Olas Boulevard  
Ft. Lauderdale, FL 33301

**NOTE:** Students with transcripts from a university outside the United States must submit their transcripts with a commercial evaluation and translation to English. See page 32 for additional information. All transcripts must be received prior to registration for the student's second term of enrollment. Students whose transcripts are not on file at the college will be blocked from registering for subsequent terms.

Transfer students' transcripts from all other institutions attended must be received and evaluated by BC before financial aid can be awarded and paid to the student.

4. 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 with a credit card at [www.broward.edu](http://www.broward.edu).
  - By mail with a check or money order to 225 E. Las Olas Blvd., Ft. Lauderdale, Florida 33301. Checks or money orders for payment of the application fee must be made payable to Broward 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. Counter starter checks are not accepted.
  - In-person with cash, check, money order, debit card or credit card at a campus Cashier's Office. The authorized user must be present for credit card and debit card payments. Checks will be converted to automatic clearinghouse transactions.
5. Complete a financial aid application. To be considered for grants, scholarships, loans or work/study, a student must file a FAFSA Federal Application for Student Aid application. A student does not need to be admitted to the College to apply for financial aid. The application is available online at [www.broward.edu](http://www.broward.edu). Remember to use our school code, 001500. See page 59 for additional information.
6. Complete any required skills assessment. Provide approved test scores for placement purposes or take appropriate placement test offered by the College. (See the next page 29 for Admission Categories.)
7. Complete the mandatory New Student Advisement and Registration session that is required of all first-time in-college-students. Students may choose to attend an on-campus

session or complete the cyber orientation online at [www.broward.edu](http://www.broward.edu).

8. All students are required to meet with an Academic Advisor to develop an educational plan that will guide them through their college career by indicating which courses to take and when these should be taken.
9. Students register for classes each term based on their assigned appointment times. A student's registration appointment time indicates the first time at which the student may begin to register for classes within the term. Students access this information online by logging in to their myBC account. Registration dates are listed on the Academic Calendar on page 6. For information on how to register see page 51.
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.
  - Online with a credit card at [www.broward.edu](http://www.broward.edu).
  - In-person, with cash, check, money order, debit card, or credit card at a campus Cashier's. The authorized user must be present for credit card and debit card payments. Checks will be converted to ACH transactions.
  - By mail with a check or money order. Checks and money orders must be made payable to Broward College and include the student's identification number. Checks and money orders must be 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. Counter (starter) checks are not accepted. Checks and money orders may be mailed to:
 

Broward College  
Willis Holcombe Center  
Cashier's Office, Bldg. 33  
Room 108  
111 E. Las Olas Boulevard  
Fort Lauderdale, FL 33301
11. Obtain a BC identification card. All students who are pursuing a degree, certificate or diploma must obtain and carry a BC photo identification card. It is used for identification, for verification of BC status, for using College services such as libraries and Learning Resource Centers, and for gaining access to other BC facilities. A BC I.D. card may be obtained in the Student Life

Office on each campus/center.

12. All students are required to access and set up a BC student email account. This free service allows students to send and receive email messages and schedule appointments. Communication with faculty, staff and administrators is done with electronic communications. Email is the college's standard means of communication with students. Access the Broward College website [www.broward.edu](http://www.broward.edu) where email accounts can be set up through the myBC login and by clicking on the student email/account information icon.

### 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 prior to registration for the student's second term of enrollment.

Students, who present falsified information may be suspended and credit for payments made, forfeited.

### Admission Categories

To meet the needs of BC'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 with an eligible high school withdrawal code as noted in the table below; a GED; or must be home education graduates who complete requirements in accordance with Florida Statutes. To be admitted, degree seeking students must submit official complete transcripts from high school and all colleges attended prior to registration for the student's second term of enrollment. The applicant is responsible for verifying that BC has received transcripts. Students whose transcripts are not on file at the college will be blocked from registering for subsequent terms.

The Florida Department of Education defines public high school [withdrawal](#) and diploma codes that are eligible for admission to degree programs and are noted in the table below. [Florida statute 1003 F.S.](#) guides the general requirements for graduation.

High School Withdrawal Code	High School Graduation	Degree Seeking
<b>Standard High School Diploma</b>		
W06	Standard Diploma (Passed FCAT)	Yes
W07**	Special Diploma (Option One)	No
W10	Standard Diploma (GED Exit Option)	Yes
W27**	Special Diploma (Option Two)	No
W43*	Adult Standard High School Diploma	Yes
W52*	Adult Standard High School Diploma (Alternate Assessment)	Yes
W6A	Standard Diploma (18-Credit College Prep)	Yes
W6B	Standard Diploma (18-Credit Career Prep)	Yes
WFA	Standard Diploma (18-Credit College Prep, Alternate Assessment)	Yes
WFB	Standard Diploma (18-Credit Career Prep, Alternate Assessment)	Yes
WFT	Standard Diploma (Accelerated, Alternate Assessment)	Yes
WFW**	Standard Diploma (FCAT Waiver)	Yes
WGA	Standard Diploma (GED Exit Option, Alternate Assessment)	Yes
<b>State of Florida Diploma</b>		
WGD	State of Florida Diploma (GED only)	Yes
W45*	Adult State of Florida Diploma (GED)	Yes
<b>Certificate of Completion</b>		
W8A	CPT-Eligible Certificate of Completion	Yes
W08	Certificate of Completion	No
W09**	Special Certificate of Completion	No
W44*	Adult Certificate of Completion	No
W53*	Adult CPT-Eligible Certificate of Completion	Yes

**Notes:**

\*Options for adult education students.

\*\*Options for students with documented disabilities.

\*\*\*Option for postsecondary transfer students.

Applicants must also provide placement information, as follows:

First-time-in-college students must present placement test scores. For more information about [placement testing](#) see the Placement Advisement and Registration Section of the catalog on page 49.

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, with upper division coursework denoted, 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 114 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)

**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 BC 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 1 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 Associate Vice President for Student Affairs/College Registrar’s Office. If the student has attended another institution in the interim period, an official electronic transcript must be submitted to BC from that college. Students whose transcripts are not on file at Broward College will be blocked from registering. 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 BC. Transfer students must provide final official transcripts from all previously attended colleges or universities with no coursework in progress on the transcript. Transcripts should be sent prior to registration for the student’s second term of enrollment, to:

Broward College  
Registrar’s Office  
225 East Las Olas Blvd.  
Fort Lauderdale, Florida 33301

**NOTE:** Students whose transcripts are not on file at the college will be blocked from registering for subsequent terms.

Transfer students should also observe the following requirements:

- Transferring students who have fewer than 24 credits at the college level must have official electronic transcripts from their high school sent to BC.
- 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 prior to registration for the student’s second term of enrollment. Students whose transcripts are not on file at the college will be blocked from registering for subsequent 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 College. These students do not intend to transfer to, or seek a degree or certificate at BC. These students are required to do the following:

- Complete a BC application online at [www.facts.org](http://www.facts.org). The student must provide a valid SSN or TIN number, see additional information under the section labeled “How to Apply” item number 2 in this chapter), and pay the non-refundable application fee.
- A letter from the home institution should indicate that the student is in good academic standing and state the specific courses the student is being granted permission to take.

Transient students should note that some BC courses may have prerequisites 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 BC.

### High School Students

Broward College offers three Accelerated Learning Opportunities that enable qualified high school students to take courses while earning a diploma. These programs include Early Admission, and Dual Enrollment. See Accelerated Learning Opportunities on page 41 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 BC admission procedure. This includes completion of a Health Science application, paying an additional non-refundable \$20 Health Science application fee, and meeting program prerequisite course requirements. The Health Science Admission Application and program prerequisite course

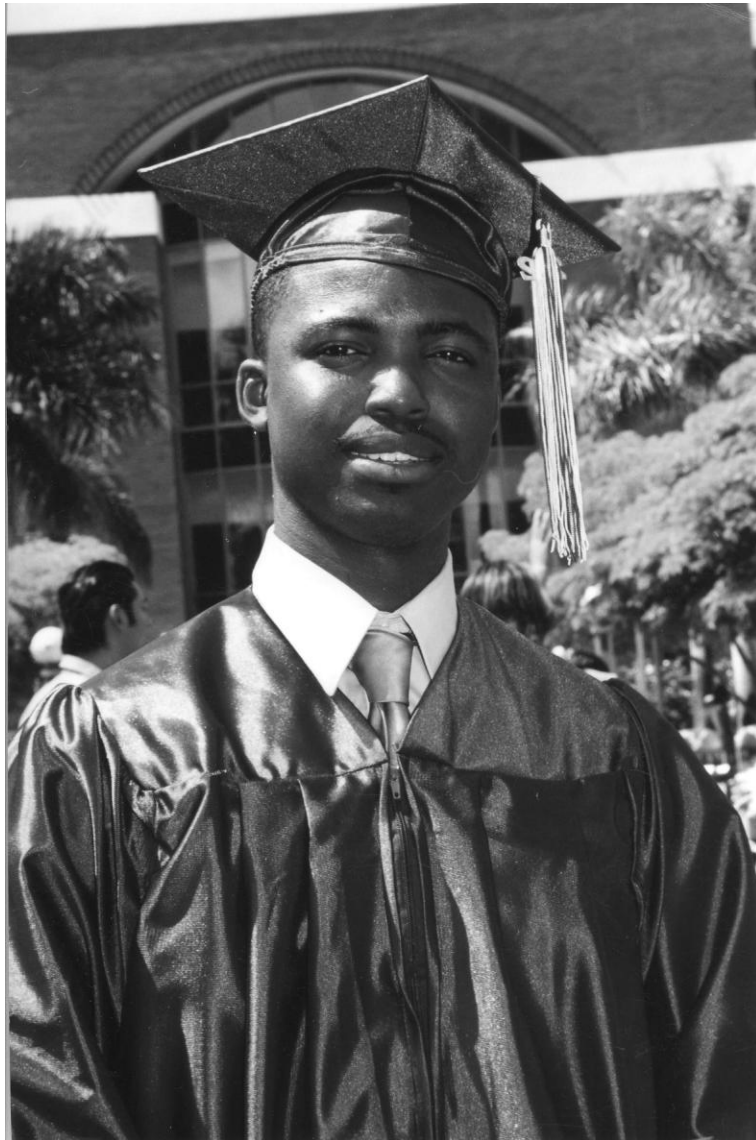
requirements are accessible online at [www.broward.edu](http://www.broward.edu).

### **Continuing Education Students**

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

### **International Students (F-1 Student Visa status)**

Broward College embraces a diverse, multicultural atmosphere, welcoming students from all over the world. Students must contact the International Student Admissions Office three to six months in advance to obtain an Admissions Packet. The packet contains the required information for admission to BC and should be submitted by the deadline shown in the packet. See page 32 for additional international admission information.



**DEFINE YOURSELF and FINISH WHAT YOU START**