

Admissions Procedures

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Broward Community 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 127.

How to Apply

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

1. Request that official electronic high school and/or college/university transcript(s) from all institutions you have attended be sent to:

Associate Vice President
College Registrar's Office
Broward Community College
225 E. Las Olas Boulevard
Ft. Lauderdale, FL 33301

2. Apply online at www.FACTS.org, or submit a completed admissions application, including residency affidavit, to the admissions office at any campus or center. Applications can be obtained from the BCC website (www.broward.edu), from any Campus Admissions Office, or the last pages of this Catalog.
3. If a student has a Social Security Number (SSN) or a Taxpayer Identification Number (TIN), federal law requires that it is furnished to Broward Community College (BCC) so that it may be included on all documents filed by the institution with the Internal Revenue Service. Students who fail to furnish BCC 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.
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.
- By mail with a check or money order attached to the application (see address above, 111 E. Las Olas Blvd.). Checks or money orders for payment of the application fee must be made payable to Broward Community 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 ACH transactions.

NOTE: Students with transcripts from a university outside the United States must submit their transcripts with a commercial evaluation and translation to English. All transcripts must be received no later than thirty days after the start of the initial term of enrollment. See page 82 for additional information.

5. Complete a financial aid application. To be considered for grants, scholarships, loans or work/study, a student must file a financial aid application. A student does not need to be admitted to the College to apply for financial aid. Applications are available at www.broward.edu. Remember to use our school code, 001500.

NOTE: If an individual is a transfer student, the transcripts from all other institutions attended must be received and evaluated by BCC before financial aid can be awarded.

6. Complete any required skills assessment. Provide approved test scores for placement purposes or take appropriate placement test offered by the College. (See admission categories, below, for specific requirements.
7. Complete the mandatory New Student Orientation that is required of all first-time in-college-students. Students may choose to attend an on-campus session or complete the cyber orientation at www.broward.edu.

8. See an Academic Advisor. Newly admitted students are required to meet with an Academic Advisor to develop an educational plan that will guide them through their college career, indicating which courses to take and when to take them.
9. Register for classes. Students register for classes each semester based on their assigned appointment times. The registration dates are listed in Catalog calendars and the class schedule. For information on how to register see page 53.
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.
 - 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 Community College and include the student's identification number. Checks and money orders must be drawn on 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 Community College
 Willis Holcombe Center
 Cashier's Office, Bldg. 33
 Room 108
 225 E. Las Olas Boulevard
 Fort Lauderdale, FL 33301
11. Obtain a BCC identification card. All students who are pursuing a degree, certificate or diploma must obtain and carry a BCC photo identification card. This I.D. card may be obtained in the Student Life area on each campus/center. It is used for identification, for verification of BCC status, for using College services such as libraries and Learning Resource Centers, and for gaining access to other BCC facilities.
12. All students should set up a BCC student email account. This free service allows students to send and receive email messages and schedule appointments. Much of the communication with faculty, staff and administrators is done with electronic communications. Email accounts can be set up at www.broward.edu by clicking on email accounts.

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 no later than thirty days after the start of the initial term or the applicant may not register for future terms.

The College reserves the right to require a physical, psychological, and/or psychiatric examination from an applicant, if it seems to be in the best interest of the student and the College. Expenses for such an examination or assessment are the responsibility of the applicant.

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

Admission Categories

To meet the needs of BCC'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 or GED, or must be home education graduates who complete requirements in accordance with Florida Statutes. To be admitted, degree seeking students must submit official transcripts from high school and all colleges attended, within 30 days of the start of their first term. The applicant is responsible for verifying that BCC has received transcripts. Transcripts must be received in order to insure future registration.

Applicants must also provide placement information, as follows:

First-time-in-college students must present placement test scores (See Placement Testing, page 52).

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 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 126 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)

See page 30 for additional information.

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 BCC 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 3 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. If the student has attended another institution in the interim period, an official electronic transcript must be submitted to BCC from that college. 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 BCC. Transfer students must provide official transcripts from all previously attended colleges or universities. Transcripts should be sent to Broward Community College, 225 East Las Olas Blvd., Fort Lauderdale, Florida 33301, within 30 days of the start of the first term of enrollment.

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 BCC.
- 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 within 30 days to register for future 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 Community College. These students do not intend to transfer to, or seek a degree or

certificate at BCC. These students are required to do the following:

- Complete a BCC application at 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 3 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 BCC 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 BCC.

High School Students

Broward Community 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 44 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 BCC admission procedure. This includes completion of a Health Science application, paying an additional non-refundable Health Science application fee, and meeting prerequisite course requirements.

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 Community 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 BCC and should be submitted by the deadline shown in the packet. See page 34 for additional international admission information.

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	Application	International Student Application	Non-credit Application	Application fee	Re-Entry Application	Health Science Application & fee	Early Admission Form	High School Transcript/GED	Official College Transcript	CPT, ACT, or SAT	TOEFL Scores	TAB	Health Insurance	Certificate of Financial ability	Transient letter & unofficial Transcript	School recommendation letter
Degree Seeking Students	X			X				X		X						
College Credit (technical) Certificate Students	X			X				X		X						
Applied Technology Diploma Students	X			X				X		X		X				
Vocational Certificate Students	X			X				X				X				
Non-Degree Students	X			X				X								
Returning Students					X											
Transfer Students	X			X					X ¹							
Transient Students	X			X											X	
Early Admission High School Students	X									X						X
Dual Enrollment High School Student	X									X						X
Credit in Escrow High School Student	X			X						X						X
Health Science Students	X			X		X										
Continuing Education Students			X													
International Students		X		X				X ²	X	X	X		X	X		

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X¹-If the transfer student has less than 24 credits than the student must also submit a high school transcript.

X²-Students from out-of-country schools need to submit diplomas or test scores.



