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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 college level must improve their skills 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 86.

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, not 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' 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.

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 TABE 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 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 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 registering for classes. Transfer and returning students will also find it very helpful to have an educational plan.

Orientation

All first-time-in-college students enrolling at BCC are required to complete an orientation program as part of the advisement and registration process. The program provides students with important College information that will aid in meeting the educational goals.

24/7 Online Tutoring for BCC Students

Broward Community College students now have 24/7 online tutoring access! Smarthinking provides real time online tutoring and homework help for core courses and skills up to 24 hours a day, seven days a week. A student will be able to use the paper reading service and access assistance in writing across all subjects, as well as tutoring help in math (in English and Spanish), accounting, statistics, economics, and science, plus a full range of study resources, including writing manuals, sample problems, research tools, and study skills manuals. Students can access the service by connecting to the Internet.

To access online tutoring help, log on to myBCC at the Broward Community College homepage (www.broward.edu).

1. Click on the link to Smarthinking to start a tutoring session.
2. Click on the drop-down menu under the “connect to an e-structor now!” section (the purple one).
3. Select a course and this will open up a whiteboard and initiate a live tutoring session with a tutor.

How to save archived sessions:

All activity in Smarthinking is archived on the server. After the session is complete, the whiteboard will be saved to the “file cabinet” at Smarthinking.

1. Click on the “Inbox” in the file cabinet. It is at the bottom of the Smarthinking home page. The “live” session will be saved as a picture.
2. Click on the session that was completed. It will open in a new window. Right-click on the image with the mouse and save it to a computer or disk as a picture.

After viewing the live session once, it is removed from the “Inbox” and placed in the “Archives” section of the file cabinet. To view it again, look in the “Archives” section.

If assistance is needed with accessing a Smarthinking account, please go to the Learning Resource Center on a campus, or email Jackie Loftus at jloftus@broward.edu.

Registration Options

Students receive priority registration based on the number of credits earned. Students may register online or in person at the campus Registration Offices.

Online Web Registration

Register on the web by following nine easy steps.

1. Type in the URL www.broward.edu.
2. At “myBCC”, enter the student ID and PIN number. (Your student ID number is the assigned number with no dashes. Your PIN number is initially set to the birth month and birth year: MMYYY).
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 a class, then click “add.” To remove a class, click on the common course number box.
7. When finished selecting classes, click “save” to complete registration.
8. Print the schedule and payment information, click on the “logoff” box.

Student ID Number

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

PIN Number

The personal identification number (PIN) is the door into “myBCC” at Broward Community College. The initial PIN is set as the birth month

and year (MMYY). 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 the security of the records. 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 Registration Offices.

Additional Registration Facts

Schedule of Classes

Schedules are available on-line at the BCC website www.broward.edu.

Registration Dates

Registration dates determine when a student is allowed to begin registering for classes. Priority is based upon the number of credit hours earned toward graduation. Students can view 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

A student’s record may have a “hold” that prevents registration activity. 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 or unpaid student debt reported to a collection agency. A student with unmet pre-requisite or co-requisite requirements may be restricted from registering for courses.

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 academic term calendar. Audits count as an attempt if taken after the drop/add period.

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. Students may petition for a refund with documented significant extenuating circumstances. A petition will be considered on its individual merit by the campus administrators.

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.