

# **Placement, Advisement, and Registration**

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## Placement, Advisement, and Registration

### Placement Testing

#### Associate Degree Programs

As part of the admission process, all degree-seeking students (A.A., A.S., A.A.S.), including transfer students whose achievement level has not been certified, shall be assessed in writing, reading and mathematics to establish their communication and computation achievement levels.

#### College Preparatory Courses

Students whose placement scores do not meet the required level must improve their skill level before enrolling in college-level courses. The College offers a series of preparatory courses in English, Reading, Mathematics and English as a Second Language.

The preparatory courses are designed to assist students in acquiring skills necessary for succeeding in college-level courses. While the courses do not carry credit toward graduation, students must pass the courses, including exit examinations, in order to graduate. Students can attempt college preparatory courses up to three times. The third attempt will be subject to the full cost of instruction. See Maximum Attempts per Course, page 67.

Some forms of financial aid, including Bright Futures Scholarships, do not cover tuition for college preparatory courses. Students should check with the Financial Services Office for additional information.

Students can seek methods other than the College's preparatory courses for improvement of skills. For a list of private providers contact any campus Academic Advisement Office.

**First-time-in-college students** must present scores, no more than two years old, on one of the following State-approved placement tests: Scholastic Aptitude Test (SAT), American College Test (ACT), or Florida College Entry Level Placement Test (CPT).

If a student's score falls below the cutoff, the student must enroll in and successfully complete the appropriate college preparatory course prior to enrolling in college level courses. Students enrolled in college preparatory courses may enroll in certain other college level courses concurrently.

**Transfer students** will be placed based on the official evaluation of credit earned at previous colleges. Placement testing may be required.

**Degree-holding students** will not be required to undergo placement testing upon submission of an official transcript from a regionally-accredited college.

**Students whose primary language is not English**, and who have less than two years of non-ESOL English classes in the United States, must take the Levels of English Proficiency (LOEP) to assess English

proficiency. The LOEP test scores and a writing sample will be used for English Placement

**Non-degree seeking students** shall be required to take the placement test prior to enrollment in English or Mathematics courses or other courses that require English, Reading or Mathematics as pre-requisites.

#### Certificate/Diploma Programs

Students enrolling in selected Vocational Certificate and Applied Technology Diploma programs are required to submit scores, less than two years old, from the Test of Adult Basic Education (TABE). Students who do not meet the required TABE scores, as defined by Florida State Board Rule, can begin coursework in a certificate/diploma program, but must complete remediation of skills prior to graduation from the program. Remediation is available in all campus Learning Resource Centers. Once study is completed, students must retake the TABE and present passing scores in all areas to graduate with their certificate/diploma. TABE Testing is available on each campus. Contact a campus Testing Center for TABE testing information or visit the College website.

Students who have previously completed college preparatory instruction, passed college-level English and Mathematics courses, or hold a degree, should see an Academic Advisor/Counselor for possible exemption.

### Academic Advisement

A key factor in student success is having a sound educational plan to guide decisions about what courses to take and when. With an educational plan, students also have an idea of when they will complete degree requirements for graduation. Academic Advisors and Counselors are available to assist students with the development of an educational plan based upon personal and career goals, test scores, previous high school and college course work, and current lifestyles. A recommended course of study is developed for each student to use as a guide for course selection while attending BCC.

All students are strongly encouraged to have an educational plan. First-time-in-college students must meet with an academic advisor or counselor before they register for classes. Transfer and returning students will also find it very helpful to have an educational plan as they progress through their college career.

#### Orientation

All students enrolling at BCC for the first time are required to attend an orientation program as part of the advisement and registration process. The program provides students with important College information that will aid them in meeting their educational goals. New students will receive information about the campus orientation program.

## Registration Options

Students receive priority registration based on the number of credits earned. There are two ways to register for courses at Broward Community College. Students may register online or in person at the campus Registration Offices.

### Online Web Registration

Register by the web by following nine easy steps.

1. Type in the URL [www.broward.edu](http://www.broward.edu).
2. At "myBCC", enter your student ID and PIN number. (Your student ID number is usually your Social Security number with no dashes. Your PIN number is initially set to your birth month and birth year: MMY).)
3. Click on registration.
4. Select a term.
5. Search for classes by reference number(s) or open classes by clicking on the appropriate circle.
6. Select your class, then click "add." To remove a class, click on the common course number box.
7. When you finish selecting classes, click "save" to complete registration.
8. Print your schedule and payment information, click on the "logoff" box.

### PIN Number

Your personal identification number (PIN) is the door into "myBCC" at Broward Community College. Your initial PIN is set at your birth month and year (MMYY). It is important that you not reveal your PIN number to anyone. If you suspect that your PIN is not secure, you may change your PIN online to ensure the security of your records. If you have lost or forgotten your PIN number, or if the default PIN does not appear to work, you must present a picture ID to acquire the correct code, at any of the campus Registration Offices.

## Additional Registration Facts

### Schedule of Classes

Schedules are available on-line at the BCC website [www.broward.edu](http://www.broward.edu).

### Registration Appointments

Registration appointments determine when you are allowed to begin registering for classes. Your priority is based upon the number of credit hours earned toward graduation. Students can view their appointment dates on-line by accessing "myBCC". Students are strongly encouraged to print a degree audit and meet with an advisor/counselor prior to registration appointment dates.

### Open Registration

New and returning students are eligible to register based upon the established date.

### Schedule Modification

During registration periods, students may add courses until the actual class begins if the course is not full. Students may "drop" courses until the last day of the "drop" period published in the catalog. Students may "withdraw" from courses until the last day of the "withdrawal" period as published in the catalog.

### Registration Holds

Students' records may have a "hold" that prevents them from registering for classes. Typical reasons for a "hold" include missing transcript from high school or previous college attended, lack of placement scores, incomplete records, or requirement to meet with a college official. Students with unmet pre-requisite or co-requisite requirements may be restricted from registering for courses that require such pre- or co-requisites.

### Auditing a Class

Auditing a class allows students to enroll in a class for no credit. No grade is awarded for audited courses. The transcript will indicate a grade of "X." Students must contact the instructor to learn requirements regarding attendance, class participation and assignments. A student may only change to or from an audit status during the designated drop/add period for each term. Changing from credit to audit may be done with the instructor's approval through the scheduled last day to change from credit to audit as listed in the term calendar. Audits count as an attempt.

### Dropping a Class

Students wishing to drop a class may do so by using the web or in person at any campus Registration Office. This must be done by the established last day to drop a class. See the Schedule of Classes for deadline dates each semester. Tuition will be refunded for courses dropped by the published 100% refund deadline. The course will not appear on the student's transcript.

After this deadline, a student wishing to drop a course must withdraw, and a "W" will appear on the transcript. No refund will be given unless there are documented extenuating circumstances, with the approval of the administration on the campus where the class was held.

After the deadline for withdrawal, students may not withdraw themselves, but must follow the instructor's syllabus concerning withdrawal after the last day to withdraw. See the catalog calendar for these important deadlines each term.