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TESTING, COURSE PLACEMENT, ADVISEMENT, EDUCATIONAL PLANNING, AND REGISTRATION

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.

Exempted students. Effective January 2014, students who entered a Florida public or charter high school beginning in the 2003-04 school year and thereafter and graduated with a standard high school diploma, beginning 2009 and thereafter, as well as active duty military personnel, will be exempt from placement tests and can opt out of developmental education courses. These students can enroll directly into gateway and college-level courses. Students who fall into this exempted category are required to meet with an advisor to determine their career and educational plans.

Students who do not fall into this recent graduate definition (non-public Florida and non-Florida high school graduate, GED holders and homeschooled students) must complete a skills assessment common to the postsecondary education readiness test or demonstrate college readiness using another measure as determined by the College, including but not limited to the following high school level average, grades in English and/or math—all within the period of two years, work experience where a level of literary equivalent to 12 grade of higher would be required to fulfill the duties of the position or scholarship.

For those students where the placement test must be taken should note that the test is not a pass or fail test, but rather a test given to determine students’ placement level in Math, English and Reading. Students may also satisfy this requirement by providing test scores for other approved tests for placement purposes taken prior to attending the College. These test scores must not be more than two years old. All students will have an option to choose how they remediate their skills prior to placement in developmental or college-level courses. All students will be advised regarding their developmental education options and can choose the option that best fits their learning style. Transfer students who have earned college-level credit in Math and English may also be exempt from taking the assessment test if C or better grades were earned in these courses.

Placement Test Options
Nonexempt, first-time-in-college students and those students who have not earned college credit or demonstrated readiness to another measure determined by the College, must present test scores, not more than two years old, on one of the following State-approved placement tests.

1. Enhanced ACT (American College Testing Program)  
2. RSAT (Recentered SAT)  
3. CPT (Computerized Placement Tests, The College Board)  
4. Postsecondary Education Readiness Test (PERT) as of March 2011.

Students' scores on E-ACT or RSAT may exempt them from placement or other college level courses of study.

Placement in Courses
A student whose test scores meet or exceed the stated cutoff scores in 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 developmental education course prior to enrolling in college level English or Mathematics courses until their competency in these academic areas has been certified. Students enrolled in developmental education courses may enroll in certain other college-level courses concurrently.

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.

TABE
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 developmental education instruction, passed college-level English and Mathematics courses, or hold a degree, should see an Academic Advisor/Counselor for possible TABE exemption.

Developmental Education Placement and Program
Broward College is committed to the philosophy that all students should be offered the opportunity to achieve their maximum potential. To attain this goal, BC offers a Developmental Education Program which accelerated options that help students to remediate their skills deficits through short-term sessions or curriculum courses in Mathematics, English, Reading and English as a Second Language (ESL). Students are encouraged to choose a method of remediation that best suits their skills and abilities.

Placement in College-Level Courses for Exempt Students
Recent graduates of Florida Public and Charter schools, as indicated above, can opt out of developmental courses. The College requires students in this category to seek academic remediation prior to self-advising into College gateway or college-level courses. Students have the option of enrolling in development education courses if their skill deficits require such. Students remediate skills deficits thorough a variety of pre-enrollment options and should think critically and choose the option that best supports their ability to succeed.

Placement in College-Level Courses for Nonexempt Students
Students whose placement scores do not meet the required college level must remediate their skills deficits in English, math and writing before enrolling in college-
level English, Math and Science courses. The College offers a series of accelerated options to complete developmental courses.

The following restrictions for course sequencing will apply and increase a student's chances for academic success:

- Students who test into two or more developmental education 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 developmental education courses 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 developmental reading course (REA0037C or REA0017C) before registering for a developmental math course (MAT0018 or MAT0028).

Students testing into at least two developmental education disciplines (ENC, MAT, or REA) are required to take SLS1501, College Success Skills, during their first 9 credits. (This one credit course introduces BC students to the use of their products and services. This course is designed to prepare students with the skills necessary for succeeding in college-level courses. While the courses are non-credit courses, they carry academic advising credits toward graduation, students must pass the courses, otherwise BC will have no record of the courses taken.

The College offers a series of accelerated options to complete developmental courses.

Enrollment in Developmental Education Courses

Students who are required to take developmental education courses, as a result of their placement test scores on the RSAT, E-ACC, CPT, or PERT, must register for such courses each term until all required courses are successfully completed. Based on state regulations, students may enroll in no more than three times in any particular college credit or developmental course, unless a student is granted an exception based on extenuating circumstances. Refer to "Maximum attempts per Course" in the General Academic Information section of this catalog for more information.

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

ENGLISH as a Second Language (ESL)

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 must concentrate on the ESL Program and take one or more of the limited number of other courses.

ESL Course Equivalencies

Non-Credit Courses: do not carry college credit.

Level 1: EAP0100C, EAP0120C, and EAP0150C

Level 2: EAP0200C, EAP0220C, and EAP0250C

Level 3: EAP0300C, EAP0320C, and EAP0350C

Level 4: EAP0400C, EAP0420C, and EAP0450C

Credit Bearing Courses: carry elective credit.

Level 6: EAP1400C

Note: An ESL student must successfully complete all three 0400C level courses before entering EAP1400C.

Advisement and Educational Planning

Advisement

All first-time-in-college students enrolling at BC are required to complete an New Student Orientation prior to registering for courses. This session introduces students to the use of their products and services. This course is designed to prepare students with important College information that will aid in meeting their educational goals. Add the new advisement statement from State relative to excess hours.

Academic Advisors and Counselors are available on each campus/center to instruct and counsel students in the following areas:

- Career and educational planning.
- Choosing appropriate courses for desired major.
- Utilizing self-advising resources/tools.
- Guiding students on strategies that promote academic success such as, study skills, time management, test-taking, decision-making, and communication skills.
- Preparation for university transfer or the workforce.

For further information and support, students may contact our Academic Advisors and Counselors.

At a New Student Orientation session, students will learn to use the online self-help advising tools, degree audit, and self-registration system.

Educational Planning

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 can use academic records from high school and college to plan their courses for academic success.

Academic Advisors and Counselors are available to assist students with the development of an educational plan based upon personal and course requirements, previous academic records and current lifestyles. A recommended course of study is developed for each student to use as a guide for course selection while attending BC.

All students are required to have an educational plan prior to the end of their second semester enrolled.

Registration

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 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 initially set to 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 immediately. To change the PIN, contact the assigned security provider. 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

Click on the "online option" by following eight easy steps. From the Broward College home page:

1. Enter the student ID and PIN number at "myBC.
2. Next, select your desired term and course offerings.
3. Click on "addDrop" to add or drop courses.
4. Select a term.
5. Select courses by course number, reference number(s) or course sequence.
6. Click on "addDrop" to add or drop courses.
7. When finished selecting classes, click on "Save" to complete registration.
8. Print the schedule and payment information, click on the "Logoff" button.

Additional Registration Facts

Term Schedule of Classes

Term schedules are available online via myBC.

Registration Dates

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

Schedule Changes

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

After the term begins, 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 campus registration 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 the Financial Aid Section of this catalog and College Policy for additional guidelines.

### ONLINE EDUCATIONAL PLANNING TOOL

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

Area Requirements are Satisfied.

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<tbody>
<tr>
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<tr>
<td>BSC1132: 2008 B 0.0</td>
</tr>
<tr>
<td>PHI2600: 2009 B R 0.0</td>
</tr>
<tr>
<td>DEP2004: 2010 B 0.0</td>
</tr>
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</table>

Area Totals: 0.0

Area Hrs Remaining: 0.0

### ONLINE ADVISING APPOINTMENTS

*Students seeking help with class advice can contact their campus Advising office for Fast Track Advising.*

**Advising Appointment Search**

- **Campus where you want to be advised**
- **Appointment Reason**
- **Counselors/Advisors Available**
- **Calendar for days available**
- **Requested Time (Specify a.m./p.m.)**

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ONLINE EDUCATIONAL PLANNING TOOL

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

Area Requirements are Satisfied.

<table>
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<th>Completed/Enrolled</th>
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<tbody>
<tr>
<td>ANT2000: 2006 A 0.0</td>
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<td>PHI2600: 2009 B R 0.0</td>
</tr>
<tr>
<td>DEP2004: 2010 B 0.0</td>
</tr>
</tbody>
</table>

Area Totals: 0.0

Area Hrs Remaining: 0.0

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