

## Course Placement, Educational Planning, and Registration

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## Course Placement, Educational Planning, and Registration

### Placement Test Exemptions

#### Placement Testing

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.

#### **Placement Test Options**

**All students** must present test scores, not more than two years old, on one of the following State-approved placement tests.

1. ACT (American College Testing Program)
2. Enhanced ACT (American College Testing Program)
3. SAT (The College Board)
4. SAT1 (The College Board; administrations between 3/1/94 and 3/31/95)
5. RSAT (Recentered SAT)
6. Postsecondary Education Readiness Test (PERT) as of March 2011
7. CPT (Computerized Placement Tests, The College Board), ACT Compass, etc.
8. .

Students' scores on ACT or SAT may exempt them from other placement testing as long as their scores are no more than two year old. Students who have not taken any of the above tests, or whose test scores on any of the above test are older than two years, must take the Postsecondary Education Readiness Test (PERT).

#### Placement in Courses

Student whose test scores meets or exceeds the stated cutoff scores writing, reading and math, may enroll in college-level English and Math courses.

When a student's score falls below the cutoff in one or more of those areas, the student must enroll in and successfully complete the appropriate college preparatory course prior to enrolling in college level English or Mathematics courses until their competency in these academic areas has been certified. Students enrolled in college preparatory courses may enroll in certain other college level courses concurrently.

**Students may be exempt from placement testing in the following circumstances:**

**Transfer students'** placement will be 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. However, ESL students may be tested for placement.

**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.

**Students enrolled in Certificate/Diploma Programs and those in** select 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 TABE exemption.

## College Preparatory/Developmental Education Program

Students whose placement test scores do not demonstrate college readiness at upon enrollment will be required to register in and complete one or more College Preparatory courses. Financial aid funds will pay for college preparatory coursework up to 30 credit hours. Students should seek ways to remediate their skills deficits in various areas prior to take any assessment test and seek tutorial and other academic ass. However, these courses are designed to help students develop the skills necessary for academic success in college level courses. The College Preparatory curriculum includes courses in Mathematics, English, Reading and English as a Second Language (ESL).

**College Preparatory Courses** Students whose placement scores require them to remediate their skills deficits must improve their skills before enrolling in college-level English, Math and Science 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 twice. The third attempt will be subject to the full cost of instruction.

<b>Math</b>	<b>English</b>	<b>Reading</b>
MAT 0018	ENC 0015	REA 0007C
MAT 0028	ENC 0025	REA 0017C
MAT 0022		

<b>ESL</b>		
<b>Communication</b>	<b>Reading</b>	<b>Composition</b>
EAP0100C	EAP0120C	EAP0185C
EAP0200C	EAP0220C	EAP0285C
EAP0300C	EAP0320C	EAP0385C
EAP0400C	EAP0420C	EAP0485C

### Placement into the College Preparatory/Developmental Education Program

A student having an initial PERT, CPT, ACT or SAT score that indicates college preparatory placement and who has begun his/her preparatory

course work at BC may retest with the PERT for placement every 90 days. A fee will be charged for each re-test with the PERT. Students should seek assistance through Continuing Education or other preparation programs prior to retesting.

### College Preparatory Credit

College preparatory courses carry credit, but the credits cannot be used to satisfy degree requirements. These credits do not count in determining standards of academic progress for students to remain eligible for financial aid. . However, these credits count in the students' term and cumulative GPA averages and in the attempted and earned credit hours on the students' transcript.

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

### College Preparatory Course Planning and Sequence

The State of Florida and the College restricts when students can enroll in certain preparatory courses as follows:

- Students who test into two or more college preparatory disciplines (ENC, MAT, and REA) are limited to 12 credits in a full term and seven credits in a summer term.
- Students are required to register for the college preparatory reading course during their first term.
- Students who test into REA0007C are required to register for the course during their first term.
- Students who test into REA0017C are required to register for the course during their first term.
- Students are required to take the highest level of preparatory reading (REA0017C) the term immediately after successful completion of the lowest level of college preparatory reading (REA0007C).
- Students testing into three college preparatory disciplines (ENC, MAT, or REA) are required to satisfactorily complete the college preparatory reading sequence (REA0007C and/or REA0017C) before registering for a

college preparatory math course (MAT0018 or MAT0028).

- Students testing into at least two college preparatory disciplines (ENC, MAT, and REA) are required to take SLS1501, College Success Skills, during their first 9 credits. (This one credit course serves as an introduction to BC and teaches students strategies and skills to help them succeed in college.). Students may substitute SLS1001, Strategies for Success, for SLS1501.
- Students testing into three college preparatory courses are required to take SLS1001, Strategies for Success, during their first 6 credits. (This three credit course provides students with opportunities to learn about Broward College and higher education, acquire and practice learning strategies, explore personal learning styles, identify career options, and develop life-long citizenship.)

These requirements apply to college preparatory students who are seeking degrees and have not previously attended college. **Students must meet with an Academic Advisor in any Academic Advisement Office regarding proper course selections, sequencing, and requirements.**

#### **Alternative Providers for Preparatory Instruction**

Students can seek methods other than the College's preparatory courses for improvement of skills.

Students have the option of pursuing college preparatory instruction through programs offered by private providers of instruction. Students interested in this option should obtain additional information from any campus Student Affairs office. Students exercising this option must retake and pass the appropriate sections of the PERT, the Postsecondary Education Readiness Test, prior to enrolling in college-level courses.

**Note:** Private providers are not affiliated with BC and the College neither endorses nor warrants their services. BC assumes no responsibility related to the operations of these providers, and specifically disclaims any and all liabilities resulting from, or arising out of, or in connection with, students' use of their products and services.

#### **Maximum Attempts Per Course**

Based on state regulations, students may enroll no more than three times in any particular college credit or preparatory course. Students may not "audit" college preparatory courses. Students will be assessed the full cost of instruction for the third attempt. Exemptions may be granted based on documented financial hardships or extenuating circumstances. Details about petitioning for an exemption are available in any campus Dean of Student's Office.

#### **English as a Second Language (ESL)**

The purpose of the ESL Program is to prepare non-native English speaking students to function successfully in BC courses.

#### **Entering the ESL Program**

Students who are non-native English speakers should contact any Academic Advisement Office for an appointment. An ESL placement test and writing sample will be administered to all students, regardless of their TOEFL score. Students will be placed in ESL Program courses based on the results of the ESL placement test and writing sample.

#### **Course Load for Visa Students**

Visa students must take a full course load minimum of 12 credits or more in order to maintain a student visa. During their first and second semesters at BC, Visa students should concentrate on the ESL Program and take a limited number of other courses.

#### **ESL Course Sequences**

Non-Credit Courses: do not carry college credit.

Level 1: EAP0100C, EAP0120C, and EAP0185C

Level 2: EAP0200C, EAP0220C, and EAP0285C

Level 3: EAP0300C, EAP0320C, and EAP0385C

Level 4: EAP0400C, EAP0420C, and EAP0485C

Credit-Bearing Courses: carry elective credit.

Level 5: EAP1540C

Level 6: EAP1640C

#### **ESL Pre-requisites**

EAP0100C is a pre-requisite for EAP0200C.

EAP0200C is a pre-requisite for EAP0300C.

EAP0300C is a pre-requisite for EAP0400C.

EAP0120C is a pre-requisite for EAP0220C

EAP0220C is a pre-requisite for EAP0320C

EAP0185C is a pre-requisite for EAP0285C

EAP0285C is a pre-requisite for EAP0385C

EAP0400C, EAP0420C and EAP0485C are pre-requisites for EAP1540C\*.

EAP1540C is a pre-requisite for EAP1640C.

\*Note: An ESL student must successfully complete all three 0400C level courses before entering EAP1540C.

### **Educational Planning**

A key factor in student success is having a sound educational plan to guide decisions about what courses to take and when. All students are required to have an educational plan prior to the end of their second enrolled semester. With an educational plan, students also have an idea of when degree requirements for graduation will be complete. 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 BC.

### **Advisement**

All first-time-in-college students enrolling at BC are required to complete an Advisement and Registration session prior to registering for courses. The session provides students with important College information that will aid in meeting their educational goals. Add the new advisement statement from State relative to excess hours.

### **Registration**

Continuing students may register online or in person at the campus Registration Offices using their assigned student ID and PIN.

### **Student ID Number**

A student ID is a system derived identifier that is used throughout the BC student information and web-based systems.

### **PIN Number**

The personal identification number (PIN) is the student's access into their ["myBC"](#) student portal at Broward College. The initial PIN is set as the birth month and year (MMYYYY). It is important that the PIN number is not revealed to anyone. If it is suspected that the PIN is not secure, change the PIN online to ensure academic

records security. If a PIN number is lost or forgotten, or if the default PIN does not appear to work, present a picture ID to acquire the correct code at any of the campus Enrollment Services Offices.

### **Online Registration**

Register on the web by following eight easy steps. From the Broward College [home page](#):

1. Enter the student ID and PIN number at ["myBC"](#) (Your student ID number is the assigned number with no dashes. Your PIN number is initially set to the birth month and birth year: MMYYYY).
2. Click on registration.
3. Click on Add/Drop
4. Select a term.
5. Search for classes by course number, reference number(s) or open classes by clicking on the appropriate circle.
6. Select a class then click "reference number" To remove a class, click on the "Drop Course" box.
7. When finished selecting classes, click **"Save"** to complete registration.
8. Print the schedule and payment information, click on the "Logoff" box.

### **Additional Registration Facts**

#### **Schedule of Classes**

Term schedules are available on-line via myBC.

#### **Registration Dates**

Registration dates are published online for all students and are also available via myBC for current students.

#### **Schedule Changes**

During registration periods, students may add courses until the actual class begins if the course is not full.

After the term begin, students may "drop" courses until the last day of the "drop" with a 100% refund date published on the College calendar [online](#) and in the catalog.

Anytime thereafter, students may "withdraw" from courses until the last day of the published "withdrawal" period at the 60% point in the term. After 100% date, students are considered to be enrolled and responsible for the students.

Student financial aid is based on course enrollment; therefore, any changes in enrollment through the 60% published date on the College calendar will impact a student's financial aid award.

### **Registration Holds**

A registration hold may be placed on a student's record that will prevent the student from registering until action has been taken to resolve the issue. If students are unable to register online, it is their responsibility to contact the College Office or other relevant office promptly to determine the cause of the problem and resolve it in a timely manner. Students may see what registration holds, if any, they may have by logging into their "myBC" account. Typical holds include missing transcripts, unpaid student fines, discipline or other violations, incomplete records, academic warning, probation, and suspension or a requirement to meet with a college official prior to registration.

### **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 of any 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 academic term calendar. Audits count as an attempt if enrolled after the drop/add period.

### **Course Withdrawals**

All courses removed from a student's schedule before the 100% refund date are considered "dropped" courses and will not be indicated on the students' official transcript. Schedule changes after the 100% refund date are considered withdrawals and a (W) will appear for withdrawn courses. Students can initiate course drops or withdrawals online. If a student wants to withdraw from a course or from the College they can also see an Enrollment Services Officer on any campus. All withdrawals that students initiate are considered "official" withdrawals. The last day to withdraw without grade penalty is on or before the 60% point in any given term or session. Withdrawals after that date are not allowed.

Students who stop attending class prior to the 60% point in the term and do not withdraw themselves, faculty may "unofficially" withdraw students from the course for non-attendance or failure of adhering to their attendance policy. Students should read their instructor's course syllabus for the grading and attendance policy. Faculty may record a grade of F for non-attendance or a W. Both official and unofficial withdrawals and F grades for non-attendance are acknowledged as valid by the College and have an impact on the students' record. Students' financial aid will be impacted by any change in enrollment status resulting in W, F and other unsatisfactory progress grades. See Financial Aid Section and College Policy for additional guidelines.

## Online Educational Planning Tool

**Area 12:(08G) International/Intercultural Min.Hours: 0.00 Min.Crses: 1**

AREA REQUIREMENTS ARE SATISFIED. \*\*\*\*\* Completed/Enrolled \*\*\*\*\*

ANT2000	20081	A	0.0
-----Area Totals-----			
Completed/Enrolled:			0.0
Area Hrs Remaining:			0.0

**What term am I taking courses for this Area?**

No future terms have been selected for this area. Click the plus sign above to begin.

Select your terms for courses in this area

Course	Term	Course	Term
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

On the Educational Planning tool, select a course(s) in each area to meet requirements for graduation.

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**Area 13:(09A) Writing Requirement Min.Hours: 0.00 Min.Crses: 4**

AREA REQUIREMENTS ARE SATISFIED. \*\*\*\*\* Completed/Enrolled \*\*\*\*\*

ANT2000	20081	A	0.0
ENC1102	20083	B	0.0
PHI2600	20092	B R	0.0
DEF2004	20101	B	0.0
-----Area Totals-----			
Completed/Enrolled:			0.0
Area Hrs Remaining:			0.0

**What term am I taking courses for this Area?**

No future terms have been selected for this area. Click the plus sign above to begin.

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**\*\*\* Student Electives Toward Degree \*\*\***

Min. Hours Required: 24.00

EAP1640C	20063	A	3.0	PSY2012	20081	A	3.0
HSC1101C	20083	A R	1.0	CGS1100	20063	B R	3.0
ARH2000	20073	B	1.0	CHM1041	20082	B	3.0
PHI2600	20092	B R	3.0	DEF2004	20101	B	3.0
STA2023	20101	B R	3.0	HUN1202	20113	B R	3.0

Completed/Enrolled - Additional GE and Elective Hrs: 26.0  
Elective Hrs Remaining: 0.0

There are additional courses suggested for your Transfer Program. Click [here](#) to view them.

## Online Advising Appointments

[myBC Home](#) | [Advising](#) | [Registration](#) | [Payment](#) | [Records](#) | [Information](#) | [Personal](#) | [Logout](#)

Welcome

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**Advising Appointment Search**

You do **not** need to schedule an appointment if you are coming in for the following:

- Veteran's Certification
- Testing Information
- Registration Blocks
- Quick Questions (1-3 minutes)

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Students seeking help with these issues can contact their campus Advisement office for Fast Track Advisement:

- A. Hugh Adams Central Campus: 954-201-6528
- Willis Holcombe Center: 954-201-7491
- North Campus: 954-201-2305
- Judson A. Samuels South Campus: 954-201-8875
- Pines/Weston Centers: 954-201-3601

Advising Appointment Search

Campus	South	Selection reloads page	
Appointment Reason	Academic Advisement		
Advisor	Lucy Martinez		
Requested Date	<input type="text"/>		
Requested Time	9:00	am pm	

Campus where you want to be advised

Appointment Reason

Counselors/Advisors Available

Calendar for days available

Requested Time (Specify a.m./p.m.)