

Admission Procedures

Steps to Apply to Broward College for:

Degree Seeking

- First time in College
- Re-entry BC students
- Transfer
- International F1, M1 Students
- Health Science Majors
- Bachelor Degree students

Certificates and Diplomas

Non-degree seeking

- Transient
- Continuing Education non-credit Students
- Eligible Florida High School Diplomas

Admissions Procedures

The Board of Trustees, within guidelines approved by the Florida Legislature, establishes Admission Policies at Broward College. Broward College gives all students the opportunity to pursue an education beyond high school.

In accordance with Florida Statutes 1007.263, high school graduates with a standard high school diploma from an institution recognized by the U.S. Department of Education as listed on the National Center for Education Statistics (NCES), or accredited by a regional accreditation agency, a General Equivalency Diploma (GED) as defined in Florida Statutes, applicants with an accepted Certificate of Completion (see specific Florida high school acceptable withdrawal codes on page 28), and applicants who completed the requirements for home education may apply for admission to the College. Students without a standard high school diploma or GED may be admitted to specific vocational certificate programs. Per Florida Statute students with Certificate of Completion may be admitted and enroll as degree seeking students.

All students are required to complete the requirements and procedures outlined for admission.

How to Apply

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

1. **Complete an online application for admission.** Log onto www.broward.edu/future.

If a student has a Social Security Number (SSN) or a Taxpayer Identification Number (TIN), federal law requires that it is furnished to Broward College (BC) so that it may be included on all documents filed by the institution with the Internal Revenue Service. Students who fail to furnish BC 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.

2. **Residency for Tuition Purposes.** As a State institution, all students must submit and complete the [Residency Affidavit](#) for Florida Tuition Purposes. Students must also submit the required [supporting documentation](#) determined by the Florida State Legislators. All residency documentation must be reviewed and validated before residency for tuition purposes can be established. Students who are unable to provide

sufficient and acceptable documentation to provide residency will be charged out-of-state tuition rates. At any time students' residency status changes during enrollment, students can request that their residency is reclassified. Documentation to support residency classification must be submitted to any campus or center admissions offices. Students who fail to submit documentation and still want to register for classes, tuition will be charged at the out-of-state rate. See tuition rates in the fee section of the catalog.

The Residency Affidavit may be obtained from the BC website at www.broward.edu/future.

Policy Statement: Pursuant to College admission policy 5.01, students who falsify their residency or citizenship status upon admission or re-admission may be denied admission or suspended permanently at the point the misrepresentation is discovered by the College. Any monies owed to the College must be paid in full.

3. **Official U.S. Transcripts:** Request high school and other College transcripts for all colleges and universities attended, showing with no coursework in progress. Submit transcripts prior to the start of classes to:

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

Unofficial transcripts cannot be accepted for admission.

Information Note: Students, who have earned 24 hours of transfer credits, may present their official college transcripts in lieu of any high school record. Students who receive aid at other institutions should consider very carefully and understand that the College has access to prior institutions attended where aid was awarded so not submitting prior records should not be considered.

Official Non-U.S. Transcripts

Students with transcripts from a university outside the United States must submit their transcripts with a course by course commercial evaluation, with upper and lower level course identification and translation to English. See page 29 for additional information.

Transcript Submission Timeline

First time in College students entering from high school must submit all an official and complete high school record prior to the start of their term, but no later than registration for the student's second term of enrollment. Registration will be blocked for subsequent terms until the official transcript is received.

Transfer students must submit their official academic records, with no in progress course work, from all institutions attended and all transcripts must be and evaluated by the College prior to the first day of classes. Financial aid cannot be awarded and packaged without all records on file with credit evaluated.

Information Note: The College cannot guarantee that transcripts will be evaluated in time for the start of classes when transcripts are received less than 30 days prior to the start of classes.

Policy Statement: Pursuant to the College's Admissions policy 501, students who fail to submit all transcripts from previously attended institutions will be sanctioned and disciplined per the Student Code of Conduct when the falsification is discovered. Students could face permanent.

4. **Application Fee:** 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 to 225 E. Las Olas Blvd., Ft. Lauderdale, Florida 33301. Checks or money orders for payment of the application fee must be made payable to Broward 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 automatic clearinghouse transactions.

5. **Federal and State Financial Aid.** Students who need assistance paying their tuition and fees must complete a Free Application for Federal Student Aid (FAFSA). To be considered for grants, institutional athletic and non-athletic scholarships, Federal direct subsidized and unsubsidized student loans, Florida Bright Futures programs, or work/study, a student must file a FAFSA annually for each academic year where aid is requested. Students do not need to be admitted to the College to apply for financial aid; however, before financial aid can be awarded, the student must be registered for classes and complete the verification process determined by the Federal government, if selected.

Florida Bright Futures students who complete the FAFSA are not eligible to receive Federal aid are exempt from the Federal verification process. However, students who want to receive Federal aid and Bright Futures awards, must complete the verification process prior to any Federal student aid awards are posted.

Information Note: The Federal student aid application is available online at www.fafsa.ed.gov. Remember to use our school code, 001500. Effective January 2011, all eligible students should use the IRS data match when completing their FAFSA. See page 73 for information regarding Federal Student aid.

6. **Skills Assessment Tests.** Students who apply to the College must complete skills assessment placement test. The placement tests 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, no more than two years old, from other approved tests for placement purposes taken prior to attending the College. 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.

7. **Information Note:** The College's placement test is the Post-Secondary Readiness Test (PERT). PERT is the approved test for all State colleges in Florida. Non-degree seeking

students are not required to take the placement test until after completion of 12 credits of coursework. (See the following page for Admission Categories.)

8. **Advisement.** Complete the **mandatory** New Student Advisement and Registration session that is required of ALL first-time in-college-students. Students may choose from a variety of times and schedule to attend one of these sessions at any of the Broward campuses or centers. Students will be prohibited from registering until they attend one of these sessions.
9. All new and continuing students are required to meet with an Academic Advisor to develop an **educational plan** prior to the end of their second term of enrollment. Education plans help guide them through their program of study and ensure on time completion of required coursework if courses are taken and passed in the recommended sequence. . Students who have an educational plan tend to succeed at higher levels; therefore, all students should have a career objective aligned to their program of study with an education plan that indicates which courses that these should be taken.

Advisement TIP: AA and AS graduates who take hours in excess either through changing majors or taking courses that do not apply toward their associate degree program will accumulate excess hours. The State universities in Florida charge and require students to pay surcharge that is higher than higher tuition for courses at the bachelor degree level for all hours in excess. Stay on track.

10. **Register for Classes.** Students registration for classes each term should be based on the students' defined career objective and education plan. Early registration is highly recommended. Registration dates are listed on the Academic Calendar on page 6 of the catalog and on the homepage online. More information on how to register can be found on page 61.
11. **Tuition and Fees.** 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 College and include the student's identification number. Checks and money orders must be 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. Checks and money orders may be mailed to:

Broward College
Willis Holcombe Center
Cashier's Office, Bldg. 33, Room 108
111 E. Las Olas Boulevard
Fort Lauderdale, FL 33301
12. Obtain a BC identification card. All students who are pursuing a degree, certificate or diploma must obtain and carry a BC photo identification card. It is used for identification, for verification of BC status, for using College services such as libraries and Learning Resource Centers, accessing information for financial aid or other student services that require identification of student status, and for gaining access to other BC facilities. A BC I.D. card may be obtained in the Student Life Office on each campus/center.
 13. **BC Student Email.** All students are required to access and set up a BC student email account. This free Microsoft Live Edu student e-mail service is more than just e-mail, Microsoft Live Edu is browser based and offers students the latest technology in e-mail with a long list of benefits and features such as Single e-mail sign-on, Sync to your other e-mails, 10 GB e-mail file storage, Social Networking, Access, view, edit documents from anywhere using Microsoft Office on the Web, Edit Word, Excel, PowerPoint, and OneNote online without additional software, Mobile access to e-mail, IM, text, calendar, blogging, and campus directory from virtually any computer or mobile device (phone) with an Internet connection, Instant messaging, Ability to continue to use e-mail after leaving Broward College and more.

Communication with faculty, staff and administrators is done with electronic communications. Email is the college's standard means of communication with students and students are expected to read set up an account and read their email so important information is not missed. Access the Broward College website www.broward.edu where email accounts can be set up through the myBC login and by clicking on the student email/account information icon.

International Students (F-1 and M1 Student Visa status) Admissions Procedures

Students must contact the [International Student Admissions Office](#) three to six months in advance to obtain an Admissions Packet specifically for F-1 and M1 applicants. The packet contains the required admission procedures to Broward College. F1 and M1 applicant must submit all required documents for admissions by the deadline shown in the packet.

Information Note: All international students must be enrolled in a degree seeking program as a full-time student (12 credit hours or more). See page 34 for additional international admission information.

Acceptance of Applicants

Upon completion of all admission forms and assuming eligibility, the applicant will receive an acceptance letter. Provisional admission status may be granted if all transcripts have not been received; however, all such documents must be received prior to registration for the student's second term of enrollment. Registration will be blocked if transcripts are not received. Students are able to access transcript receipt history information through their myBC account.

NOTE: Students, who present falsified information may be suspended and credit for payments made, forfeited.

Admission Status

To meet the needs of a diverse community of learners, students can enroll as degree or non-degree seeking, as students seeking diplomas or certificates, as well as BC re-entry, transfer or transient students.

Degree Seeking Students

Students who intend to complete an associate degree (A.A., or A.S.), must have a standard high school

diploma with an eligible high school withdrawal code as noted in the table below; a GED; or must be home education graduates who completed requirements in accordance with Florida Statutes. To be admitted, degree seeking all first-time in college students must submit official complete transcripts from high school and all colleges attended beyond high school prior to enrollment.

The Florida Department of Education defines public high school [withdrawal](#) and diploma codes that are eligible for admission to degree programs and are noted in the table below. [Florida statute 1003 F.S.](#) guides the general requirements for graduation.

Withdrawal Code	High School Graduation	Degree Seeking	Financial Aid
Standard High School Diploma			
W06	Standard Diploma (Passed FCAT)	Yes	Yes
W07**	Special Diploma (Option One)	No	*
W10	Standard Diploma (GED Exit Option)	Yes	Yes
W27**	Special Diploma (Option Two)	No	
W43*	Adult Standard High School Diploma	Yes	Yes
W52*	Adult Standard High School Diploma (Alternate Assessment)	Yes	Yes
W6A	Standard Diploma (18-Credit College Prep)	Yes	Yes
W6B	Standard Diploma (18-Credit Career Prep)	Yes	Yes
WFA	Standard Diploma (18-Credit College Prep, Alternate Assessment)	Yes	Yes
WFB	Standard Diploma (18-Credit Career Prep, Alternate Assessment)	Yes	Yes
WFT	Standard Diploma (Accelerated, Alternate Assessment)	Yes	Yes
WFW**	Standard Diploma (FCAT Waiver)	Yes	Yes
WGA	Standard Diploma (GED Exit Option, Alternate Assessment)	Yes	Yes
State of Florida Diploma			
WGD	State of Florida Diploma (GED only)	Yes	Yes
W45*	Adult State of Florida Diploma (GED)	Yes	Yes
Certificate of Completion			
W8A	CPT-Eligible Certificate of Completion	Yes	AtB or 6 Credits***
W08	Certificate of Completion	No	No
W09**	Special Certificate of Completion	No	No
W44*	Adult Certificate of Completion	No	No
W53*	Adult CPT-Eligible Certificate of Completion	Yes	No

- * Options for adult education students.
 ** Options for students with documented disabilities.
 *** Must pass Ability-to-Benefit test or successfully complete 6 credits of college coursework applicable towards certificate or degree
 **** Option for postsecondary transfer students.

Degree Seeking Students High School Graduates with Non-Standard Diplomas

Eligible Florida High School Graduation Codes are noted on the table to the left. Some of these graduation codes allow students to admit and seek degree-seeking programs of study. Students who hold these diplomas and can admit as a degree-seeking student and can apply for Federal Financial Aid after showing certain levels of proficiency in Reading Comprehension, Sentence Skills and Arithmetic. The Higher Education Act allow for those students who demonstrate they possess sufficient "ability to benefit" (AtB) from post-secondary education as indicated by test performance on an approved AtB test or by earning (6) college credits, which can include preparatory courses with a grade of C or higher may able for Federal Student Aid. Non-degree seeking students are NOT eligible for aid.

The College administers the Computerized Placement Test (CPT) as its approved AtB test. Passing scores on the College Placement Test (CPT) are as follows:

Sentence Skills	60
Reading Comprehension	55
Arithmetic	34

Applicants must also follow other admissions requirements outlined in this section of the catalog.

Applicants Seeking Bachelor degrees Broward College offers Bachelor degree programs various workforce demand areas. Students interested in applying to one of the College's bachelor degree programs to refer to page 145 in the catalog.

Degree or non-degree seeking students with Earned Degrees

Students with earned Bachelor degrees can apply and enroll in degree or non-degree seeking programs. Federal Pell and other sources of need-based Federal and State aid are not available to students with earn bachelor degrees.

Students holding earned AA degrees cannot earn another AA degree. Students with earned AA, AS or AAS degrees can earn other associate in science degrees. However, students should meet with a

financial aid advisor to understand the impact their Federal student financial aid.

College Policy Statement: Pursuant to Policy 5.01, students who fail to disclose all institutions attended and degrees earned upon admission are considered to be in violation of College policy and may have their admission canceled or may be expelled if the determination is made post enrollment.

Federal Policy Statement: Federal Pell Grants are direct grants awarded through participating institutions to students with financial need who have not received their first bachelor's degree or who are enrolled in certain post baccalaureate programs that lead to teacher certification or licensure.

Students who received a Pell Grant for the first time on or after July 1, 2008, you can only receive the Pell Grant for up to 18 semesters or the equivalent.

Advisement TIP: Students are encouraged to persist toward a bachelor's degree rather than using all of their pell eligibility at the associate degree, two year level.

Non-Degree 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 still:

- must submit a valid high school diploma, GED or home school certification, but are not required to submit placement test scores;
- prove Florida residency for tuition purposes or pay out-of-state fees
- may be allowed to enroll in up to 12 semester hours of coursework, that does not require placement, without declaring intent toward a major. Enrollment beyond 12 semester hours will require the student to complete the full admission process, including placement testing, ;
- are required to adhere to pre-requisites, which may create a need for placement testing;
- are not eligible for financial aid.

Certificate/Applied Technology Diploma Applicants

Requirements for applicants who intend to complete a Vocational Certificate, Technical Certificate or Applied Technology Diploma vary from program to program. For a listing of the specific requirements for certificate and applied technology programs,

refer to page 141 Program Admission Requirements. Generally 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 PERT)

Non High School Graduates may be eligible to enroll in certain certificate programs, but cannot pursue degree programs. No financial aid can be received. These applicants are encouraged to meet with an academic advisor prior to starting the application process at the College.

Broward College Re-Entry Students

Students who have prior enrollment history at the College and have not attended BC for one academic year and are in good academic standing must submit a Re-Entry Application to update personal information, (which includes a valid SSN or TIN number, see additional information under the section labeled “How to Apply” item number 1 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 Admission’s Office.

College Policy Statement: Per College policy, any falsification of residency status may lead to expulsion, loss of credit earned and repayment of any fee related to the incorrect prior classification.

If the returning BC student has attended another Florida state institution within the last 12 months while not enrolled at BC, and that institution declared the student a Florida Resident for Tuition Purposes, their residency status will be honored upon entry or re-entry. An official and complete electronic transcript show no work in progress must be submitted to BC from all colleges and universities attended while not enrolled at BC .

Transfer Students

Transfer students are students who have previously attended another college or university and wish to continue their education at BC. Transfer students must follow all the admission procedures indicated in this section of the catalog.

Transfer students should also observe the following requirements:

- Students who have fewer than 24 credits at the college level must submit official electronic transcripts from their high school and all colleges and universities attended.
- Students who are not in good academic standing (on suspension or dismissal) must see an Academic Advisor to petition the admission status prior to submitting an application for admission.
- Students who have attended a college/university outside the United States are required to provide a course by course commercial translation and evaluation with upper-level course identification of all course work completed.
- Requested documents must be presented prior to registration for the student’s first term of enrollment. Students whose transcripts are not on file at the college will be blocked from registering for their first term of entry/re-entry.

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 College. These students do not intend to transfer to, or seek a degree or certificate at BC. These students are required to do the following:

- Complete a BC application [online](http://www.broward.edu/future) at [broward.edu/future](http://www.broward.edu/future). The student must provide a valid SSN or TIN number, see additional information under the section labeled “How to Apply” item number 2 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 course(s) the student is being granted permission to take.

Transient students should note that some BC 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 BC. There will be a fee assessed for that transcript

Dual Enrolled High School Applicants

Students who have already earned credit through dual enrollment and hold a qualified diploma