



BCCAÉ ECUADOR

Broward College Center for
American Education
Guayaquil, Ecuador



Pre-
Orientation

Orientation

PERT

Registration

Registrar's Office Practices
By: Debora Rugel

+ Pre-Orientation Stage: Information

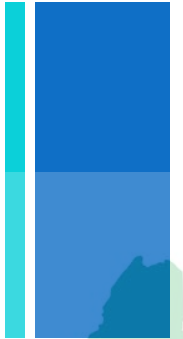
Meeting for information (Jimmie / Sara)

- ✓ Explanation of what the program is about
- ✓ BCCAIE Admissions Required documents
- ✓ Other relevant information (transfer schools, costs contrast, extracurricular activities)



+ TOP ASKED QUESTIONS!

- Will my credits transfer to the States?
- Will I receive support/help for the transfer application process?





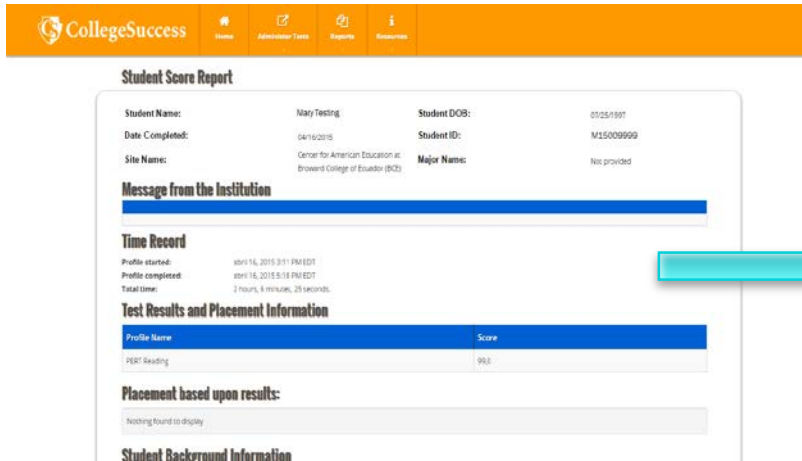
Pre-Orientation

Stage: Application for Admissions

- Application Form & Supporting Documents reception
- Explanation of next visit to the college: PERT Examinations



+ Pre-Orientation Stage: PERT Examinations



CollegeSuccess Home Assessment Tools Reports Resources

Student Score Report

Student Name: Mary Testing Student DOB: 01/25/1997
Date Completed: 04/16/2015 Student ID: M15009999
Site Name: Center for American Education at Broward College of Education (BCE) Major Name: Not provided

Message from the Institution

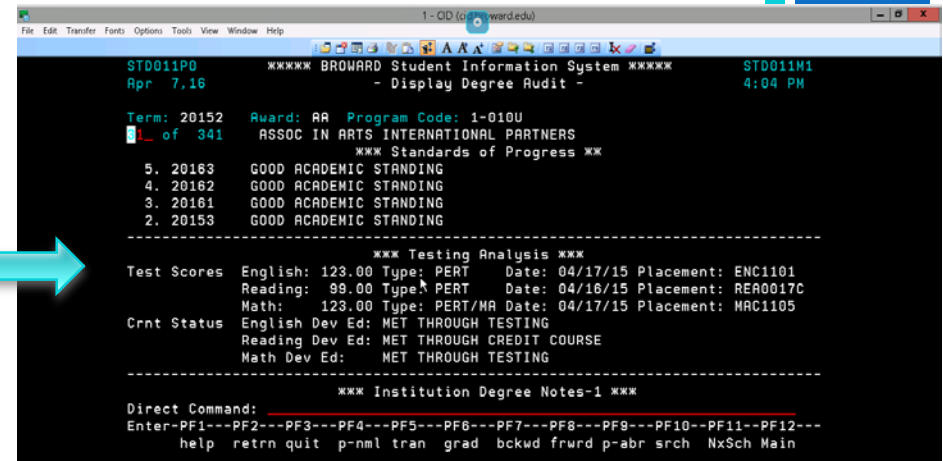
Time Record
Profile started: 04/16, 2015 3:11 PM EDT
Profile completed: 04/16, 2015 5:18 PM EDT
Total time: 2 hours, 7 minutes, 25 seconds

Test Results and Placement Information

Profile Name	Score
PERT Reading	99.0

Placement based upon results:
Nothing found to display

Student Background Information



```
1 - 00 (c:\browardedu)
File Edit Transfer Fonts Options Tools View Window Help
***** BROWARD Student Information System *****          STD011M1
Apr  7, 16              - Display Degree Audit -                4:04 PM

Term: 20152  Award: AA  Program Code: 1-010U
1 of 341  ASSOC IN ARTS INTERNATIONAL PARTNERS
***** Standards of Progress **

5. 20163  GOOD ACADEMIC STANDING
4. 20162  GOOD ACADEMIC STANDING
3. 20161  GOOD ACADEMIC STANDING
2. 20153  GOOD ACADEMIC STANDING

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*** Testing Analysis ***
Test Scores  English: 123.00 Type: PERT  Date: 04/17/15 Placement: ENC1101
              Reading: 99.00 Type: PERT  Date: 04/18/15 Placement: REA0017C
              Math: 123.00 Type: PERT/MA Date: 04/17/15 Placement: HAC1105
Crnt Status  English Dev Ed: MET THROUGH TESTING
              Reading Dev Ed: MET THROUGH CREDIT COURSE
              Math Dev Ed: MET THROUGH TESTING

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*** Institution Degree Notes-1 ***
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
help retrn quit p-nml tran grad bckwd frwd p-abr srch NxSch Main
```

PERT Scores are automatically uploaded to the CID system. Students will depend upon this placement test for registration on their first term.

+ Pre-Orientation

Stage: PERT Examinations



1. No time limit
2. It's not a pass or fail test. Its main purpose is placement. Determining how ready the student is for 1000 level English and Math courses.
3. It is not a TOEFL. The English area measures your composition skills rather than your English as a second language.

+ Orientation

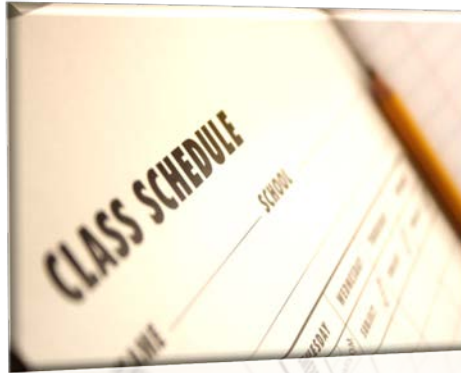
Advising on the spot!

Relevant information during advising session:

- ◆ Intended major identification (if decided) A.A. Degree: Yes or No?
- ◆ Desired date of transfer & Number of credits students would complete before transferring.
- ◆ Information on courses that have pre-requisites (e.g. Taking Math courses following a time-line)
- ◆ Frequency of a course offered throughout the year



+ Registration



- Short 7-week terms:

Students start to register about the mid-point of the previous term.

- CID Rule: All students must be registered before the first day of class:

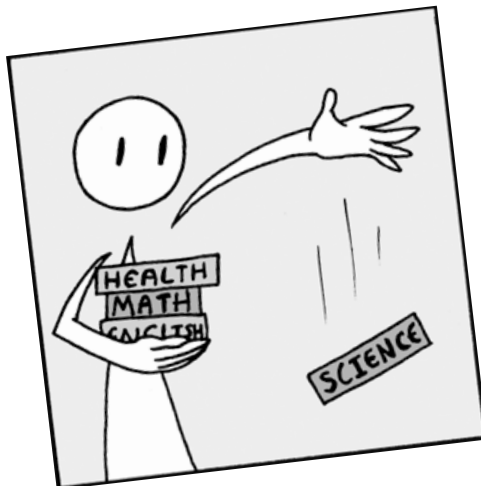
- PUBLISHED Last Registration Day for students:

Thursday previous first week of classes



+ Drops & Withdrawals

TO DROP	TO WITHDRAW
<ul style="list-style-type: none">• Full refund• Will not appear on transcripts (registration deleted in CID)• 1st Friday of the term	<ul style="list-style-type: none">• No refund• 'W' will be recorded on transcripts (processed in CID)• 5th Friday of the term



When is dropping a class a right decision?

- Dissatisfaction with course grades. (Visit your professor first!)
- More challenging than anticipated (work load, difficult, unbalance with other courses.)
- Medical condition or family issue
- Save withdrawals for extreme situations **ONLY!!!**
- Time management: put your college courses as the priority and **OTHER** activities will have to wait.

**The whole BCCA
E Guayaquil family sends
you the warmest
greetings.**