Academic Advising

Academic advising services are offered to all Broward College students. Our mission is to teach and empower students to achieve their academic, life and career goals. First Time in College (FTIC) students are required to attend an advising session during their first term. During this session, advisors use career assessments to engage students in a conversation about their career and vocational goals. In addition, academic advisors develop an academic plan for all new students in BC Navigate at this appointment. Transfer and continuing students are provided academic advising services through individual appointments either in person, by phone, or via Skype. Degree-seeking students can access their academic plan to track their degree progress within their specific program of study.

Following the New Student Orientation, students will be assigned an academic advisor based on their home campus, degree program/transfer major, pathway and last name. Academic advisors are available to all students by appointment at North, Central, South, and Online Campuses as well as Willis Holcombe and Miramar West Centers. In addition, students will receive a welcome email from their academic advisor. To schedule an appointment, log in to myBC - click on BC Navigate and then select “Advising Appointment”.

Contact Academic Advising on each campus/center:

- Central Campus: Bldg. 27, Rm. 103 954-201-6528
- North Campus: Bldg. 46, Rm. 242 954-201-2305
- South Campus: Bldg. 68, Rm. 213 954-201-8875
- Willis Holcombe Center: Bldg. 33, Rm. 219 954-201-7198
- Miramar West Center: Bldg. 3101 Rm. 101 954-201-8449
- BC Online: Bldg. 1401, Rm. 147 954-201-7900

Academic Planning

An academic plan is a sequence of courses students will take each term through graduation in their selected degree/certificate program. After completing New Student Orientation, students are required to attend their first advising appointment. During this appointment, an assigned academic advisor works to confirm students’ career choice, reviews degree requirements to begin the academic planning process. Just like you, each student’s plan is unique. An academic advisor will work one-on-one with each student to determine how many classes students should take each semester, what those classes are and create a detailed academic plan that works for each student. Academic advisors assist students with developing an academic plan that provides a realistic timeline through graduation and support students through completion. The academic plan also serves as a guide to assist students with selecting courses during early registration. It can also be accessed when you sign into myBC and select BC Navigate.

Students are strongly encouraged to work with their assigned academic advisor and keep them informed of any major changes in their academic goals, such as transfer institution, and program or enrollment status. By doing so, academic advisors can work with you to ensure that you have a plan that accurately guides you to academic success and pushes you closer to achieving your educational dreams. If you have not created your academic plan, or need to make updates, please schedule an appointment to meet with your academic advisor.

To schedule an appointment, log into myBC - click on BC Navigate and then select “Advising Appointment”. Your appointment will be made through BC Navigate.

You can schedule your advising appointment through myBC by following a few simple steps:
1. Log in to myBC on the Broward College homepage.
2. Click the “Advising” link at the top of the page and then select “Advising Appointments.”
3. Fill in your search criteria. (Select the desired campus, appointment location, reason for appointment, your pathway advisor and requested date and time).
4. In addition, Online advisors are available to answer general academic questions online. For more information, visit www.broward.edu.

Contact Academic Advising on each campus:

- Central Campus: Bldg. 27, Rm. 103 954-201-6528
A key factor in student success is having a sound academic plan to guide decisions about what courses to take and when. With an academic plan, students will know when degree requirements for graduation will be complete. Each student's assigned Academic Advisor or Counselor will assist students with the development of an academic plan based upon personal and career goals, test scores, previous high school and college course work, and current lifestyles. All students are required to have an academic plan prior to the end of their second enrolled semester.

**Career Services**

The College’s career centers are located on each of the three main campuses, allowing students to explore their potential career options by providing career exploration services, academic service-learning, and access to volunteer opportunities. Career counseling and interest assessments are provided to all students to assist them with defining their educational goals and modifying their educational plans to ensure timely graduation. The career center website provides online access to the College’s primary online employment resource; free for students and local employers to use. The career center page includes several additional online tools to assist students in career planning including self-assessment tools, matching careers to majors, resume writing, interviewing tips, and more. The Career Centers have a variety of self-assessments that can help you with your search. You can also explore hundreds of career videos and profiles through Virtual Job Shadow. Log on to www.broward.edu/career to gain access to these helpful tools.

To begin your partnership with the Career Centers, register for the college’s online job board at www.broward.edu/ccn.

Career Centers are located on North, Central and South Campus.

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<thead>
<tr>
<th>Campus</th>
<th>Building</th>
<th>Room</th>
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<td>Miramar West</td>
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<td>954-201-8449</td>
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<td>BC Online</td>
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<tr>
<td>WHC</td>
<td>33</td>
<td>219</td>
<td>954-201-7198</td>
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**Excess Credit Hours**

Florida law F.S. 1009.286 requires colleges to encourage students, who intend to enroll in a state university, to complete their respective degree program with only credit that can be applied to their degree program of study to avoid excess hours. Effective July 1, 2009 and amended 2011, state universities shall require a student to pay an excess hour surcharge equal to out of state tuition rates for each credit hour in excess of 115 percent of the number of credit hours required to complete the baccalaureate degree program. The law also provides for exceptions to this extra fee if the credit hours were earned under certain circumstances and are not calculated as hours required to earn a baccalaureate degree. Review 1009.286F.S for more detailed information. The statute is available online at [www.flsenate.gov](http://www.flsenate.gov).

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

<table>
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<tr>
<th>Advisor/Counselor</th>
<th>Phone</th>
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<tbody>
<tr>
<td>A. Hugh Adams Central Campus</td>
<td>954-201-6528</td>
</tr>
<tr>
<td>North Campus</td>
<td>954-201-2305</td>
</tr>
<tr>
<td>Judson A. Tourne South Campus</td>
<td>954-201-8875</td>
</tr>
<tr>
<td>Online Campus</td>
<td>954-201-7800</td>
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<tr>
<td>Pines Center</td>
<td>954-201-3601</td>
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<tr>
<td>Miramar West Center</td>
<td>954-201-8448</td>
</tr>
<tr>
<td>Weston Center</td>
<td>954-201-8501</td>
</tr>
<tr>
<td>Willis Holcombe Center</td>
<td>954-201-7491</td>
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</table>
**Academic Success Centers**

Designed to advance academic achievement, the Academic Success Centers (ASCs) provide currently enrolled Broward College students with a variety of quality support services in a comfortable, collaborative atmosphere. Tutoring services from highly qualified and certified tutors are available in nearly all subject areas at the Academic Success Centers. Students are encouraged to utilize ASC services early and often to develop college-level study skills and become independent learners.

Services provided by the ASC include:

- Academic support areas, labs and tutoring (accounting, business, computer science, economics, English as a Second Language, modern foreign language, Math, science, STEM, writing)
- In-person and virtual one-on-one and group appointment sessions
- Certified tutors
- Collaborative project space
- Graphing calculators (loan)
- Laptops (loan)
- Open computer centers with printing and scanning
- Study groups
- Textbook reserves
- Quiet study spaces

Please visit a location or online at [www.broward.edu/ASC](http://www.broward.edu/ASC)

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<tr>
<th>Location</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Central Campus</td>
<td>Bldg. 17, first &amp; second floor</td>
<td>954-201-6660</td>
<td><a href="mailto:ASCCentral@broward.edu">ASCCentral@broward.edu</a></td>
</tr>
<tr>
<td>North Campus</td>
<td>Bldg. 62, Rm. 100</td>
<td>954-201-2260</td>
<td><a href="mailto:ASCNorth@broward.edu">ASCNorth@broward.edu</a></td>
</tr>
<tr>
<td>South Campus</td>
<td>Bldg. 72, second floor</td>
<td>954-201-8909</td>
<td><a href="mailto:ASCSouth@broward.edu">ASCSouth@broward.edu</a></td>
</tr>
<tr>
<td>Willis Holcombe Center</td>
<td>Bldg. 33, Rm. 430</td>
<td>954-201-7595</td>
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<tr>
<td>Pines Center</td>
<td>Bldg. 101, Rm. 148</td>
<td>954-201-3619</td>
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<tr>
<td>Miramar West Center</td>
<td>Bldg. 3101, Rm. 130</td>
<td>954-201-8462</td>
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**Online Tutoring Services**

Online tutoring services are available through [Tutor.com](http://Tutor.com) for currently enrolled Broward College students. Through this service, students can access practice tests and review materials in various academic subjects, and work with a tutor in a live, interactive and engaging virtual learning environment. Tutor.com can be accessed 24/7 through a student’s [myBC](http://myBC) account or Desire to Learn (D2L). Live one-on-one help is available on a limited basis per student, per semester. Students can manage their time through the available minute counter located on the site’s home page.

**Classroom Support**

Another function of the Academic Success Centers is to support quality instruction by providing initiatives to support the curriculum and campus faculty. Classroom visits and orientations are available to introduce students to ASC services and resources. Each campus maintains an extensive library of video and other instructional multimedia resources to enhance classroom instruction. Project collaboration and class visit can be arranged by contacting the campus Academic Success Centers.
Broward College’s bookstores are operated by Barnes & Noble College Booksellers. The bookstores offer a complete line of textbooks, new, used, eBooks, rental, selection of trade, and reference books. The bookstores carry an extensive assortment of educational supplies and gift items. Services also include special orders for books, software not normally carried as basic stock, and buyback of used college books. Prices are established according to the national standard typically found at other colleges and universities.

The bookstore accepts Visa, MasterCard, Amex and Discover credit cards. You can order your course materials online at: broward.bncollege.com. Bookstore hours of operations are posted on our website at: www.broward.edu/studentresources/bookstore.

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<tr>
<th>Store Location</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>A. Hugh Adams Central Campus Bookstore</td>
<td>954-201-6830</td>
</tr>
<tr>
<td>North Campus Bookstore</td>
<td>954-201-2224</td>
</tr>
<tr>
<td>Judson A. Samuels South Campus Bookstore</td>
<td>954-201-8805</td>
</tr>
</tbody>
</table>

Campus Safety

The College Campus Safety phone number is **954-201-HELP (4357)**.

The Campus Safety Department is available 24 hours a day, 7 days a week. All Broward College Campus Safety Officers possess a Class D license issued by the State of Florida and/or an active law enforcement certification and are certified CPR/AED responders. Their duty is to assist students, faculty, staff, and visitors; conduct patrols of their assigned areas; respond to incidents on Broward College property, provide traffic control and direction; enforce parking rules and regulations; assist in building evacuations; manage lost and found property; and identify individuals on college property to determine whether they have lawful business at BrowardCollege.

Broward College maintains a highly professional, cooperative, and contractual working relationship with those law enforcement agencies having police jurisdiction on our campuses and learning centers. Campus Safety refers incidents of a criminal nature occurring on Broward College campuses and centers to the law enforcement agency having jurisdiction.

Students, faculty, staff, and visitors should immediately call 911 to report police, fire, and medical emergencies. To report criminal activity and activity of a suspicious nature that occur at any of Broward College’s campuses and learning centers, students, faculty, and staff are encouraged to contact the Campus Safety Department at 954-201-HELP (4357). There are also emergency call boxes and Blue Light emergency phones located on our campuses.

Visit the Campus Safety website at www.broward.edu/safety to access the Annual Security Report, active shooter information, safety policy information, the College’s Severe Weather Plan, helpful brochures and pamphlets, and much more. In addition to the College’s Annual Security Report, each Campus Safety office also maintains a daily incident log with up-to-date crime information, which is available upon request.

The Annual Security Report

Originally known as the Campus Security Act, the Jeanne Clery Disclosure of Campus Security Policy and Statistics Act (20 U.S.C. Section 1092(f)) is a federal law that requires many colleges and universities, such as Broward College, to disclose information on crime. The Clery Act requires colleges and universities to:

- Publish an annual report every year by October 1 that contains the crime statistics for three years and certain campus security policies and statements.
- Disclose of crime statistics for Broward College is representative of campuses, adjacent public areas, and certain non-campus facilities. The statistics gathered must represent those from campus safety, law enforcement, and campus security authorities.
- Provide "timely warning" notices of crimes that meet specific guidelines and have occurred and pose an ongoing threat to students, faculty, and staff.
Implement an emergency notification procedure to be utilized if there is an immediate threat to the health or safety of the students, faculty, and staff.

Make available a public crime log that contains any crime that has occurred on campus and is reported to the campus safety department.

In accordance with Title II of the Student Right to Know and Campus Security Act of 1990, Broward College holds that students, faculty, staff, and visitors have a right to be aware of the amount of criminal activity that occurs on its campus. Broward College encourages all persons to report criminal activity that occurs on campus to Campus Safety and/or the appropriate law enforcement agency.

Campus Security Authorities (CSAs)/ Responsible Employees

For those who would prefer to report a specific incident or crime to someone other than Campus Safety or local law enforcement officers, Broward College has designated certain members of its faculty and staff to serve as Campus Security Authorities (CSAs). Persons designated by the College as CSAs include: Academic Deans and Associate Deans, Campus Life Directors and Administrators, The Athletic Director and Assistant Director, Athletic Coaches and Assistant Coaches, Faculty Advisors to student groups/clubs, and Student Affairs Officials. All CSAs receive training and directives in accordance to their participation within the program and are capable of documenting related incidents. For the purpose of Clery Act reporting, all crimes reported to a CSA are forwarded to the Clery Compliance officer for inclusion in the Annual Security Report.

As a result of the negotiated rulemaking process, which followed the signing into law of the 1998 amendment to 20 U.S.C. 1092(f), clarification was given to those considered to be Campus Security Authorities (CSAs). Pastoral and professional counselors acting in the scope of their professional license are not considered to be CSAs and are not required to report crimes for inclusion into Broward College’s annual disclosure of crime statistics. Professionally licensed counselors can only encourage persons to report crimes to the appropriate authorities. Academic counselors employed at Broward College are not considered professional counselors and are not bound to confidentiality under the Clery Act. Broward College does not employ mental health counselors but instead has a partnership with Henderson Mental Health Services to provide services to students in need.

Parking, Traffic, and Removal of Vehicles Policy

Broward College Policy 6Hx2-7.13 states that, in accordance with Florida Statues 1001.64(24), the Board of Trustees is authorized to provide penalties for parking and traffic infractions to include towing of vehicles in violation of College regulations, and to use Campus Safety Officers to enforce College parking regulations on all locations of Broward College. Monies collected from parking violations are to be deposited in student scholarship accounts for student financial aid recipients at the College. In accordance with Florida Statues Chapters 316, 320, and 322 law enforcement agencies are authorized to enforce all traffic and parking violations on College property. In accordance with Florida Statues 715.07, the College has the right to tow vehicles from College property. For more information on parking at Broward College visit www.broward.edu/parking.

Career Centers

Career development is available to all students and alumni of Broward College. A variety of services are available to assist students with setting their career goals and preparing for employment. Many services are available online or students can make an appointment with a career center professional. Visit www.broward.edu/career to access career services.

Services include:

- Career assessment and exploration
- Full-time, part-time, and internship, opportunities
- Resume and cover letter assistance
- Interviewing and job search strategies
- Internship EDGE information
- Career counseling and educational planning

Defining yourself is a very important step when choosing a major.
Take self-assessments that will generate a list of prospective occupations that match your preferred work activities, interests, personality preferences, values, skills and life goals.

- Go to www.broward.edu/career, click on the FOCUS assessment. Use the access code WOLF to get started.
- Explore hundreds of career videos and career profiles through Virtual Job Shadow. Visit broward.edu/careervideos to find the career that’s right for you.
- Make an appointment with a Career Coach who can assist you with exploring majors and careers so that you can make an informed decision about your career goals.

Utilize the college’s online job board at www.broward.edu/ccn to stay up-to-date with career-related events such as job and university transfer fairs, internship orientations, career center open houses, and more.

Career Centers are located on each of the college’s main campuses:

- Central Campus, Building 19, Room 117 954-201-6612
- North Campus, Building 46, Room 126 954-201-2355
- South Campus, Building 68, Room 100 954-201-8865

Dining Services and Vending Services

Broward College Dining and Vending Services are contracted by the college and function as a service to the students, faculty, staff and administration by providing healthy dining options for the college community.

The College Dining Services offers many option such as; snacks and beverages, coffee and breakfast items, hot and cold sandwiches, soups and salads, pasta and daily chef specials, grilled chicken with rice and beans. The College Dining Services also provides catering services to Broward College. A complete list of menu items, including prices, hours of operation and catering guide are available by visiting the Dining Services web site at: http://www.broward.edu/studentresources/dining/Pages/default.aspx. Dining Services accepts cash and credit cards.

The College Vending Services also has many vending machines located throughout the campuses and centers. The vending machines contain snacks and beverages.

Please note the following locations for food services:

- A. Hugh Adams Central Campus Central Campus Dining
  Bldg. 19, Rm. 110 954-201-6459

- Central Campus Library Café (Dunkin)
  Bldg. 17, Rm. 130 954-201-6423

- North Campus Dining
  Bldg. 46, Rm. 115 954-201-2042

- Judson A. Samuels South Campus South Campus Dining
  Bldg. 68-C, Rm. 172 954-201-8335

- Judson A. Samuels South Campus South Campus (Dunkin)
  Bldg. 73, Rm. 101 954-915-1308
Accessibility Resources

Broward College complies with all relevant laws enacted at every level of government to provide access to students with disabilities. Students with disabilities are assured participation in all College activities and services and are eligible for academic accommodations. Disclosure of a disability is voluntary, and students will not receive accommodations until they register with, and provide appropriate documentation to, the Accessibility Resources office, the student will then be approved for accommodations based on individual need and College policy. For further information, please contact the appropriate Accessibility Resources Office:

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<tr>
<th>Location</th>
<th>Building</th>
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<td>WHC</td>
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<td>South Campus</td>
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<td>Rm. 263</td>
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<td>Miramar Town Center</td>
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<tr>
<td>Pines Center</td>
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<tr>
<td>Weston Center</td>
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<tr>
<td>College-Wide Services for the hearing impaired</td>
<td>Bldg. 19, Rm. 116</td>
<td>954-201-6766 TDD: 954-201-6445 VP: 954-635-5850</td>
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Admissions Information

The Board of Trustees establishes Admission Policies at Broward College (BC) aligned to State Statute 1007.263 and accompanying Board Rules. Broward College gives all students the opportunity to pursue an education beyond high school.

Broward College complies with all relevant laws enacted at every level of government to provide access to students with disabilities. Students with documented disabilities are assured participation in all College activities and services. However, disclosure of a disability is voluntary, and students cannot receive support services/accommodations unless he/she provides current documentation of his/her disability and registers with the Accessibility Resources office on his/her campus. The student will then be provided with the appropriate support services/accommodations based on his/her individual needs and College policy.

High school graduates with a standard high school diploma, a General Equivalency Diploma (GED), accepted Certificate of Completion (see specific Florida high school acceptable withdrawal codes in this section), 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.

Broward College has developed guidelines to determine the validity of high school diplomas in compliance with Federal Title IV Regulations. Student Financial Aid has developed minimum standards outlined in College Policy 5.1 and the accompanying procedure. All students are required to complete the requirements and procedures outlined for admission.

Pursuant to the College’s Admissions policy 5.01, students who attended U.S. colleges and universities and fail to submit complete transcripts from those institutions will be sanctioned and disciplined per the Student Code of Conduct when the falsification is discovered. Students could face permanent expulsion. Additionally, students who falsify their residency or citizenship status upon admission or re-admission may be denied admission or dismissed permanently at the point the misrepresentation is discovered by the College. If a 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 showing no work in progress must be submitted to BC from all colleges and
universities attended while not enrolled at BC. Any monies owed to the College must be paid in full.

**Admissions Definitions**

**Degree Seeking Students**

Students who intend to complete a degree, must have a standard high school diploma with an eligible high school diploma type; a GED; or must be home education graduates who completed requirements in accordance with Florida Statutes.

To be admitted as degree seeking, all students must submit official complete transcripts from high school and all colleges attended beyond high school upon entry to Broward College. Failure to provide official transcripts will jeopardize enrollment. Placement determination is also required prior to enrollment.

**Degree Seeking Students High School Graduates with Non-Standard Diplomas**

Eligible Florida High School Graduation Codes are noted in Florida Statue. Some of these diplomas allow students to admit and pursue degree-seeking programs of study. Students who earned these diplomas can admit as a degree-seeking student.

**NOTE:** Federal student aid cannot be awarded to a student who does not have a valid high school diploma recognized by the issuing state as eligible for Federal student financial aid. Students who earn certificates of completion may enroll at Broward College, and State need-based aid and institutional aid can be awarded upon initial enrollment.

Students may apply for Federal student aid once they have earned 24 college level credits.

**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 may enroll in a maximum of 12 credit hours prior to declaring a program objective and taking the college placement test if applicable.

**Degree or non-degree seeking students with Earned Degrees**

Students with earned bachelor’s degrees can apply and enroll in degree or non-degree seeking programs. Federal Pell is not available to students with earned bachelor’s degrees. However, students should complete the FAFSA for student loans eligibility.

**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. There are limits on the number of Pell semesters for a bachelor’s degree. As such, students are encouraged to progress to the next level rather than earning multiple degrees at the same level. Students should meet with academic and financial aid advisors to understand the impact on their Federal student financial aid when pursuing degrees at the same level.

**Bachelor Students**

Broward College offers bachelor’s degree programs in various workforce demand areas. You may be eligible to apply for admission to one of the following bachelor’s degree programs upon completion of an Associate of Arts (AA), an Associate of Science (AS), or 60 applicable college-level credits.

Applicants to Bachelor programs must first apply and be accepted by Broward College as a degree-seeking student ($35.00 application fee required or $75.00 for International applicants).
In addition, the bachelor student must meet admission requirements for the Bachelor program for which they are applying. A supplemental application is also required. The supplemental application for each bachelor program is available on the Broward College website at www.broward.edu/admissions/Pages/BachelorProgram.aspx.

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 meet with an Academic Advisor to review transcript(s) from prior institutions attended, upon application for admission to BC. 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 and lower level course identification for 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 received at the college will be blocked from registering for their first term of entry/re-entry.

Vocational Certificate/Applied Technology Diploma Applicants

Requirements for applicants who intend to complete a Vocational Certificate, Technical Certificate or Applied Technology Diploma from program to program. Specific requirements for certificate and applied technology programs are in the academic section of this catalog.

Documents that may be required include:

- High school diploma or GED
- Transcripts from all colleges/vocational centers previously attended
- Placement test scores (TABE or PERT)

Non-High School graduates may enroll as a non-degree seeking student in a limited selection of postsecondary adult vocational courses or continuing education courses. Such applicants may not be admitted to college credit programs. These applicants are encouraged to meet with an academic advisor prior to starting the application process at the College.

International Students (F1 and M1 Student Visa/Status) Admissions Procedures

Broward College accepts international students to attend classes in the Fall (August – December), Spring (January – May) and Summer (May – August) terms. Applicants are encouraged to contact the International Student Services Office (ISSO) at ISSO@broward.edu or (954) 201-7228 for assistance during the application process. International students must be degree seeking and attend classes full-time (at least 12 credits per term) except for their annual vacation. The College also accepts applicants for the Language Training program.

See the International Students section of this catalog for detailed international student admissions information.

Transient students

Students who are enrolled at another college or university and want to take courses at Broward College are considered to be transient students. Students who enroll at Broward College will need to pay for those courses at the transient institution, without financial aid, and will be reimbursed when aid is disbursed at their home institution. Financial aid can only be processed by the home institution.

Dual Enrolled Students

Students who wish to enroll in the dual enrollment program must first meet with their high school guidance
counselor to determine eligibility for the program. Eligible students must do the following to enroll:

1. Work with the high school guidance counselor to complete a Dual Enrollment Recommendation form. The form must be signed by the high school guidance counselor and the principal/designee.
2. Complete a BC online application.

The high school guidance counselor will submit the required documentation related to GPA verification and college level test scores to the college for review by the established deadline. Please visit the Dual Enrollment website for complete program guidelines and expectations – www.broward.edu/dual.

NOTE: Please reference the Credit for Prior Learning section for details on student eligibility requirements.

Admissions Process

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

- Complete an online application for admission.
- 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.

Readmission Process

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. If the student declared that they are a Florida Resident for Tuition Purposes, at least two documented proofs of the claimant’s Florida residency must be provided to support the claim.

Pay application fee

All new students must pay a one-time, non-refundable application fee of $35.00 (for U.S. citizens and permanent resident aliens) or $75.00 (for International Students). Transient students are not charged an application fee, but are charged a transient fee not to exceed $5 per course enrolled. This is a processing fee and will not be refunded if the student does not enroll. Students who have submitted their FAFSA and are eligible for Federal Student aid can request their application fee payment is deferred and paid once aid is awarded. The application fee is payable through any of the following methods.

- Online with a credit or debit card at www.broward.edu
- By mail with a check or money order to the North Campus Cashier’s Office 1000 Coconut Creek Blvd, Coconut Creek, FL 33066. 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 maybe converted to ACH transactions.
- Deferred payment with Aid is done on a case-by-case basis at each campus registration office.

Determine Your Tuition Rate

As a State institution, there are two tuition rates: one for residents of the State of Florida and one for non-residents. Every applicant for admission must submit and complete the Residency Affidavit for Florida Tuition Purposes as a statement of his or her length of residence in the state. Students are all initially designated as out-of-state upon entry, until they meet this statutory requirement. They must submit the required affidavit attesting to their length of residency in the state and supporting documentation to finalize their residency for tuition purposes. 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 prove residency in their initial classification will maintain a non-resident status for tuition purposes and will be charged out-of-state tuition rates. Any changes to students’ initial residency determination must be made prior to the first day of classes for the semester enrolled. Thereafter, any residency status changes during enrollment, students must request that their residency is reclassified, which will impact all subsequent enrollment periods. The Florida Residency Affidavit and accompanying support documents must be submitted online. Students who fail to submit documentation and still want to register for classes, will be charged tuition at the out-of-state rate. See tuition rates in the fee section of the catalog.

The Residency Affidavit can be completed online at https://www.broward.edu/admissions/financial-aid/residency.html

**NOTE:** Initial residency can generally be proven by providing two (2) of the documents listed above as acceptable. However, residency reclassification requires three (3) acceptable documents.

**Residency for Tuition Purposes and Florida Statute**

In determining a Florida resident for tuition purposes, the burden of proof rests with the applicant. A Florida resident, or if a dependent child, his/her parent(s), must have established and maintained a legal residence in the state for at least 12 consecutive months immediately prior to the first day of classes. The applicant must provide clear and convincing documentary evidence that his/her length of residence, or if a dependent child, his/her parent(s) length of residence, was for the purpose of maintaining a bona fide domicile and not for the purpose of maintaining a temporary residence for tuition purposes. Each student is required to provide a statement of residency through the submission of a Florida Resident for Tuition Purposes Affidavit and supporting documentation.

A dependent child whose parents are divorced or separated may qualify as a resident for tuition purposes if either parent is a legal resident of Florida regardless of which parent claims the child as a dependent for federal income tax purposes.

A dependent child living with an adult relative other than his/her parent(s) may qualify as a Florida resident for tuition purposes if the adult relative has maintained a legal residence in the State of Florida for 12 consecutive months immediately prior to the student’s first day of classes. The dependent child must have lived with the relative for five consecutive years immediately preceding the term in which residency classification is being requested and claimed by that relative as a “dependent” under the Federal Income Tax Codes.

If a 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 showing no work in progress must be submitted to BC from all colleges and universities attended while not enrolled at BC.

**Reclassification**

Any student who seeks reclassification as a Florida resident must complete and submit the following items prior to the first day of classes for the term in which reclassification is sought.

- a Residency Affidavit can be completed online at [https://www.broward.edu/admissions/financial-aid/residency.html](https://www.broward.edu/admissions/financial-aid/residency.html) which will require at least three supporting documents must be submitted to apply for reclassification.

**Appeal for reclassification**

Any student who seeks to appeal a Florida Residency denial can submit an appeal online at [https://www.broward.edu/registrar/index.html](https://www.broward.edu/registrar/index.html). Appeals are reviewed by the Florida Residency Appeal Committee. All committee decisions are final and will be provided to the student in writing.

Residency requirements are determined by the State Legislators and are subject to change.

**Submit Academic Transcripts, if degree seeking**

Submit ALL Official Secondary and Postsecondary Transcripts from institutions attended. The transcripts should
show that there is no coursework in progress. Contact each institution to request official and complete transcripts to be sent electronically to Broward College (school code 001500) prior to the start of classes. For schools that do not transmit electronically, submit the official and complete sealed transcript to:

Broward College Registrar’s Office
4205 Bonaventure Blvd.
Weston, FL 33332

All official transcripts are required prior to the start of classes; financial aid will not award until all required transcripts have been received. Unofficial transcripts can be used for advisement purposes prior to the start of the term but cannot be accepted for admission or in any decision relating to exceptions to College policy (Academic Standards Petitions).

NOTE: Students, who have earned 24 credit hours of Broward credit through dual enrollment or transfer credits from other colleges and universities, may present their official college transcripts in lieu of high school records unless requesting financial aid. Students who receive Federal student aid at other institutions should understand and very carefully consider that the College has access to information relative to prior institutions attended where aid was awarded. Students should not abstain from submitting prior records when seeking admission to Broward College.

Official Non-U.S. Transcripts

Students who attended a university outside the United States and want consideration of prior coursework for credit and course equivalency must submit their documents to a commercial evaluation service, with upper and lower level course identification and translation to English. Students who hold F1 or M1 Visas should refer to the International Students section of this catalog for additional information.

Students residing in the U.S. with prior coursework from postsecondary institutions outside of the country must follow the same guidelines as indicated relative to submitting all prior coursework for evaluation. Transcripts in languages other than English must be translated.

Apply for Federal and State Financial Aid and Broward College Scholarship

FAFSA

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, 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 Federal government and selected by the College.

NOTE: Students and parents are encouraged to file their taxes prior to completing the FAFSA and when completing the FAFSA should use the IRS Data Retrieval tool in order to avoid verification of income purposes.

Florida Bright Futures students are not required to complete the FASFA to be eligible to receive their Florida Bright Futures awards. However, if students want to determine their eligibility for Federal, State and other forms of student aid, they must complete the FAFSA and all other requirements aligned to the aid source.

NOTE: The Federal student aid application is available online at www.fafsa.ed.gov. Broward College’s school code is 001500. When completing the FAFSA, Federal guidelines require that all eligible students use the IRS data retrieval tool. In most cases when students and parents who use the IRS data retrieval tool to populate their income information their records may not be selected for income verification as long as prior year income taxes have been filed for all applicants included on the FAFSA. Students who elect not to use the tool when completing their FAFSA, and if selected for verification of income, per Federal regulation, the only form of documentation that can be accepted by the College is an IRS tax transcript. Paper copies of tax returns can no longer be
accepted. For more information refer to the Student Financial aid section in the catalog or College Policy 5.11.

The Broward College Scholarship Application can be accessed at 

Determine Placement

Students applying for admission to the College as a degree seeking student may be required to take the college placement test to determine the level of readiness in reading, English, writing, and math course.

Exempt students

Effective January 2014, students who entered a Florida public or charter high school beginning in the 2003 school year and thereafter and graduated with a standard high school diploma beginning 2007 and thereafter, as well as active duty military personnel, will be exempt from placement tests and can opt out of development 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.

NOTE: Students should consider how long they have been out of high school, the when was the last time they were enrolled in an English or math course, and/or the grades earned in these courses. Exempted students can take MOOCs, boot camps and other skills remediation options prior to enrollment in the gateway, college-level or other courses, as well as, opt into development education in preparation for college-level work.

Students who do not fall into this recent graduate definition (non-public Florida and non-Florida high school graduate, GED holders, homeschooled students and graduates of a public school prior to 2007) must complete a skills assessment common 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 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 best 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.

NOTE: The College’s placement test is the Post-Secondary Readiness Test (P.E.R.T.). P.E.R.T is the approved test for all State colleges in Florida.

Students may submit scores on other approved placement tests (ACT, SAT, CPT, P.E.R.T.) taken within two years of admission. The College encourages students to review for the test or take a skills remediation option prior to taking it. Non-degree seeking students are not required to take the placement test until after completion of 12 credits of coursework, unless required for a specific course. (See the Admission Categories section of this catalog.)

Advisement

Complete the New Student Orientation required of all first-time in-college-students. Students may choose from a variety of schedules to select and attend one of the sessions at any Broward College campuses or centers. Students will be prohibited from registering until they attend an orientation session.

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 students through their program of study and ensures on time completion of required coursework if courses are taken and passed in the recommended sequence.

Students who have an educational plan tend to attain success 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 should be taken for completing the student’s selected program of study.
NOTE: Associate of Arts and Associate of Science graduates who take hours that do not apply toward their program of study and/or change their major multiple times can accumulate excess hours. The State universities in Florida charge and require students to pay a surcharge that is often higher than the tuition rate for credits in excess. Students are encouraged to have an advisement plan and take only hours required for their degree program. Federal student aid (Pell grants and student loans) is also impacted by excess hours in the pace (attempted versus earned) and maximum time frame to complete (150% of the program requirements).

Cyber advisors are also available to answer general academic questions online. For more information, visit http://www.broward.edu/studentresources/advising

Contact Academic Advising on each campus/center:

Central Campus  Bldg. 19, Rm. 116  954-201-6528
North Campus   Bldg. 46, Rm. 242  954-201-2305
South Campus   Bldg. 68, Rm. 213  954-201-8875
Willis Holcombe Center  Bldg. 33, Rm. 219  954-201-7491
Miramar West Center  Bldg. 3101 Rm. 101  954-201-8449
BC Online  954-201-7900

New Student Orientation and Advising & Registration

First-Time-In-College Students (FTIC)

All new Broward College students (except Transients, Non-degree seeking, and Continuing Education) must complete our new student online orientation. Students will be prohibited from registering for classes until they complete an online orientation as well as an on campus Advising and Registration session. The new student online orientation consists of 6 modules which includes Student Services, Academics, student life, paying for college and Code of Conduct and Safety. At the end of the online orientation students are required to register for an advising and registration session. In the advising and registration session students will review their first term academic plan in BC Navigate. BC Navigate academic plans help guide students through their program of study and ensures on time completion of required coursework if courses are taken and passed in the recommended sequence. Students will initiate the career exploration process as it relates to their intended career goal and finalize class registration for their first term. Students who have successfully completed an advising and registration session, as part of the first-year experience are expected to attend First Flight and register for SLS 1501 College Success Skills prior to their first day of class. These events provide students with important information about critical resources at the College and various student success initiatives that will aid them in meeting their educational and career goals.

New Transfer Students

New transfer students are required to complete an online orientation. The new student online orientation consists of 6 modules which includes Student Services, Academics, student life, paying for college and Code of Conduct and Safety. Upon completion, students will be contacted by a student success coach who will guide them through the remainder of the admissions onboarding process and class registration. Unofficial transcripts may be used for the unofficial evaluation but cannot be used to satisfy admission or financial aid transcript requirements.

Returning Students

Returning students are required to complete an online orientation. The new student online orientation consists of 6 modules which includes Student Services, Academics, student life, paying for college and Code of Conduct and Safety. Upon completion, students are required to schedule an appointment with their academic advisor via BC Navigate who will guide them through the remainder of the advising and registration process. Unofficial transcripts may be used for the unofficial evaluation but cannot be used to satisfy admission or financial aid transcript requirements.

International Students

See International Education Programs for admissions process.
**Register for Classes**

Students register online using BC Navigate via the MyBC portal. Students should register for classes each term based on a defined career objective and academic plan. Early registration is highly recommended. Registration dates are listed on the Academic Calendar published on the web and included in this catalog. More detailed information on how to register is included in the corresponding section of this catalog (Registration).

**Pay Tuition and Fees**

See registration section in this catalog for more information.

Student fees must be paid in full prior to the fee payment due date. Students can pay fees through any of the following methods:

*Financial Aid* - Students who use Financial aid sources (grants, scholarships, and/or loans) to provide full or partial coverage for all or part of their enrollment prior to the start of classes. Once coverage is applied it remains on the schedule until the student cancels their enrollment at the College.

**NOTE**: Before the financial aid can be officially disbursed, students must validate their enrollment during the first three weeks of classes. Students who attend classes after the 100% refund date and drop any or all classes can expect their aid to adjust by their enrollment status. When students use financial aid to cover their classes, they should expect to incur charges when changes to their schedule are made that cause aid to adjust.

*Tuition Payment Plan* - Students may pay in incremental installments when they sign up to use the tuition payment plan. See the Tuition and Fee section of the catalog for more details or the college’s website.

*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:

North Campus Cashier’s Office  
1000 Coconut Creek Blvd.  
Coconut Creek, FL 33066

- **Third-Party Payment** – Florida pre-paid, Workforce One, Vocational Rehabilitation, Veterans (GI BILL), Active Duty (Tuition Assistance (TA) etc.

*Fee Waivers and Exemption* - Eligible students may be eligible to receive a fee waiver or exemption. See the Student Fees and Tuition section of the catalog.

**NOTE**: Classes will be dropped for non-payment if tuition is not paid by the fee payment due date. All students must drop courses prior to the 100% refund date to avoid charges.

**Obtain a BC student identification card and parking permit**

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 Academic Success Centers, accessing information for financial aid or other student services that require identification of student status, and for gaining access to other BC facilities. The BC I.D. card may be obtained in the Student Life Office on each campus/center. Veteran students will receive an ID with their veteran’s status noted and will receive priority services on campus and centers.

The requirement for a decal will be determined at time of enrollment and the appropriate fee charged to the student's account. All parking decals can be applied for at [www.broward.edu/parking](http://www.broward.edu/parking). Parking decals are mailed; therefore, it is important to verify the correct address in the parking system before finalizing the decal request. Parking decals usually take 10 business days to arrive. A temporary decal is issued in .pdf format that can be printed and used until the permanent decal arrives in mail.
**Access your BC Student Email**

All students are required to access and set up a BC student email account. This free Microsoft’s Office 365 student e-mail service is more than just e-mail, Microsoft’s Office 365 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, 25 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 activate their free BC email account and read their email frequently so important information is not missed. Access the Broward College website at [www.broward.edu](http://www.broward.edu) where email accounts can be set up through the student’s Onelogin and by clicking on the student email/account tile.

**Applicants Seeking Bachelor’s degrees**

Students must have 60 credits or an Associate degree.

Broward College offers bachelor’s degree programs in various workforce demand areas. Students interested in applying to one of the College’s bachelor’s degree programs should refer the bachelor’s degree section of the catalog. Students can also transfer to a four-year university upon completion of their AA or AS degree at Broward College.

**Bachelor of Applied Science (BAS) - Admission Requirements**

- **BAS Supervision and Management**
- **BAS Technology Management**
- **BAS Information Technology**
- **BAS Supply Chain Management**

The Bachelor of Applied Science (BAS) is an open access program designed for the adult learner who has earned a two-year technical degree and wishes to advance professionally. Broward College offers four BAS programs: Supervision and Management, Technology Management, Information Technology, and Supply Chain Management.

General admission to Broward College is required, and students will submit a supplemental application to the program. Students must have 60 credits or an Associate degree with a minimum 2.0 grade point average. Applicants for the BAS program should have completed a minimum of 15 semester hours of general education requirements as part of their AS or AAS degree. The remaining general education semester hours (totaling 36) will be completed during the Bachelor of Applied Science degree program. Students will meet all State of Florida Bachelor of Applied Science general education requirements to be awarded the Bachelor of Applied Science (BAS) degree.

Applicants are required to have a cumulative grade point average (GPA) of 2.0 on a 4.0 scale in all post-secondary coursework. Applicants must be in good academic standing at the last institution they attended. Broward College will automatically access the transcripts of previous or current students applying to the BAS program. As part of the admission process students are required to complete an educational plan. Please refer to the website for more specific information regarding the assistance provided through advising in developing the student’s educational success plan.

Current Broward College students who wish to apply for the BAS program are required to complete the supplemental program application.

Graduates or returning Broward College students who wish to apply for the BAS program are required to complete the re-entry application and the supplemental program application.

New students to Broward College must complete the Broward College admissions application and complete the supplemental application for the BAS program.

International students must first be admitted into Broward College. They are also required to complete the BAS
program supplemental application. Please refer to the international admission requirements listed in the online Broward College catalog at www.broward.edu.

Transfer students must submit a general admission application and complete the supplemental application for the BAS program.

Bachelor of Science in Aerospace Sciences - Admission Requirements

The Bachelor of Science (B.S.) in Aerospace Sciences degree is designed specifically for those students with a desire to work in various aviation-related careers. The program introduces students who are new to aviation to a wide-ranging sampling of the various sectors, but also allows students with a more focused approach the opportunity to concentrate on a particular area of interest. This program is intended to prepare graduates for a variety of supervisory, management, and leadership positions within the growing aviation industry at airlines, airports, aircraft maintenance, and repair and overhaul companies, etc. It is also designed to give current workers in the field advanced education to make them more competitive for promotion opportunities.

The Bachelor of Science degree in Aerospace Sciences uses a 2+2 model designed to provide individuals who have obtained an Associate of Science (A.S.) or Associate of Arts (A.A.) degree from a regionally accredited college or university the opportunity to further their education. The curriculum offers a learner-centered practical approach to understanding the aviation industry.

The Bachelor of Science is an open access program designed for the adult learner who has earned an Associate of Science or an Associate of Arts degree and wishes to advance professionally. General admission to Broward College is required, and students will submit a supplemental program application. Applicants for the B.S. program should have completed a minimum of 15 semester hours of general education requirements as part of their associate’s degree. The remaining general education semester hours (totaling 36) will be completed during the Bachelor of Science degree program. Students must meet all of the State of Florida Bachelor of Science general education requirements to be awarded the Bachelor of Science (B.S.) degree in Aerospace Sciences.

Applicants are required to have a cumulative grade point average (GPA) of 2.0 on a 4.0 scale in all post-secondary coursework. Applicants must be in good academic standing at the last institution they attended. Broward College will automatically access the transcripts of previous or current students applying to the B.S. program. As part of the admission process, students are required to complete an educational plan with their advisor.

Students who are new to Broward College must first apply to the college by visiting the college’s website at www.broward.edu. General admission to Broward College does not constitute admission to the B.S. program. Students must also submit a supplemental program application, which can be found at www.broward.edu/aviation. Students currently attending Broward College who wish to apply for the B.S. program are required to complete the supplemental program application which can be found at www.broward.edu/aviation. Graduates or previous Broward College students who have not been in attendance for more than two major terms are required to complete both the re-entry application and the supplemental program application. Please visit www.broward.edu for the re-entry application and then visit the department website at www.broward.edu/aviation for the supplemental program application. International students must first be admitted to the college. Please visit www.broward.edu/international for admissions requirements. Once admitted, student will complete the supplemental program application.

Bachelor of Science in Education - Admission Requirements

The Bachelor of Science in Education uses a 2+2 model requiring the completion of an Associate of Arts Degree, or at least 60 semester credit hours of postsecondary education from a regionally accredited college or university for entry into the program. Broward College offers three Bachelor of Science in Education Programs: Exceptional Student Education with a Reading and ESOL Endorsement, Secondary Biology, and Mathematics Education.

Applicants must meet the following requirements:

The completion of an Associate of Arts Degree, or at least 60 semester credit hours of postsecondary education from a regionally accredited college or university and these credits must include 36 hours of General Education requirements. Grade point average: A cumulative grade point average of 2.5 on a 4.0 scale in all general education coursework.

Letter of recommendation: Student must submit a letter from someone who knows them professionally, educationally or personally.
Transcripts: Student must submit official transcripts from every post-secondary institution added.
Academic requirements: Student should be in good academic standing at their last attended institution and have completed the following prerequisite courses:

EDF1005 Introduction to the Teaching Profession
EDF2085 Introduction to Diversity and Exceptionalities for Educators
EME2040 Introduction to Education Technology

**NOTE:** Students must have earned a grade of “C” or better. The math and science programs require additional prerequisites. Please refer to program sheets for specific prerequisite course requirements.

Foreign language requirements: Two years of sequential foreign language studies from high school or eight semester credit hours at the college level are required.

Student must pass the General Knowledge Exam (GKE) or College Level Academic Skills Test (CLAST): Student MUST pass the essay portion of the GKE to enroll. All parts of the GKE must be successfully completed by the 15th credit in order to be fully admitted to the program. If the student passed the CLAST prior to July 1, 2002, they may be exempt from the GKE.

Students must meet all admission requirements before acceptance into the program. In addition to the required upper-division coursework, students must pass the Florida Teacher Certification Exams in order to successfully complete the bachelor’s program.

**Bachelor of Science in Environmental Science - Admission Requirements**

The Bachelor of Science (BS) in environmental science is designed for students that wish to pursue a career as a laboratory/field technician and/or progress to a graduate degree program (MS or PhD). The curriculum provides the students with a foundational understanding of science, critical thinking skills, experiential learning, ethics and specific technical knowledge and skills required to work in the laboratory or the field. The program has two tracks – Biosecurity and Physical Science.

The Biosecurity track focuses on ecology, entomology, plant science, genetics and other aspects of environmental science. An optional Advanced Technical Certificate in Geographic Information Systems (GIS) provides additional discipline skills and knowledge that will make them competitive for employment within the environmental and biological science workforce.

The Physical Science track focuses on geology, hydrogeology, oceanography, and other aspects of environmental science. An optional Advanced Technical Certificate in Geographic Information Systems (GIS) provides additional discipline skills and knowledge that will make them competitive for employment within the environmental and physical science workforce.

Applicants must meet the following requirements:

The completion of an Associate of Arts degree, an Associate of Science degree, or at least 60 semester credit hours of postsecondary education from a regionally accredited college or university and these credits must include 36 hours of General Education requirements.

Grade point average: A cumulative grade point average of 2.5 on a 4.0 scale in all general education coursework. Letter of recommendation: Student must submit a letter from someone who knows them professionally, educationally or personally.

Transcripts: Student must submit official transcripts from every post-secondary institution added.
Academic requirements: Student should be in good academic standing at their last attended institution and have completed the following prerequisite courses with a “C” or better:

**Biosecurity Prerequisites**
BSC2010 Introduction to Biology I
BSC2010L Introduction to Biology I Lab
CHM1045 General Chemistry (or CHM1032 or CHM1025)
CHM1045L General Chemistry Lab (or CHM1032L or CHM1025L)
Foreign language requirements: Two years of sequential foreign language studies from high school or eight semester credit hours at the college level are required.

Bachelor of Science in Nursing - Admission Requirements

The RN-BSN Program is designed for Florida licensed registered nurses who have earned a two-year associate of science degree and wish to advance professionally. Applicants must complete the following requirements prior to formal admission into the RN-BSN Program:

- submit a supplemental application to the RN-BSN Program by the deadline: for winter admission, the deadline is August 30, and for fall admission the deadline is April 30th of every year.
- possess an Associate of Science in Nursing degree or higher from an accredited institution recognized by Broward College.
- possess an unrestricted and unencumbered active license as a registered nurse in Florida if enrolling in face-to-face classes, Applicants who do not hold an active Florida Registered Nurse license should contact - The Florida Board of Nursing at: (850) 245 - 4125.
- apply for Financial Aid before the published deadlines on the Student Financial Aid webpage. Achieve a minimum 2.5 overall cumulative and a 2.5 nursing GPA.
- successfully complete required health forms.
- successfully complete a (level 2) background investigation and drug screening (fee required).
- successfully completed statistics (STA 2023) or equivalent course recognized by Broward College.
- successfully completed a minimum of 24 General Education requirement credits.

NOTE: Students who transfer without completing a degree are subject to course-for-course transfer guidelines. Students who complete an AA degree and transfer to a Florida College will be under the Florida 2+2 transfer guidelines.

International Education Programs

Study Abroad Programs

Since 1974, Broward College has conducted study abroad programs around the world that allow students the opportunity to travel to another country while earning academic credit toward their degree. Study abroad is open to students of all programs of study who are at least 18 years of age and have a 2.5 cumulative GPA or higher. (Select faculty-led programs may be available to BC College Academy Students with a 2.5 cumulative GPA or higher who are at least 18 years of age). Programs are offered in nearly 30 countries around the world, ranging from one week to an entire semester in length. Information regarding BC study abroad programs and available scholarships can be obtained by contacting the Greene International Education Institute at 954-201-7709 or by visiting the webpage online at www.broward.edu/studyabroad.

College Consortium for International Studies (CCIS) Study Abroad Programs

Broward College is an active member of the College Consortium for International Studies (CCIS) www.ccisabroad.org, an international organization founded for the purpose of providing affordable, high quality study abroad programs. As a result of membership in CCIS, Broward College offers summer and semester-length academic programs in nearly 30 countries around the world, such as Australia, China, Ecuador, England, France,
Students earn Broward College credits through their participation in these programs. BC sponsors programs in Spain, Germany, and Peru, with discounted rates and scholarships available for Broward degree-seeking students.

The Broward College Center in Spain was established in 1979 to provide students the opportunity to study abroad for a semester or summer in beautiful Seville, Spain. Students will enroll at the International College of Seville or the University of Seville and earn 12-18 U.S. credits during the semester program and 6 U.S. credits during the summer program. Unlike other study programs in Spain, this program does not require proficiency in the Spanish language; students may participate in additional coursework in English or Spanish depending on their level of language proficiency.

The College also offers two study abroad program options during the semester and summer terms in lovely Heidelberg, Germany. The Intensive Language Program at the International House Heidelberg – Collegium Palatinum allows students from beginner to advanced the opportunity to immerse themselves in the German language. There are both 8- week and 16-week sessions during which students earn 12 – 24 U.S. credits. The European Studies Program at the University of the Incarnate Word European Study Center offers coursework in English in a variety of subject areas including history, political science, business, and philosophy. Courses combine lectures and discussions with on-site visits to European political and economic institutions, German and multinational corporations, and historical and cultural points of interest. Students earn 15 U.S. credits during the semester and 6 U.S. credits during the summer.

Semester and summer opportunities also are available in Lima and Cusco, Peru through the College’s affiliation with the Universidad San Ignacio de Loyola. Students have option to study on its main campus in metropolitan Lima, or on its extension campus in historic Cusco. The semester program in Lima offers coursework conducted in English or Spanish in subject areas such as the Hospitality/Tourism Management, Marketing, Economics, International Business, International Relations, Culinary Arts and all levels of Spanish language. In Cusco, students can choose between a semester and summer program offering all levels of Spanish Language as well as coursework conducted fully in English such as Art and Design in Cusco, History of the Inca Civilization, Biodiversity of Peru, and Photography. Students earn 12-15 U.S. credits for their participation in a semester program and 6 U.S. credits for their participation in a summer program.

Faculty-Led Study Abroad Programs

Broward College also conducts several short-term, faculty-led study abroad programs during the spring break and summer term. Destinations and coursework offered vary by the year. Programs are led and coursework is taught by Broward professors who accompany the students abroad during the international travel component, which lasts between 1-3 weeks. Participants earn between 3-6 credits upon successful completion of the program and course. Programs are open to BC students at least 18 years of age with 2.5 cumulative GPA or higher and community members at least 18 years of age who wish to apply to the college and register for a study abroad program. Some programs are open to BC College Academy students at least 18 years of age with a 2.5 cumulative GPA or higher. For information on available programs, please contact the Greene International Education Institute at 954-201-7709 or visit the webpage online at www.broward.edu/studyabroad.

Scholarships and Financial Aid

Many types of state and federal aid may be applied to study abroad programs. There are also scholarship opportunities available to students looking to subsidize the travel costs. Institutional funding such as the William E. Greene Scholarship for Semester Study Abroad—a partial scholarship awarded each fall and spring term to students interested in studying abroad in Spain, Peru or Ecuador—and short-term travel grants are available to BC degree-seeking students who are participating in BC sponsored study abroad programs. External scholarships such as the Benjamin A. Gilman International Scholarship and the Fund for Education Abroad Scholarship also provide additional funding for study abroad programs. For information on funding opportunities, please contact the Greene International Education Institute at 954-201-7709 or visit the webpages online at www.broward.edu/studyabroad.

International Affiliate Programs

Broward College has established formal linkages with several institutions of higher education around the world. Since 1981, BC has maintained, at various times, academic affiliations with a number of educational institutions located in
Europe, Asia and South America. Broward College’s regional accreditation does not transfer to these international affiliates or their students.

International affiliates utilize the BC curriculum and offer courses and programs similar to those offered at BC. Broward College provides technical assistance to facilitate the parallelism and quality of the academic programs offered at all international affiliates. This includes conducting site visits to visit classes, observe faculty, evaluate the adequacy of learning resources and student support services.

SACSCOC Approved International Centers

Broward College also conducts programs approved by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) where students enroll and register in college credit courses as Broward College students at these locations:

- Broward Center for American Education (BCAE), Guayaquil, Ecuador
- Garodia International College (GIC) Mumbai, India
- Center for American Education at the Universidad San Ignacio de Loyola (USIL), Lima, Peru
- American College of Higher Education (ACHE), Colombo, Sri Lanka
- American College of Higher Education (ACHE), Kandy, Sri Lanka
- Broward International University Brazil (BIUB), Minas Gerais, Brazil
- Institute for American Education (IAE), Ho Chi Minh City, Vietnam
- International University of Santa Cruz (IUSC), Santa Cruz, Bolivia
- Shanghai Second Polytechnic University (SSPU), Shanghai, China
- The American College in Spain (ACS), Marbella, Spain
- Sampoerna American University College (SUAC), Jakarta, Indonesia

International Students (F1/M1 Visa) Admissions Process

Applying to Broward College as an international student is simple. Here is an outline of the admissions requirements, documents needed and a guide on what to do after acceptance. International students should apply to the college four to six months in advance of the anticipated semester of enrollment to allow time for the visa appointment at the American Embassy.

OVERVIEW
STEP 1: Apply online
STEP 2: Submit the supporting documents at idocs@broward.edu
STEP 3: Pay the $75 (USD) non-refundable application fee
STEP 4: Receive the acceptance packet and I-20

APPLICATION DEADLINES
International Students must start classes in Session I. Application deadlines are available at http://broward.edu/ISSO.

APPLICATION PROCESS
STEP ONE: Apply online at https://broward.edu
CREATE A LOGIN

Create a login to be used for the application process. Make sure you have access to the email you provide as a validation code will be emailed to you.

CHOOSE ENROLLMENT INTENTION, TERM AND CAMPUS

Four options are available to international students:

Option 1: To transfer to another college or university (Associate of Arts degree). Designed for students who plan to transfer to a university to complete a bachelor’s degree.

Option 2: To earn a two-year degree and enter the workforce with a specific skill set (Associate of Science).

Option 3: To earn a bachelor’s degree at Broward College. This option is for students who have completed an associate degree or 60 college level credits.

Option 4: To enroll in college credit courses as a non-degree seeking student. This option is only for international students who wish to enter the Language Training program - English as a Second Language (ESL). Basic level of English proficiency is required. Students selecting this option will choose ESL under the Program of Study Selection page.

IMMIGRATION INFORMATION

Immigration Status: Select Non-Resident Alien

Visa Type: Select F1 Student Visa (leave visa issue and expiration dates blank)

BEFORE APPLYING, READ THE INFORMATION BELOW

Associate of Applied Science (AAS) and Certificate programs: These programs require the M-1 vocational student visa, but not all programs/certificates qualify for the M-1 visa. Students interested in an AAS or certificate must contact the International Student Services Office (ISSO) at ISSO@broward.edu or 954-201-7228 BEFORE APPLYING.

Associate of Science (A.S.) in Health Science fields: These programs have limited access requiring specific admission criteria. Acceptance to Broward College does not guarantee acceptance to a Health Science program. International students are not eligible to receive an I-20 for a specific program without proof of acceptance from the Health Sciences Department. Students may apply for the Associate of Science Health Science Navigator (A.S. 2135) which will allow them to take the pre-requisites necessary to apply for the desired program later.

Bachelor’s degree seeking students: Must have earned a two-year degree or 60 credits before applying.

Non-native English speakers: Students whose primary language is not English and wish to enroll into a degree program must provide proof of English proficiency. Students with a basic level of English proficiency, can apply for the Language Training program (English as a Second Language) first. Upon completion, students can enroll into a degree program.

STEP TWO: Submit supporting documents

Forms are available at https://broward.edu/ISSO. Submit the supporting documents at idocs@broward.edu. The estimated review period is one week. During peak times, it may take two weeks. Documents are reviewed in the order they are received.

SUPPLEMENTAL APPLICATION

International Student Supplemental Application (form)
FINANCIAL DOCUMENTS (affidavit of support and bank letter)
Sponsor Affidavit of Financial Support (form)

Self-Supporting Financial Affidavit (form): Used when the student is providing his/her own bank information.

Most recent bank letter/statement: Account holder must be the same as sponsor listed on the financial affidavit. Bank letter/statement must show funds available to cover the estimated annual cost of education (tuition, lab fees, books and living expenses).

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Estimated Annual Cost of Education:

- Associate (freshman and sophomore level classes) – $22,500 USD
- Associate in Science in Professional Pilot Technology – $50,000 USD
- Bachelor (junior and senior level classes) – $27,500 USD
- Language Training program – $22,500 USD

$7,000 USD is required per dependent accompanying the F1
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Fees are subject to change without notice.

Letter of Support for Living Expenses (form): Provide this letter only if the student will be living with a relative/family friend who will be responsible for all living expenses. If this letter is provided, the financial sponsor can deduct $12,500 from the amount listed above.

PASSPORT (BIOGRAPHICAL PAGE)

Additional documents required from students transferring the I-20 from another school to Broward College:
- Current I-20
- I-94 (must show F1 status)
- F-1 visa (if applicable)
- F1 Transfer Eligibility Form. This form does not guarantee acceptance nor transfer. It is used to determine if the student can be transferred to Broward College upon acceptance.

Additional documents required if applicant has dependents (spouse/child) that will be accompanying him/her to the U.S.:

- Dependent's passport
- F-2 documents (if applicable): I-20, I-94 and F-2 visa

**DEPENDENT:** Spouse (legally married) or a child (under the age of 21). Information regarding the relationship must be included in the email.

EDUCATION RECORDS

High School (secondary education): Appropriate proof of high school graduation is required for acceptance. Only Hebrew, Arabic or Asian languages (e.g. Chinese languages and Japanese) must be translated into English. Translations must be completed by certified English translators. Student athletes receiving a BC scholarship, must provide a translation of the high school document.

Students with credentials from the British education system must provide four college preparatory subject passes (or three college preparatory plus two non-academic) on the GCE, CXC, BGCSE, WAEC, WASC, or HKCE exams in General Proficiency certificates.

Overseas high school transcripts are only required if the institution is regionally accredited in the United States.

University Transcripts (post-secondary education): Students who have attended a post-secondary institution must provide a copy of the official transcript even when courses are in progress. If the document is not in English, the applicant must also provide a translation from a certified English translator. A minimum Grade Point Average (GPA) of 2.0 or its equivalent is required.

IMPORTANT:
Original documents will be required upon arrival at Broward College. Records from U.S. institutions must be OFFICIAL.

If ISSO is unable to verify the high school credential provided and the applicant believes that he or she has the equivalent to a standard high school graduation in the United States, the applicant is encouraged to provide a commercial evaluation of the document. We only accept evaluations completed by current members of the National Association of Credential Evaluation Services (NACES).

Bachelor’s degree applicants must have a commercial transcript evaluation of all university work completed outside the U.S., prior to admission.

ENGLISH PROFICIENCY FOR NON-NATIVE SPEAKERS APPLYING FOR A COLLEGE DEGREE PROGRAM

List of acceptable tests is available at English Language Learner (ELL) test options webpage at https://broward.edu/ELL.

Applicants that are currently in South Florida are required to take a placement test, if applicable, before acceptance. If the applicant has provided an acceptable ELL test, he or she needs to take the next appropriate placement test (PERT or LOEP) to complete the application process.

Other acceptable proofs of English Proficiency:

Exemption from all levels FOUR of English for Academic Purposes (EAP) classes. Applicants currently in South Florida are eligible to take the Levels of English Proficiency (LOEP) test. If the applicant is exempted from taking all levels FOUR of EAP classes, the I-20 will be processed for a college degree program. The test can be taken at Broward College Testing Centers.

Completion of English III and IV with a grade of C or higher at a high school regionally accredited in the United States (U.S.).

Completion of college level English with a grade of C or higher at a regionally accredited college/university in the U.S.

Sweden, Norway and Denmark's high school transcripts showing English grades:

- Sweden - VG (pass with distinction) or higher (1996 - 2012). VG is equivalent to B in the U.S.
- Sweden - D or higher (as of June 2014). D is equivalent to B in the U.S.
- Norway - 4 (good competence in the subject) or higher. 4 is equivalent to B in the U.S.
- Denmark - C (good) or higher. C is equivalent to B in the U.S.
- Students from Sweden, Norway and Denmark will be required to take the Levels of English Proficiency (LOEP) test upon arrival at Broward College.

Students attending ELS Educational Services, Inc. may present proof of completion of level 109 or higher. The student will be required to take the Levels of English Proficiency (LOEP) test upon arrival at Broward College.

APPLICATION STATUS STUDENT RELEASE FORM (OPTIONAL)

Student records are private. Students who wish to authorize someone to act on their behalf during the application process, including, but not limited to asking questions about the application status, are required to provide the Application Status Student Release form. The student’s signature must match the passport.

STEP THREE: Pay the application fee

Pay the $75 (USD) non-refundable application fee online at https://broward.edu:

- Login to the student account.
- Read and complete all the policies before moving to the next step.
- Click My Financials, then click Payment, and select the Payment option.

The term displayed can be different than the one applied for. This is a one-time fee regardless of the term.
**STEP FOUR: Acceptance packet**

Once all documents are provided and the application process is complete, the International Student Services Office (ISSO) will process the acceptance packet.

**APPLYING FOR THE F-1 VISA IN THE HOME COUNTRY**

The student will receive the acceptance letter and I-20 to apply for the student visa at the American Embassy or Consulate in his/her home country.

Once the F-1 student visa is approved, the student may travel to the United States no earlier than thirty (30) days before the program start date as stated on the I-20.

**TRANSFERRING THE I-20**

If the student is transferring the I-20 from another institution to Broward College, the International Student Services Office (ISSO) will process the acceptance letter. The student will bring the letter to the Designated School Official (DSO) at his/her current institution who will release the I-20 electronically in SEVIS (Student & Exchange Visitor Information System) to Broward College. The DSO will not release the I-20 to Broward College until the student provides the acceptance letter.

**CHANGING THE CURRENT IMMIGRATION STATUS**

If the student intends to do a change of immigration status in the United States, he or she needs to seek legal counsel to understand the process. The International Student Services Office (ISSO) will process the I-20 for the change of status after meeting with the applicant. International students are only eligible to register for classes once the change of status is approved by USCIS (United States Citizenship and Immigration Services).

### After Admission

Once admitted to Broward College, an acceptance packet will be mailed to the student with the instructions on how to apply for the student visa/status or how to transfer the I-20 to Broward College. If the student is coming from the home country, once the F-1 student visa is approved, he or she may travel to the United States thirty (30) days before the program start date.

Acceptance to the College does not guarantee a student visa approval by the U.S. Embassy; neither does it guarantee a change of status approval by the United States Citizenship and Immigration Services (USCIS).

Upon arrival, the student will go to the International Student Services Office (ISSO) to clear any immigration holds, provide the health insurance information and show the original education credentials that were used during the application process. Health insurance coverage is required for the duration of studies at Broward College including annual vacation and break between terms. Students who have completed university course work outside the United States and desire transfer credit are required to complete a commercial evaluation of all course work completed. This is required even if the student has not completed the degree. The commercial evaluation is not optional for students seeking a bachelor's degree.

**NOTE:** Students who choose not to have a commercial evaluation completed will not be reimbursed for any courses taken at previous universities which later may be deemed equivalent to courses taken at Broward College.

**Florida Residency**

Students in F-1 or M-1 status are considered temporary residents of the United States and may NOT be deemed Florida residents for tuition purposes.

**Federal Income Tax**

International students must file an income tax return each year. Form 8843 is required if the student has not worked, and forms 8843 and 1040NR/1040NR-EZ are required if the student has worked. International students should contact the local Internal Revenue Office (IRS) for further information. Forms can be obtained on line at [www.broward.edu](http://www.broward.edu).
All non-residents are subject to U.S. federal income tax, unless exempted. Federal income tax may be withheld from U.S. source funds students receive from the college such as scholarships or employment. Certain countries have tax treaties with the US where some taxes may be reduced or exempted and recouped at year end from the IRS. For participating countries, please visit the IRS website.

**Employment**

International students are not permitted to work off campus without approval. On-campus employment is permitted. Please contact the International Student Services Office (ISSO) for additional information on employment.

**Financial Assistance**

Non-U.S. Citizens (or non-eligible residents) do not qualify for Federal or State Student Financial aid. International students already attending Broward College may qualify for institutional scholarships. They are encouraged to visit [https://broward.edu/scholarships](https://broward.edu/scholarships) to explore scholarship opportunities.

**Social Security Number**

If a student has a Social Security Number (SSN) or a Taxpayer Identification Number (ITIN), federal law requires that it be furnished to the College so that it may be included on all documents filed by the institution with the Internal Revenue Service. Students who fail to furnish the College with the correct SSN or ITIN may be subject to an IRS penalty of $100 unless the failure is due to reasonable cause and not to willful neglect.

**Contact Information**

Contact information for international student admission can be obtained from the College website at [https://broward.edu/ISSO](https://broward.edu/ISSO).

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### Libraries

Broward College Libraries are joint use partnerships with Florida Atlantic University and the Broward County Library System. Our campus and partnership center libraries provide quality academic support for the programs offered at each location. Consequently, the policies, procedures, services, and hours of operation will vary at each location.

The University/College Library is located on the A. Hugh Adams Central Campus and is a joint-use facility operated by Broward College and Florida Atlantic University. Our mission is to “provide instructional services and access to the world’s knowledge to enrich our diverse community’s educational experience and foster lifelong learning.” As the only academic library of our partnerships, U/CL provides BC and FAU students, faculty, and staff access to print collections, online e-resources including articles and streaming media, and an array of academic support services.

Broward County Library’s North and South Regional locations are joint use facilities supporting the public, and college’s academic needs on their respective campuses. Students can access the college and county online catalogs and electronic resources in addition to the print materials which support their academic programs.

Students taking fully online courses have full access to online collections containing eBooks, general and subject specific databases, and streaming video and music content. Research assistance is available via phone, email, chat, or text and online instructional sessions and virtual office hours can be scheduled with the Virtual Librarian. Students attending one of our Center locations can access all resources and receive assistance from one of the neighboring Broward County libraries. Please see the list below for more information.

- Pines and Miramar West Centers: Southwest Regional Library
- Weston Center: Weston Branch Library
- Miramar Town Center: Miramar Branch Library
- Willis Holcombe Downtown Center: Main Library

**Library Card and Access to Resources**

Students use their college issued ID cards to borrow materials and use services such as group study rooms and
laptop rentals at the University/College Library (Central Campus). Students using the North and South Campus Regional libraries must obtain a Broward County Library card to borrow materials and use their student ID card to access electronic resources. To access electronic resources (eBooks, journals, articles, newspapers, videos and more) 24/7, visit the Broward College homepage under “Students” and select “Library.” If accessing via the Desire to Learn (D2L) course shell, select “Library Resources” from the Resources dropdown menu.

Library Services

Broward College’s joint partnerships with Broward County and Florida Atlantic University offer three physical libraries and an Virtual Librarian to provide academic and virtual support for programs of study. At the University/College Library, a joint-use facility with FAU at our Central Campus, students use their student ID cards as library cards. Students visiting the North and South Campus libraries or and County branch locations affiliated with our Centers, use their Broward County Library public library cards to check out print materials; but use their student ID cards to access electronic resources. To access electronic resources (eBooks, journals, articles, newspapers, videos and more) 24/7, visit the Broward College Libraries homepage, ucl.broward.edu, or sign in through your Desire to Learn (D2L) course shell.

Below are some of the services we offer and will vary depending on the location:

- Research Assistance
- One on One Student Appointments
- Collaborative Study Spaces
- Interlibrary Loan
- Textbook Collections (North Campus is in the Academic Success Center; South Campus is in the library)
- Archives and Special Collections (located at Central Campus)
- Our library team encourages our students and faculty to make suggestions for improvement of services and appreciates recommendations for our collections. For more information, please contact one of our campuses.

A. Hugh Adams Central Campus
   Building 17
   (954) 201-6648

Judson A. Samuels South Campus
   Building 81
   (954) 201-8825

North Campus
   Building 62
   (954) 201-2600

BC Online Campus
   (954) 201-7918

Seahawk Outreach Services

Broward College Seahawk Outreach Services (SOS) is committed to partnering with college departments and community agencies to provide services and external resources to students facing challenges.

SOS supports students dealing with the following challenges:
- Housing/home and food insecurities (temporary living arrangements)
- Transitioning from foster care to independent living
- Trouble balancing school, family, and work
- Need guidance with community resources

SOS provides the following services:
- Coordinated Care—SOS provides a case management approach to assist students achieve their goals.
- Community Support—SOS connects students with appropriate community resources to address challenges related to food and/or housing insecurities, financial crisis, domestic abuse, legal issues, aging out of foster care, etc.

Visit our website at https://students.broward.edu/resources/seahawk-outreach/index.html or email us at sos@broward.edu, or call 954-201-4767 visit one of our locations:
North Campus Bldg. 46, Rm. 237 954-201-2949
South Campus Bldg. 68, Rm. 252 954-201-8313

Student Mental Health Counseling

Broward College Policy 5.32

Broward College students in need of brief mental health counseling will be able to seek services at Henderson Student Counseling Services. Henderson Student Counseling Services is a leader in behavioral healthcare providing comprehensive, recovery-focused services. Services range from stress management and coping strategies to psychiatric assessment and crisis intervention. Henderson is accredited to provide Student Counseling Services by the Commission on the Accreditation of Rehabilitation Facilities (CARF). Students can access information about Student Counseling online at www.broward.edu/studentresources/Pages/assistance.aspx or by calling 954-424-6916.

Professional counseling and psychiatric services are provided both in-office as well as via telehealth utilizing a HIPPA compliant video platform. Credit students are eligible for up to six (6) free counseling sessions per year.

Please note that students should expect privacy and confidentiality when seeking counseling, however, the Health Insurance Portability and Accountability Act permits a covered entity to disclose patient health information, including psychotherapy notes, when the covered entity has a good faith belief that the disclosure: (1) is necessary to prevent or lessen a serious and imminent threat to the health or safety of the patient or others and (2) is a person(s) reasonably able to prevent or lessen the threat. This may include, depending on the circumstances, disclosure to law enforcement, family members, the target of the threat or others who the covered entity has a good faith belief can mitigate the threat.

Information Technology

Broward College provides a wide variety of technology services for our students. We provide access to high-speed Internet on campus in our open computer labs, our academic success centers, and college-wide WiFi for our classroom laptop carts and students who bring their own devices.

Our students have access to email and cloud storage using Office 365 and access to the Microsoft Office suite for their personal devices while attending Broward College. Online learning is facilitated using Desire to Learn (D2L) and Blackboard Collaborate. An online helpdesk system is available 24 hours a day, seven days a week if a student encounters a problem accessing these services on the College premises or remotely.

Information Technology provides and supports the following student services:

All computer labs and software
Printing and scanning
Email systems (Office 365)
Desire to Learn (distance learning tool)
Online tutorials
Online transcripts
Fee payment systems
Helpdesk for students (password resets and online access)
College-wide high-speed Internet access (WiFi)

Exemption from Developmental Education Program and Placement Testing

As part of the admission process, all degree-seeking students (Associate of Arts - AA, Associate of Science - AS, and Associate of Applied Science - AAS) may be assessed in writing, reading, and mathematics to establish their communication and computation achievement levels. This assessment includes transfer students whose achievement level has not been certified.

Exemption from Developmental Education Program and Placement Testing

Fulfillment of one or more of the following five criteria will exempt a student from the placement test and developmental education course requirements at BC:

- Entered 9th grade in a Florida public or charter high school during the 2003-2004 school year or thereafter AND earned a Florida standard high school diploma
- Currently serving as an active duty member of any branch of the United States Armed Services
• Possess test scores (SAT, ACT, CPT, PERT, or FCAT 2.0) not more than two years old that meet or exceed the Florida statewide minimum score requirement
  [Note: To request scores from the College Board be sent to Broward College, use the school code 01500]
• Have successfully completed developmental education course requirements in writing, reading, and mathematics
• Completed college-level English Composition and Mathematics courses with a grade of ‘C’ or better at a regionally accredited college/university

Students who believe they may be exempt are strongly encouraged to schedule an immediate appointment with a Broward College Academic Advisor. The College’s professional Academic Advisors are best equipped to: assess exemption status; fully inform each student about Broward College’s wide range of developmental education and college readiness options; evaluate each student’s college readiness level, and then provide personalized recommendations regarding which resources may be in the individual student’s best academic interest, based upon past educational history and current career/educational goals.

Even students who are exempt from the placement testing requirement have the legal right to request to take — at absolutely no cost/obligation — the Florida Postsecondary Education Readiness Test (PERT), offered at all of our campus Testing Centers. This is strongly encouraged. Doing so provides the student with a more accurate measurement of his/her current level of college academic readiness, which helps one better determine whether a developmental education option should be chosen and, if so, which one(s). Also, regardless of exemption status, a PERT score is a useful tool in choosing the right level (and combination) of college courses to take during one’s first several semesters.

Non-Exemption from Developmental Education Program and Placement Testing

All students who meet one or more of the following nine criteria are required to complete placement testing:

• Earned a Florida public high school Certificate of Completion (state code W8A or W53)
• Began 9th grade in a private school or non-Florida high school then moved to Florida and entered a Florida public high school
• Earned a high school equivalency diploma or GED
• Received high school level instruction from a “Home Education Program”, as defined in Florida Statute 1002.01(1)
• Graduated from a private highschool
• Graduated from a high school located outside of Florida
• Graduated from a Florida public high school prior to 2007
• Prospective dual enrollment student
• Military veteran who is not an active duty member of a branch of the United States Armed Services

It is important for the non-exempt student, to know that the placement test is not a pass or fail test, but rather a test given to determine a student’s placement level in Mathematics, Writing, 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 be advised regarding their developmental education options and can choose the option that best fits their particular learning style and skill-remediation needs.

Testing Services

Broward College Testing Centers provide a wide array of assessment and proctoring services to all students and the community. The tests available include (but are not limited to): Test of Adult Basic Education (TABE), Postsecondary Education Readiness Test (PERT), Levels of English Proficiency (LOEP), Computerized Placement Test (CPT), College Level Examination Program (CLEP), Computer Literacy Exam, BYU Foreign Language Achievement Test Service (BYU FLATS), Health Education Systems Inc. (HESI) exam, Pearson VUE and Certiport exams, CTC-CIW, NOCTI, proctoring services, and more.

Students must come prepared on test day with valid photo ID, referral form, and paid receipt (if applicable). For more information about testing locations, hours of operation, services provided, and test preparation, please visit the Broward College Testing website at www.broward.edu/testing or visit or call:
Nonexempt students who have not earned college credit and have not demonstrated readiness by another measure determined by the College must present test scores, not more than two years old, on one or more of the following State-approved placement tests:

- Postsecondary Education Readiness Test (PERT) as of March 2011
- Enhanced ACT (American College Testing Program)
- SAT (College Board’s Scholastic Aptitude Test)
- CPT (College Board’s ACCUPLACER Computerized Placement Test)

Students’ scores on ACT or SAT may exempt them from placement testing. Non-exempt students who have not taken any of the above tests, or whose test scores on any of the above tests are older than two years, must take the Postsecondary Education Readiness Test (PERT).

**Placement in Courses**

A student whose placement test scores in writing, reading, and mathematics meet or exceed the statewide minimum score requirement may enroll in college-level English and Mathematics courses.

A non-exempt student whose placement test scores fall below the minimum in one or more of those areas shall not be permitted to enroll in college-level English or Mathematics courses until successfully completing the appropriate developmental education courses or achieving placement test scores that meet or exceed the statewide required minimum.

Students enrolled in developmental education courses may be eligible to enroll concurrently in certain other college-level courses. Prior to doing so, it is strongly recommended that students consult with an academic advisor and complete an Educational Plan.

**Transfer students’** placement will be based on the official evaluation of credit earned at previous colleges. Placement testing maybe required.

**Degree-holding students** will not be required to undergo placement testing upon submission of an official transcript from a regionally-accredited college. However, some degree-holding students whose primary language is not English may be tested for 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.

**English Proficiency Placement Test**

For English placement, non-native English-speaking students who are in one or more of the following categories must take the Levels of English Proficiency (LOEP) exam, including a proctored writing sample:

- degree-seeking students who do not meet the criteria for exemption from placement testing
- students who earned a GED in Spanish
- students who have LOEP placement test scores that are more than one year old and who have never registered for classes.
- students who have expired SAT, ACT, TOEFL, or IELTS scores (two years after the test date)
- students who did not complete four years of high school in the State of Florida

Before completing the LOEP exam, non-native English-speaking students should contact the Counseling and Advisement Office to discuss Broward College’s assortment of English language program offerings.

Test of Adult Basic Education (TABE)
Students enrolling in selected Vocational Certificate and Applied Technology Diploma programs are required to submit recent scores, no more 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 services are available in all campus Academic Success 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.

---

### Registration

**Student ID Number**

A student ID is a system derived identifier that is used throughout the BC student information.

**Username & Password**

The student email address or username is the student’s access into their Broward College One Access (OneLogin) student portal at Broward College. The student creates and submits their password at the end of the online student application. Upon initial login, into OneLogin, the student will be prompted to reset their password, as well as setup their multifactor authentication using the Protect App or by selecting two security questions and answers to use while off campus. It is important that the password is secured and is not revealed to anyone. If it is suspected that the password has been compromised, change the password online to ensure all academic and financial records are secure. If a password is compromised, lost or forgotten, click the Forgot Password button on the OneLogin sign-in page and the student will have different methods for resetting their password securely, or if this fails, you can contact the help desk at 954-201-7521 so they can assist with resetting the password after the student goes through a verification process.

### Online Registration

Register on the web by following the steps below. From the Broward College home page:

**New, Current, Transfer or Returning Student**

1. LOG INTO YOUR MYBC ACCOUNT
   • Login to One Access
   Enter your BC Email (or User ID) and password when signing in to Onelogin. Your login and password information is sent to the email provided on the submitted application. You will be prompted to answer your two multifactor authentication questions if you login from outside the Broward College Wi-Fi network.
   • Click on MyBC
2. CLICK ON BC NAVIGATE
   • Accept your Academic Plan in BC Navigate. This Academic Plan is your guide to which classes to register for each semester.
3. REGISTER FOR CLASSES
   • Using your Academic Plan will make it much easier for you to register for classes.
4. REVIEW FEES AND PAYMENT DUE DATES
   • On the MyBC home page review fees and payment due dates.
   • If you have not submitted proof of Florida residency, your schedule will reflect out-of-state fees.

**Non-degree, Transient or Non-Credit Student**

1. LOG INTO YOUR MYBC ACCOUNT
   • Login to One Access
   Enter your BC Email (or User ID) and password when signing in to Onelogin. Your login and password information is sent to the email provided on the submitted application. You will be prompted to answer your two multifactor authentication questions if you login from outside the Broward College Wi-Fi network
   • Click on MyBC.
2. Click on registration.
3. Click on Add/Drop.
4. Select a term.
5. Search for classes by course number, reference number(s) or open classes by clicking on the appropriate circle.
6. Select a class then click “reference number” To remove a class, click on the “Drop Course” box.
7. When finished selecting classes, click “Save” to complete registration.
8. Print the schedule and payment information, click on the “Logoff” box.

**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 registration periods, students may add courses until the actual class begins if the course is not full. After the term begin, 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 and as long as it is not the third attempt, students may “withdraw” courses until the last day of the published “withdrawal” period at the 60% point in the term. After the 100% date, students are considered to be enrolled and responsible for the course. 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 can see what registration holds they may have by logging into their “MyBC” account and or viewing holds and resolutions in BC Navigate. 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**

It is the responsibility of the student to cancel her or his course registration up through the published deadline for 100% refund. Courses dropped prior to the last day to this deadline will not appear on the student’s academic record.

After the published deadline for 100% refund, a student may withdraw, or be withdrawn, up to the published last day to withdraw. Withdrawn courses remain on the student’s transcript with a status of withdrawal, indicating that the student registered for the course but withdrew or was withdrawn. After the deadline for withdrawal, grades are earned and recorded. 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.
Skill Improvement Programs

Broward College offers multiple opportunities for prospective and current students to improve their skills to enhance their success in college level courses. Broward College Online has a free, self-paced course in reading, writing, and mathematics that students can take almost any time. This College Foundations course can be done as a self-help tutorial or students can receive expert help from Broward College faculty. Information available at 954-201-7900 or bconline@broward.edu.

Broward College Continuing Education department offers non-credit courses and workshops to refresh Algebra and math skills and improve reading, writing and math skills for placement testing or course enrollment. Information available at 954-201-7800.

Student Activities

Broward College provides a variety of opportunities for students at the associate and bachelor’s degree levels to pursue special interests, develop leadership skills, participate in service projects, and enjoy related activities through college-sponsored groups. Clubs and other organizations contribute to the leadership and engagement of students by providing a range of social, educational, business, religious, leadership, multicultural, artistic, and academic groups that are open to all students. Although activities vary somewhat by location, students are not limited to participation at their “home” campus. These groups provide the opportunity for students to celebrate diversity, collaborate with students/faculty/staff, and enhance/support the learning outcomes of the classroom.

For more information about a student organization, or to join/start a club, contact the Student Life Office or visit http://www.broward.edu/StudentLife/Pages/default.aspx.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Building and Room</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Campus</td>
<td>Bldg. 19, Rm. 106</td>
<td>954-201-6756</td>
</tr>
<tr>
<td>North Campus</td>
<td>Bldg. 46, Rm. 133</td>
<td>954-201-2325</td>
</tr>
<tr>
<td>South Campus</td>
<td>Bldg. 68, Rm. 188</td>
<td>954-201-8911</td>
</tr>
<tr>
<td>WHC</td>
<td>Bldg. 33, Rm. 120</td>
<td>954-201-7964</td>
</tr>
<tr>
<td>Tigertail</td>
<td>Bldg. 39, Rm. 113</td>
<td>954-201-4500</td>
</tr>
<tr>
<td>BC Online</td>
<td>Bldg. 1401, Rm. 147</td>
<td>954-201-7900</td>
</tr>
<tr>
<td>Miramar West</td>
<td>Bldg. 3101 Rm. 124</td>
<td>954-201-8463</td>
</tr>
</tbody>
</table>

Student Government Association

The Student Government Association (SGA) at Broward College represents the student body and acts as the voice of the students in all degree programs, including associate and bachelor’s degree levels. The Student Government Association provides opportunities for students to actively participate in college standing governance committees and provides an official forum for students to inform the College from the students’ perspective. All students are represented by the Student Government Association. Each campus elects a Student Government Association president, executive board, and senate. Selected students become involved in district and state level events.

Students involved in SG will learn teamwork, conflict resolution, communication skills and the legislative process.

For more information, contact the SG office on your campus:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Building and Room</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Campus</td>
<td>Bldg. 19, Rm. 106</td>
<td>954-201-6846</td>
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<tr>
<td>North Campus</td>
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<td>954-201-2461</td>
</tr>
<tr>
<td>South Campus</td>
<td>Bldg. 68, Rm. 188</td>
<td>954-201-8911</td>
</tr>
<tr>
<td>Miramar West Center</td>
<td>Bldg. 3101, Rm. 124</td>
<td>954-201-8463</td>
</tr>
<tr>
<td>WHC</td>
<td>Bldg. 33, Rm. 120</td>
<td>954-201-7964</td>
</tr>
</tbody>
</table>
Fitness Centers
Students, staff and faculty, whether full- or part-time, have free access to various wellness centers at different campuses. Broward College’s wellness centers encourage physical health and well-being by providing the facilities to everyone free of charge. There are a large variety of free weights, machines and cardio equipment.

In order to gain access to the gym, you will need to bring the following items: Broward College Student ID card, towel and workout clothes. Contact the wellness center on your campus to check the schedule.

Exercise facilities locations and hours (summer hours may vary):
Central Campus Bldg. 11 954-201-6948
North Campus Bldg. 60 954-201-2431
South Campus Bldg. 65 954-201-8972

Dining and Vending Services
Broward College Dining Services are contracted by the college and function as a service to the students, faculty, staff and administration by providing healthy dining options for the College community. The College Dining Services offers a variety of options in the various café’s and branded food concepts located at Central, North and South campuses. Dining Services also provides catering services to Broward College. A complete list of menu items, including prices, hours of operation and catering guide are available by visiting www.broward.edu/studentresources/dining. Dining Services accepts cash and credit cards.

Dining locations:
Central Campus Café Bldg. 19, Rm. 110 954-201-6459
Central Campus Dunkin Bldg. 17, Rm. 130 954-201-6423
North Campus Café Bldg. 46, Rm. 115 954-201-2042
South Campus Café Bldg. 68, Rm. 172 954-201-8335
South Campus Dunkin Bldg. 73, Rm. 101 954-915-1308

Vending Services are contracted by the College and function as a service to the students, faculty, and staff by providing conveniently located snack and beverage machines throughout the campus community. If you encounter a service or sales issue at any vending unit, please note the machine number and contact the phone number on the machine to report the issue and or receive a refund. To receive an immediate refund on Central, North and South campus, the Campus Cafés can assist you.

Bookstores
Broward College contracts with Barnes & Noble College Booksellers for the operation of bookstores at each campus and most centers. The bookstores offer students access to the largest selection of affordable course materials through its bookstores – including new, used, digital and rental textbooks, trade books and reference books. We also provide an extensive assortment of non-textbook merchandise that is refreshed continuously to meet the wants and needs of our customers. From customized school spirit apparel, gifts and graduation necessities to convenience items, uniforms and supplies and the latest technology products, your bookstores have students covered. Students can also place an order for textbooks for pickup by visiting the bookstore website at broward.bncollege.com.

Broward College Bookstores proudly serve at the following locations:
Central Campus Bookstore Bldg. 19, Rm. 115 954-201-6830
North Campus Bookstore Bldg. 46, Rm. 125 954-201-2224
Eido’s Café Bldg. 41, Rm. 181 954-201-2833
South Campus Bookstore Bldg. 67 954-201-8805

Note: The South Campus Bookstore serves Miramar West, Miramar Town Center, Pines Center and Weston Center. The Central Campus Bookstore serves Broward College Online, WHC and Tigertail Lake Center. The North Campus Bookstore also has Eido’s Café, serving health sciences students and providing grab and go snack options.
Competitive Academic Teams

The Robert “Bob” Elmore Honors College is pleased to help facilitate four highly competitive academic teams which maintain an active presence across the campus, state, and country. Membership is open to Honors and non-Honors and College Academy students from all campuses. Each group attends team-based competitions where they compete for certificates and trophies.

Brain Bowl

The Broward College Brain Bowl team competes with other participating Florida colleges. Each team consists of up to five members. The first competition is among assigned regions. Winners of the regional tournaments compete in the state tournament, usually held in February or March. Brain Bowl members also participate in the National Academic Quiz Tournaments (NAQT) tournament, a nationwide college competition. The Brain Bowl Team at Broward College has a proven track record of victories in the regional, state and nation.

Math Team

The Broward College Math Team competes at the annual Florida state Math Olympics at the University of North Florida in Jacksonville. There are two parts to the event: A team portion, and an individual portion. Winners take home trophies and cash prizes. Teams usually meet with the coaches on a weekly basis to practice. A math level of Calculus II is recommended.

Model United Nations

The Broward College Model United Nations (MUN) team researches and debates various international topics. Our United Nations simulation conferences take place across the country and students compete with local colleges as well as top-tier national universities. Typically, the MUN team competes in three to four conferences a year, two in the fall, two in the winter. As well as attending United Nations simulations and crisis-themed conferences, students can expect to participate in on-campus training and events.

Forensics (Speech/Debate)

The Broward College Forensics Team competes in the Florida College Student Activities Association. In intercollegiate forensics (speech/debate) there are two classes of competition: Debate and Individual Events. Debate events include: Lincoln Douglas, Policy, and Parliamentary. Individual events include: prose, poetry, screen plays, movie/radio scripts, and several types of platform speeches. There are also two categories of what is called limited preparation.

For more information on any of the Competitive Academic Teams, visit the honors website at www.broward.edu/honors.

Tigertail Lake Recreational Center

Tigertail Lake Recreational Center provides water sports such as sailing, windsurfing, scuba, stand-up paddleboards, and kayaking; a ropes challenge course; recreational trips; and American Red Cross lifeguard classes. Students are welcomed to come out for FREE watersports rentals and discounted activities 7 days a week. Tigertail Lake Recreational Center is located at 580 Gulf Stream Way, Dania Beach. For more information, call Tigertail at 954 201-4500.

Intercollegiate Athletics

Broward College Intercollegiate Athletics fosters the development of physical, intellectual, emotional and social skills in student athletes and encourages them to carry these lessons not only onto the playing field, but also into the classroom and community. Broward College is a member of the National Junior College Athletic Association and the Florida College System Activities Association, where it competes in eight sports as a member of the FCSAA’s Southern Division.

The College currently fields teams in men’s and women’s basketball, men’s and women’s soccer, men’s baseball, women’s softball, women’s volleyball, and women’s tennis.

Athletic schedules can be found at www.broward.edu/studentlife/athletics.
Student Publications

Student Journalism - The Observer
This publication is the bi-monthly college-wide student newspaper. The award-winning student newspaper gives students the opportunity to learn a variety of areas in journalism such as writing, reporting, photography, desktop publishing, and design. The Observer informs the student body and college community, offers a formal workshop series on different journalism topics, officers an annual journalism boot camp, and provides one-on-one instruction between the adviser and students.

Although the Observer’s main office is located on South Campus, Bldg. 68, Rm. 268, students from all campuses are encouraged to participate. For more information, contact The Observer office at 954-201-8035 or via email at theobserverbc@gmail.com and check out the newspaper’s website at thebrowardcollegeobserver.com.

Minority Male Initiative

Committed to closing achievement gaps between its male learners, Broward College continues to find new ways to provide sustained support to underserved students. The Minority Male Initiative focuses on supporting completion goals, as well as improving persistence and retention rates among these students. For more information about the program, contact: Dr. Thomas Walker at mmi@broward.edu.

The Broward College Student Handbook provides concise information for students who are currently enrolled regarding support services available, student life, summaries of important student policies and procedures, and an academic calendar. The following are the most critical student policies at Broward College:

<table>
<thead>
<tr>
<th>Policy</th>
<th>Procedure</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Standards of Progress</td>
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<td>Admissions</td>
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<td>6Hx2-5.01</td>
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<td>Class Attendance</td>
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<td>College Network and Software Usage</td>
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<td>Complaint Process</td>
<td>Complaint Process</td>
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<td>Dropping a Class, Withdrawals, and Refunds</td>
<td>Dropping a Class, Withdrawals, and Refunds</td>
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<tr>
<td>Disability Services and Academic Accommodations for Students</td>
<td>Disability Services and Academic Accommodations for Students</td>
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<td>Family Educational Rights and Privacy Act</td>
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<tr>
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<td>Grades and Grade Appeal</td>
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<td>HIV/AIDS</td>
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<td>Placement Testing</td>
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<td>Substance Abuse</td>
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<td>Student Financial Aid (Standards of Academic Progress)</td>
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<td>Student Ombudsperson</td>
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<td>Student Sexual Misconduct</td>
<td>Student Sexual Misconduct</td>
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</tr>
</tbody>
</table>

For a complete listing of all Broward College Policies, visit [http://www.broward.edu/legal/policies/Pages/default.aspx](http://www.broward.edu/legal/policies/Pages/default.aspx).
Contact information for filing complaints regarding online learning:

Broward College Online

www.broward.edu/online
954-201-7900
6400 N.W. 6th Way; Fort Lauderdale, Florida 33309

Florida Department of Education, Division of Florida Colleges

www.fldoe.org/schools/higher-ed/fl-college-system/about-us/complaint.stml
850-245-0407
325 West Gaines Street, Room 1544; Tallahassee, Florida 32399-0400

Southern Association of Colleges and Schools, Commission on Colleges

www.sacscoc.org/pdf/081705/complaintpolicy.pdf
404-679-4500
1866 Southern Lane; Decatur, GA 30033-4097

For students residing outside of Florida, contact information for other state regulatory agencies may be found at www.broward.edu/online/

Meningitis and Hepatitis B Statement

Florida Statute, Section 1006.69

Florida Statute 1006.69 requires that Broward College provide information to all enrolled students on the risks associated with Meningitis and Hepatitis B. Information regarding Meningitis and Hepatitis B is available at the following websites from the Centers for Disease Control:
Meningitis: http://www.cdc.gov/meningitis/index.html
Hepatitis B: http://www.cdc.gov/hepatitis

### Student Financial Aid

**Consumer Information**

The Higher Education Opportunity Act of 1965 revised 2008 (HEOA) requires postsecondary institutions participating in federal student aid programs disclose information from various administrative areas to students. This information may be viewed online at the following address in compliance with federal law:

**General Information**

The goal of the Broward College Student Financial Aid Office is to assist students who can benefit from further education but cannot afford to attend school without financial support. Financial Aid is available to all students who complete the Free Application for Federal Student Aid (FAFSA) and who qualify. FAFSA instructions to complete on the web may be obtained in the Financial Services Department or going to www.fafsa.ed.gov. The Broward College School Code is 001500. The Student Financial Aid Office provides information and assistance to students who seek to apply and use financial aid to support their enrollment at Broward College. From application to awarding, the Student Financial Aid Office ensures compliance with applicable laws, regulations, and policies that govern federal, state, institutional, and foundation programs.

**General Eligibility Rules**

The amount of aid a student receives at Broward College is based on the cost of attendance, Expected Family Contribution (EFC), enrollment status (full time, 3/4 time, 1/2 time, less than half-time) and length of attendance within an academic year.

**TYPES OF AID**

Aid can be in the form of grants, scholarships (need or merit) and student loans. Examples of aid are as follows:
Grants

Grants are funds provided by the federal and state government and are generally awarded to individuals who demonstrate exceptional financial need. Federal and state grants include the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant, and Florida Student Assistance Grant. Pell Grants have a Lifetime Eligibility Usage (LEU). Students have the equivalent of 12 full-time semesters of Federal Pell Grant eligibility. The duration of a student’s eligibility includes all semesters that a student received Federal Pell Grant funding. For further information visit the Federal Student Aid website at https://studentaid.ed.gov/sa/types/grants-scholarships/pell/calculate-eligibility

- Pell – Federal need-based
- Federal Supplemental Educational Opportunity Grant
- Florida Student Assistance Grant – State Need-based
- First Generation Matching Grant
- Achieving Success Grant
- Opportunity Grant

Work-Study Programs

Work-study programs provide on and off campus part-time jobs for students to earn part of their college expenses while gaining valuable job experience. Students may work up to a maximum of 25 hours a week depending on eligibility and funding. Off-campus opportunities place students in areas of career interest, such as teacher aides in local public schools.

- Work study - Federal and State need-based Veterans (VA) Benefits
- Veterans Work-study (VA) - VA determined
- Active Duty Personnel - Eligible in-service military personnel Scholarships
- Foundation - Need and merit-based
- Institutional - Need and merit-based
- State - State merit-based

Loans

Loans are financial assistance that must be repaid with interest. Often repayment is deferred while students are enrolled in a minimum of six credit hours. In some cases, the federal government pays the interest while the student is in school. Eligibility for Federal Direct Subsidized Loans is limited to 150 percent of the published length of the academic program.

- Federal Direct Subsidized - need-based
- Federal Direct Unsubsidized - not need-based; but based on school-specific eligibility requirements.
- Plus Loan for Parents
- Private Loans

Veteran Affairs

- Various GI Bills based on service
- Active Duty Personnel (eligible in-service military personnel)

Student Initial Eligibility Requirements

Federal financial aid is not available to international students unless they are eligible non-citizens. Eligible non-citizens must provide current documentation of immigration status prior to applying for financial aid. To be eligible to receive most need-based aid, students must meet the following requirements:

- Demonstrate financial need
- Enroll in an eligible program
- Be a United States citizen or eligible non-citizen
- Have a valid social security number
- Maintain satisfactory academic progress
- Comply with requirements of the Anti-Drug Abuse Act
- Not be in default on a Federal Perkins Loan (or National Direct Student Loan), Federal Stafford Loan or Federal PLUS Loan
- Not owe a refund on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal Student Financial Aid Penalties for Drug Law Violations

Under the Higher Education Act (HEA) a student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table:
If convicted of an offense involving the possession of a controlled substance, the ineligibility period is:

<table>
<thead>
<tr>
<th>Offense</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>First offense</td>
<td>1 year</td>
</tr>
<tr>
<td>Second offense</td>
<td>2 years</td>
</tr>
<tr>
<td>Third offense</td>
<td>Indefinite</td>
</tr>
</tbody>
</table>

If convicted of an offense involving the sale of a controlled substance, the ineligibility period is:

<table>
<thead>
<tr>
<th>Offense</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>First offense</td>
<td>2 years</td>
</tr>
<tr>
<td>Second offense</td>
<td>Indefinite</td>
</tr>
</tbody>
</table>

A student whose eligibility has been suspended may resume eligibility before the end of the ineligibility period if the student satisfactorily completes a qualified drug rehabilitation program that complies with criteria determined by the Department of Education and includes two unannounced drug tests, OR the conviction is reversed, set aside, or otherwise rendered nugatory.

**Program Objective Enrollment Compliance (POEC)**

Federal Aid only covers classes that pass the Program Objective Enrollment Compliance (POEC) review. Those classes that are necessary for completion of your declared degree are deemed ‘compliant’. Classes which are identified as not required for degree completion will be flagged ‘non-compliant’ and will be excluded from federal aid coverage i.e. any coursework that is not recognized, as being required will be excluded when calculating eligibility for Title IV funds (Pell Grant, Direct Subsidized Loans, Direct Unsubsidized Loans, etc.) If excess aid does not exist, the student is responsible for the difference.

**Financial Aid Procedures**

Students who seek financial assistance must complete a Free Application for Federal Student Aid (FAFSA). Many funds are limited and are awarded on a first come, first served basis to students who have the greatest need. After the FAFSA is processed, Broward College receives an electronic Institutional Student Information Record (ISIR). After receipt of the ISIR, an analysis is completed to determine the amount a family is expected to contribute to educational costs as well as the amount of financial aid a student can expect to receive. Results of this analysis display on MyBC for the student to review.

If verification is required, the student, spouse, and/or parents (whichever is applicable) must provide requested documentation. Students are not awarded until all verification documents are submitted, any conflicting information resolved, documents evaluated, and corrections made to the ISIR if applicable. Any corrected information to the ISIR must be reviewed and cleared before verification becomes complete and the student awarded.

The student can sign on to the MyBC website to monitor the progress of their financial aid application/award. The information on the site will indicate the type of award, the academic period for which it is awarded, any conditions or responsibilities of the student to receive the award, and for loans, the borrower is required to sign a Master Promissory Note (MPN) and complete Entrance Counseling before releasing a disbursement to the student.

**Verification**

Verification is a process required by the US Department of Education to confirm the information provided on the Free Application for Federal Student Aid (FAFSA). When you are selected for verification, Broward College requires certain documents to compare your FAFSA data with your financial and family information. If differences arise your financial aid awards will be delayed until all discrepancies are resolved.

**Maintaining Financial Aid Eligibility**

Federal guidelines require that students remain eligible for financial aid throughout their enrollment in a post-secondary degree program. There are several factors that determine whether a student can continue to receive Federal student aid. Broward College reviews standards of academic progress on a term by term basis.

**Academic Progress for Student Aid**

All students (including veterans) must make satisfactory academic progress in order to maintain financial aid eligibility. Academic progress is calculated after each term. In order to be considered as having ‘passed’ i.e. met standards, a
student must:

- Maintain at least a 2.0 GPA
- Be on track to complete their degree requirements within 150 percent of the required number of credit hours for the program. For example, if a program requires 60 credit hours, the student must complete the degree requirements within 90 credit hours (150 percent).
- Have a 67 percent completion rate or higher for college-level coursework attempted.

**Qualitative Standard-GPA**

Students must maintain at least a 2.0 cumulative Financial Aid grade point average (GPA) in order to remain eligible for FSA funds.

**The Financial Aid GPA includes:**

- All remedial courses are taken at Broward College.
- The most recent grade for repeated courses.
- Transfer credits are not included in the GPA calculation unless those courses are applicable to the program of study.
- Only courses with a grade of A, B, C, D, or F are included in the GPA calculation. Therefore, courses that are designated as Incomplete (I), Withdrawn (W, WN, XW), Audited (X, XC), Non-Credit (NC), or have no grade assigned (NG, NR) are not included in the GPA calculation.

**Quantitative Standard –Pace**

There are two quantitative SAP measures. The first measure is known as “Pace”. The Pace is measured by the result of the division of the cumulative number of hours the student has successfully completed by the cumulative number of hours the student attempted. For programs measured in clock-hours, Pace is evaluated using the cumulative clock-hours required to be completed, as expressed in calendar time. Remedial courses are not included in the SAP quantitative measures. All students must have completed a minimum of 67% of credit hours attempted in order to graduate within 150% of the normal timeframe.

The following are included in the Pace calculation:

- for courses that are repeated for grade forgiveness, only the most recent earned hours are included in the numerator; however, all attempted hours are included in the denominator. Therefore, repeating courses, even successfully, will be detrimental to the calculation of Pace.
- for courses that the student attempts and officially or unofficially withdraws from after the drop/add period, the hours attempted will count in the denominator of the calculation with no earned hours in the numerator. This will negatively affect the Pace measure.
- for courses with an enrollment status of incomplete, the course will count as attempted and unearned hours until such time as the faculty member and registrar process the final grade.

**Quantitative Standard-Time to Complete**

The second quantitative measure of Satisfactory Academic Progress (SAP) is the “Time to Complete”. A student is only eligible to receive financial aid for credit hours or clock hours that do not exceed 150% of the published program hours. For example, a degree program of 60 credit hours must be completed within (60*1.5) 90 credit hours maximum; and a program of 900 clock hours must be completed within (900*1.5) 1,350 clock hours.

Federal regulation requires that a student become ineligible for aid at the time at which it is mathematically impossible to complete within the 150% maximum timeframe. Therefore, when a student is evaluated, the student could fail the “Time to Complete” measure even though the student has attempted less than the 150% maximum attempted hours. For example, if student admitted and enrolled in a financial aid eligible program of published length of 60 credit hours has attempted 80 credits hours but needs 21 more credit hours to satisfy all degree requirements, the student will fail SAP for “Time to Complete” even though the student has not reached the 90-credit hour maximum. Remedial courses are not included in the SAP quantitative measures.

The following are included in the “Time to Complete” calculation:

- for courses that are repeated for grade forgiveness, all attempted hours are included. Therefore, repeating courses,
even successfully, will be detrimental to the completion of the program within the maximum “Time to Complete”.

- for courses that the student attempts and officially or unofficially withdraws from after the official college drop/add period, the hours attempted will be used in the “Time to Complete” calculation. This will negatively affect the student’s ability to complete their degree within the maximum timeframe.
- for courses with an enrollment status of incomplete, the course will count as hours attempted, but unearned, until such time as the course is successfully completed.

*Warning Status*

In a term in which the student fails SAP; and the term of failure follows a term in which the student had passed SAP, or this is the first SAP evaluation of the student, the student will be placed on a “Warning Status”. The student may receive Federal financial aid funds for the one term that the student is placed on a Warning Status. The Warning Status is assigned to a student who meets the conditions for such assignment without need for appeal or other action by the student.

The student may only be on a Warning Status for one term subsequent to a term in which SAP measures were not met; however, the student may experience more than one Warning Status over the lifetime of enrollment, just not for consecutive terms.

At the end of the Warning term, if the student is meeting all SAP requirements, then the student may continue to receive Federal financial aid funds. If the student fails to meet SAP requirements for two (2) consecutive terms, the student loses eligibility for Federal financial aid funds until they regain compliance with the standards.

Students who are identified as being on a Warning Status should meet with an academic advisor to obtain guidance regarding the courses and grades needed to regain compliance with SAP standards. Meeting with an advisor and/or completing an academic plan does not guarantee financial aid eligibility. Students must still meet all SAP requirements.

*Reinstatement of Financial Aid Eligibility*

Students regain their financial aid eligibility when their progress demonstrates passing of ALL standards of progress. Specific guidance is outlined in College procedure 5.11A. Students who have met all standards of SAP after losing eligibility will have eligibility reinstated for the next academic term. The Office of Student Financial Aid notifies students via email communication, to the student’s Broward College email address, of their Federal Student Aid Warning, Probation and/or Ineligible status; and via the student portal, MyBC.

*Developmental Education Coursework*

Federal regulations allow financial aid to cover up to 30 remedial/developmental credits (equivalent to one academic year) for any student. If a student is enrolled in classes and has already taken 30 credits of remediation, financial aid will not pay for additional remedial classes. This does not include credits taken for ESL courses. Financial aid only covers credit courses that are required for degree completion. Non-credit courses that do not apply toward the student’s degree program and/or courses taken for audit cannot be paid by federal student aid.

*Types of Financial Aid Grants*

Grants are funded by federal or state programs and do not require repayment. Grants are awarded to students who demonstrate exceptional financial need.

- Pell Grant - Eligibility is determined by the federal government and is based on several factors including household size, income and number of family members in college.
- Federal Supplemental Educational Opportunity Grant - Additional grant assistance for exceptionally needy students who are Pell eligible and apply early.
- Florida Student Assistance Grant - State grant awarded to students with demonstrated financial need. Because funding is limited, students must complete the application process early. First Generation Matching Grant
- Achieving Success Grant
- Opportunity Grant
Scholarships

Scholarships are generally funded by Broward College, the Broward College Foundation, private donors, or organizations. Scholarships are awarded to students based on criteria such as merit, financial need, athletics, and degree choice. Scholarships do not require repayment. The system matches scholarship criteria to students based on eligibility and availability of funds. Scholarship funding is limited, and completion of the application does not guarantee an award. Scholarships are based on the availability of funds and cannot be guaranteed.

In order to be considered for a scholarship, students must:
- (International students are not required to complete the FAFSA.)
- Have a complete financial aid file
- Be admitted to a degree or certificate program of study.
- Complete the online scholarship application.
- Have at least a 2.0 cumulative GPA.

Florida Bright Futures

Florida Bright Futures Scholarship Program was created to establish a lottery-funded scholarship program to reward any Florida high school graduate who merits recognition for high academic achievement. Students must meet initial eligibility requirements while in high school and apply for the scholarship during their final (senior) year. The high school graduate must enroll in a degree program, certificate program, or applied technology program at an eligible Florida public or private postsecondary education institution. In addition, the student must be enrolled in at least 6 non-remedial credit hours (or the equivalent in clock hours) per term. Students who receive Florida Bright Futures awards must maintain eligibility for renewal and comply with the State of Florida renewal guidelines. The renewal guidelines can be found by visiting www.floridastudentfinancialaid.org/SSFAD/bf/renewpg.htm.

Federal Student Loans

Federal student loans are a part of a student’s financial aid package. Loans should be taken as a last resort, and if taken must be repaid with interest in a specific time period after a period of non-enrollment. Repayment may be deferred while students are attending classes at least half-time. Students whose enrollment changes to less than half-time status, cannot receive additional student loans and must begin repayment within 6 months.

Direct Loan Application Process

Once a student is awarded a Direct Subsidized Loan, the student has the option to reduce or accept the loan amount online. Students who fall into one of the approved categories for an unsubsidized loan will need to submit a Loan Request Form. Students will be required to log onto www.studentloans.gov to complete the Entrance Counseling and a Master Promissory Note (MPN).

Federal Student Loan Requirements

Loan funds cannot be disbursed unless the Master Promissory Note (MPN) and Entrance Counseling are completed.

Types of Loans:
- Federal student loans are need and non-need based.
- Direct Subsidized Loans
- Based on financial need. The federal government pays the interest on the loans while students are in school at least half-time, during grace periods, and during authorized periods of deferment.
- Direct Unsubsidized Loans

*Effective July 1, 2012, Broward College policy allows only students in the categories listed below to request unsubsidized loans. Students who are in the following categories should complete this form to request an unsubsidized loan. Students who are not in one of the following categories are no longer eligible for unsubsidized loans. Students must also meet all other federal eligibility requirements.

Category May Request
- Students admitted to a Health Sciences program which requires clinicals.
• Students receiving sponsorships are not eligible for Direct Unsubsidized Loans
  Dependent Students: Up to $2,000 in unsubsidized loan
  Independent Students: Up to $4,000 in unsubsidized loan
• A.S. – Professional Pilot Technology
  Dependent Students: First year student: $5,500 minus subsidized loan eligibility
  Second year student: $6,500 minus subsidized loan eligibility
  Independent Students: First year student: $9,500 minus subsidized loan eligibility
  Second year student: $10,500 minus subsidized loan eligibility
• Out of state students paying non-resident tuition
  Dependent Students: First year student: $5,500 minus subsidized loan eligibility
  Second year student: $6,500 minus subsidized loan eligibility
  Third or subsequent year (Bachelor degree): $7,500 minus subsidized loan eligibility
  Independent Students: First year student: $9,500 minus subsidized loan eligibility
  Second year student: $10,500 minus subsidized loan eligibility
  Third or subsequent year (Bachelor degree): $12,500 minus subsidized eligibility
• Students with no Federal or State aid, including:
  o Direct Subsidized Loans
  First year student: $3,500
  Second year student: $4,500
  Bachelor’s degree student: $5,500
• Students whose total financial aid award, including Direct Subsidized Loans is less than $5,500
  $5,500 minus other financial aid and subsidized loan eligibility

Direct PLUS

• Loans that are available to parents of dependent students. Parents must meet all federal government requirements and may be eligible to borrow up to the total cost of attendance less all financial aid received. Parents begin repayment 30 days after the final disbursement for the academic year. The PLUS loan is based on a ten-year repayment plan with no prepayment penalties. Visit www.studentloans.gov for additional information.

Federal Work-Study Program

Work-Study programs allow students to work either on or off campus to help defray their educational expenses. Depending on eligibility, and the needs of their employee, students can work up to 25 hours per week. Interested students can contact the Financial Aid Work-Study mailbox at faworkstudy@broward.edu in order to determine eligibility. The student must elect interest of the program on their FAFSA.

Students can research job openings on the web at www.broward.edu/financialaid/Pages/Work-Study.aspx. Funds are limited and awards are made to eligible students who complete their financial aid file early. Students must also complete an employment packet prior to beginning employment.

America Reads/Counts

The America Reads program is funded through the Federal Work-Study Program as described above. It offers students an opportunity to tutor reading and math in local elementary and middle schools. Students may work up to 25 hours per week and a security clearance is required.

State Work Study Program

The Florida Work Experience Program (FWEP) is a state program that provides eligible students who are Florida residents an opportunity to work in the public-school system as teacher aides or tutors. Funds are limited.

VA Work-Study

VA Work-Study is available to veterans who are enrolled in at least three-quarter time (9-11 credits) enrollment. Students can work up to 25 hours per week and are paid directly by the Veterans Administration. Students who are interested in a VA Work-Study position must contact the Veterans Coordinator by email at veterans@broward.edu with the subject heading “Veterans Work-Study”. Veterans staff members will contact the student to discuss availability.

Enrollment Verification

Before aid can be released to the College to cover tuition and any excess refunded to students, attendance in all enrolled classes must be verified by the faculty. After the term begins, faculty continues to monitor attendance and class participation. At any point, a student ceases to meet the guidelines for the course relative to participation and physical presence, the faculty may unofficially withdraw students from classes. Any changes in the enrollment status will cause a
change in the aid awarded to students. Any type of withdrawal either student or faculty initiated up to the 60% point of the term will impact students’ financial aid awards for the term.

Return of Title IV Funds

This policy governs all Title IV funds including Federal Pell Grant, Federal Supplemental Education Opportunity Grant, and Federal Direct Subsidized and Unsubsidized loans. Title IV funds are awarded to a student under the assumption that the student will attend school for the entire payment period or period of enrollment.

If a student completes 60 percent or more of a term/payment period, the student earns all eligible aid during that term/payment period, and a Return to Title IV calculation is not required. If a student unofficially withdraws before 60 percent of the term/payment period and fails to earn a passing grade in at least one course offered over an entire period, then that student is considered to have withdrawn. If a student officially withdraws, then this institution will use that date to determine the refund calculation and the amount of aid earned. If the student is considered to unofficially withdraw from the term/payment period, then this institution will use the midpoint of the term/payment period to determine the amount of aid earned. Withdrawing could result in a debt to the school, the federal government, or both.

Seahawk Print (Pay-For-Print)

Broward College provides multi-function devices at each location as a service to students, faculty, and staff. These devices can be used for printing, copying, and scanning to support learning. A nominal fee is charged for printing and copying – scanning to e-mail services are free of charge. The fee is under the rates of commercially available copy centers. The system requires payment by credit card (credit capable debit cards are also accepted). If you do not have a credit/debit card (not an ATM only card), a pre-paid card is available for purchase at the bookstore and in vending machines on campus. For Seahawk Print and vending locations go to http://www.broward.edu/studentresources/pay-for-print/Pages/default.aspx.

Student Tuition and Fees

The Board of Trustees approved an increase to tuition and fees for the 2015-2016 academic year. The charts below provide the approved tuition and fees, effective 2018-2019.

A&P, PSV, College Prep and EPI

<table>
<thead>
<tr>
<th>In State Resident*</th>
<th>On Campus</th>
<th>Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee</td>
<td>$82.00</td>
<td>$82.00</td>
</tr>
<tr>
<td>Student Activities Fee</td>
<td>$8.20</td>
<td>$8.20</td>
</tr>
<tr>
<td>Student Financial Aid Fee</td>
<td>$4.10</td>
<td>$4.10</td>
</tr>
<tr>
<td>Capital Improvement Fee</td>
<td>$13.50</td>
<td>$13.50</td>
</tr>
<tr>
<td>Library Fee</td>
<td>$2.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>Distance Learning Fee</td>
<td>$0.00</td>
<td>$9.00</td>
</tr>
<tr>
<td>Parking &amp; Trans. Access Fee</td>
<td>$4.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$4.10</td>
<td>$4.10</td>
</tr>
<tr>
<td><strong>Total (per credit hour)</strong></td>
<td><strong>$117.90</strong></td>
<td><strong>$122.90</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Out-of-State Non-Resident</th>
<th>On Campus</th>
<th>Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee</td>
<td>$82.00</td>
<td>$82.00</td>
</tr>
<tr>
<td>Out-of-State Fee</td>
<td>$226.40</td>
<td>$0.00</td>
</tr>
<tr>
<td>Differential Tuition Fee</td>
<td>$0.00</td>
<td>$104.00</td>
</tr>
<tr>
<td>Distance Learning</td>
<td>$0.00</td>
<td>$9.00</td>
</tr>
<tr>
<td>Library Fee</td>
<td>$2.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>Student Activities Fee</td>
<td>$8.20</td>
<td>$8.20</td>
</tr>
</tbody>
</table>
Student Financial Aid Fee $15.40 $9.30
Capital Improvement Fee $19.60 $19.60
Parking & Trans. Access Fee $4.00 $0.00
Technology Fee $15.40 $9.30

Total (per credit hour) $373.00 $243.40

Baccalaureate Courses

<table>
<thead>
<tr>
<th>In-State Resident*</th>
<th>On Campus</th>
<th>Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee</td>
<td>$91.79</td>
<td>$91.79</td>
</tr>
<tr>
<td>Student Activities Fee</td>
<td>$9.18</td>
<td>$9.18</td>
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<tr>
<td>Student Financial Aid Fee</td>
<td>$4.59</td>
<td>$4.59</td>
</tr>
<tr>
<td>Capital Improvement Fee</td>
<td>$14.74</td>
<td>$14.74</td>
</tr>
<tr>
<td>Library Fee</td>
<td>$2.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>Distance Learning</td>
<td>$0.00</td>
<td>$9.00</td>
</tr>
<tr>
<td>Parking &amp; Trans. Access Fee</td>
<td>$4.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$4.59</td>
<td>$4.59</td>
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<tr>
<td>Total (per credit hour)</td>
<td>$130.89</td>
<td>$135.89</td>
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Baccalaureate Courses (continued)

<table>
<thead>
<tr>
<th>Out-of-State Non-Resident</th>
<th>On Campus</th>
<th>Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee</td>
<td>$91.79</td>
<td>$91.79</td>
</tr>
<tr>
<td>Differential Tuition Fee</td>
<td>$0.00</td>
<td>$135.00</td>
</tr>
<tr>
<td>Out-of-State Fee</td>
<td>$384.72</td>
<td>$0.00</td>
</tr>
<tr>
<td>Student Activities Fee</td>
<td>$9.18</td>
<td>$9.18</td>
</tr>
<tr>
<td>Student Financial Aid Fee</td>
<td>$23.83</td>
<td>$11.34</td>
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<tr>
<td>Capital Improvement Fee</td>
<td>$50.10</td>
<td>$50.10</td>
</tr>
<tr>
<td>Library Fee</td>
<td>$2.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>Distance Learning</td>
<td>$0.00</td>
<td>$9.00</td>
</tr>
<tr>
<td>Parking &amp; Trans. Access Fee</td>
<td>$4.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$23.83</td>
<td>$11.34</td>
</tr>
<tr>
<td>Total (per credit hour)</td>
<td>$589.45</td>
<td>$319.75</td>
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Vocational Certificate Programs – PSAV

<table>
<thead>
<tr>
<th></th>
<th>In-State Resident*</th>
<th>Out-of-State Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee</td>
<td>$73.40</td>
<td>$73.40</td>
</tr>
<tr>
<td>Out-of-State Fee</td>
<td>$0.00</td>
<td>$209.75</td>
</tr>
<tr>
<td>Capital Improvement Fee</td>
<td>$3.65</td>
<td>$14.15</td>
</tr>
<tr>
<td>Student Financial Aid Fee</td>
<td>$3.65</td>
<td>$14.15</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$3.65</td>
<td>$14.15</td>
</tr>
<tr>
<td>Total (per credit hour)</td>
<td>$84.35</td>
<td>$325.60</td>
</tr>
</tbody>
</table>

Online courses are not charged parking fee of $4.00 per credit hour but are charged a $9.00 per credit hour distance learning fee.
Supplemental – Continuing Workforce Education

<table>
<thead>
<tr>
<th>In-State and Out-Of-State</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee</td>
<td>$96.75</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$4.85</td>
</tr>
<tr>
<td><strong>Total (per credit hour)</strong></td>
<td><strong>$101.60</strong></td>
</tr>
</tbody>
</table>

*Resident status, for tuition purposes, is defined by Florida Statutes 1009.21, and determined by the Registrar’s Office upon admission to the College. Students who qualify for a new resident status can apply for a change prior to the first day of the term.

Tuitons and fees rates are subject to change as approved by the Broward College District Board of Trustees. For current course fees please visit [https://broward.edu/tuition/Pages/default.aspx](https://broward.edu/tuition/Pages/default.aspx).

**NOTE:** Additional special fees are charged for some courses and laboratories. Special fees are shown with individual course information in the College catalog.

Health Science students: There are additional costs related to the Health Science programs which include but are not limited to the cost of medical/physical examinations, liability insurance, a background check, a drug screening test, uniform purchases, etc. Please check with the specific Health Science program for a more detailed list of additional costs.

The College, through Continuing Education and other academic departments, offers noncredit courses, seminars and workshops designed to meet the needs of citizens of all ages who reside in Broward County. Special brochures and bulletins are developed and distributed covering the specifics of each course. These documents become supplements to the official catalog and contain special fees and special charges associated with each course. These fees are due and payable according to the terms indicated within those documents.

**Academic Transcript Fee**

Students may order official academic transcripts online through their myBC account or through Credential Solutions, the College’s contracted third-party transcript vendor. Students who request an official transcript are assessed a $5 fee for each transcript.

**Duplicate Diploma Fee**

Upon completion of program requirements, students are issued a diploma. Students who request a duplicate diploma are assessed a $10 fee for each duplicate diploma.

**Parking and Transportation Access Fee**

All students will be assessed a parking and transportation access fee as part of their schedule which will allow them to receive a parking decal for use at any BC campus or center for the term paid. The exceptions include:

- Students taking only non-credit classes at the Willis Holcombe Center;
- Institute of Public Safety Trust Fund Students;
- Students in Continuing Education Vocational Certificate, and Continuing Workforce Education classes;
- Health Science students who receive their training at a hospital;
- PTA students at Florida Southwestern State College;
- Students who receive the following 100% fee exemptions are eligible to receive a parking decal (Foster Child, High School Dual enrollee, Early Admission, Child of Deceased Fire Fighter, Homeless, India Program, Singapore Program, Child of Deceased Law Enforcement Personnel). These students are eligible to receive a parking decal.

If a student can demonstrate that he/she does not use Broward College facilities at any campus or center and does not fall into any of the categories above, a Parking and Transportation Access Fee Appeals Form must be submitted to any
Campus Safety Office. The appeal form will be reviewed and, if approved, the Parking and Transportation Access fee will be exempted from the registration fees. The student will not be eligible for a parking decal. The deadline for submitting the appeal form is the last day for a 100% refund date. If there are any questions, please contact a campus Safety Office.

**Fee Payment Information**

Fees must be paid by the assigned fee payment due date. At the time of class payment, the student will be required to pay any obligations (such as library fines and parking fines) or receivables in full. Payment can be made with cash, credit card (VISA, MasterCard, Discover, and American Express), debit card, and check or money order made payable to Broward College.

There are three ways to remit payment:
1. By credit card on the web;
2. By check or money order mailed to:
   North Campus Cashier’s Office
   1000 Coconut Creek Blvd.
   Coconut Creek, FL 33066
3. By cash, check, money order, debit card, or credit card in person at a campus Cashier’s Office. The authorized user must be present for credit card and debit card payments.

Detailed instructions are available on www.broward.edu. Checks or money orders for payment of student fees must be made payable to Broward College and include the student’s identification number. Eligible checks maybe converted to electronic debit transactions. Checks and money orders must be drawn on a U.S. bank in U.S. ($) dollars. Payments in non-U.S. funds and drawn on non-U.S. banks will be returned unprocessed. Counter (starter) checks are not accepted.

**Tuition Payment Plan**

Broward College has partnered with Nelnet Business Solutions to offer a tuition installment plan to help students afford the cost of their education. Students may enroll in a tuition payment plan for any term at BC, however, a new plan is required each term. Plans range from a zero to 50% down payment with 2 to 4 monthly payments automatically processed on the 20th of each month. There are no credit checks or interest charges. A nominal non-refundable enrollment fee is due at the time of enrollment in the tuition payment plan, $5 of the enrollment fee is being collected on behalf of the institution. Students must be registered for courses and provide a method of payment (credit card or checking/savings account) that will be used for the enrollment fee, down payment and monthly payments.

Enrollment periods are limited and typically close approximately one week prior to the start of Session I each term so enroll early! Simple Steps to Enroll in the Payment Plan:
- Login to myBC at www.broward.edu
- From “My Financials”, select “Sign Up Options” then “Tuition Payment Plan” or from “Payment”, select “Tuition Payment Plan”

For additional tuition payment plan information or dates and deadlines, please visit the Cashier page.

If you drop or add classes or receive financial aid or other tuition coverage, you must contact the College’s tuition payment plan administrator at 800-609-8056 to have your tuition payment plan adjusted. If the College’s tuition payment plan administrator is not notified of these changes, payments will continue to be processed from your bank account or credit card as agreed in the enrollment process. The time frame in which increases may be made to plans is limited to the enrollment period for the tuition pay plan. The last day to decrease or terminate plans is approximately 30 days after the start of the term.

**Payment of Student Accounts Due to the College**

In accordance with Florida Statutes, Chapter 1010.03, the College is authorized to restrict the release of transcripts, the awarding of diplomas and access to other resources and services of the College.

When a receivable or obligation balance is due, a financial hold is immediately generated on the student’s record. This financial hold may prevent the release of transcripts, diplomas, certificates, and block future registration. The financial hold will remain on the student’s record until all debt is paid to the college in full.

If a balance is placed with a third-party collection agency, the student is responsible for all collection fees assessed by Broward College up to 33%.
Any debt must be specifically discharged in bankruptcy or the transcript can be held until the debt is paid. Examples of debt that will block registration include, but are not limited to, returned checks and the associated check fees and fines, credit card charge backs, tuition fee deficiencies, financial aid overpayments, bookstore charges, collection fees, and delinquent debt that is written off. Students will not be able to register until the debt is paid in full.

**Third-Party Authorization**

If all or part of the student’s registration fees are being paid by an external agency (employer, a government agency, military tuition assistance, etc.), the student must present the current form of authorization (letter, voucher, etc.) to a campus Cashier’s Office by the Fee Payment deadline assigned when courses are registered.

This authorization must be for the current term and must indicate a specific dollar amount for tuition and fees. Students are responsible for paying any remaining balance by the Fee Payment deadline. If the current authorization is not presented, the student’s account will not be credited properly, and the student’s schedule may be deleted.

If the external agency revokes the authorization or subsequently denies payment for tuition and/or fees included on the voucher or authorization letter, the student will be responsible for repayment by the bill due date.

**Florida Prepaid Program**

Students who are plan participants in good standing may apply their Florida Prepaid coverage via the web. The first-time a student logs on each term, a web screen will alert the student that Florida Prepaid coverage is available. From this screen, the student may opt to apply Florida Prepaid or continue without applying coverage for the term. The student will receive credit for the maximum amount that can be billed. Florida Prepaid credit is limited to the amount of credit hours remaining on the student’s plan. Students are responsible for paying any remaining balance by the fee payment deadline. If for any reason the College is unable to complete the billing process, the credit will be reversed, and the student will be billed with an immediate due date. Students who have applied Florida Prepaid via the web but later elect not to use it must call or visit a Campus Cashier’s Office to remove the Florida Prepaid coverage.

**State Employees Waiver**

Full-time employees of the executive, legislative or judicial branch of Florida’s government are eligible for a State Employee Waiver. Eligible employees may have tuition and course fees waived for a maximum of 6 credit hours per term and are required to register on a space-available basis as noted in the online Academic Calendar and College catalog. State employees must complete Broward’s Application process and pay the $35.00 application fee prior to presenting the State Tuition Waiver request at any campus Registration Office. Following registration in classes, State employees must visit the Campus Cashier’s Office to provide the State Tuition Waiver verification to receive the waiver.

**Returned Check Policy**

A returned check is a check that is not honored when presented for payment, and is returned to the College for insufficient funds, closed account or any other reason. The College does not redeposit paper checks. Check payments converted to electronic debit transactions are redeposited and the maker of the check may incur additional fees associated with the redeposit.

In accordance with Florida Statutes, Chapter 832.07, the College is authorized to bill the individual for the original amount of the check in addition to a check fine and bank fee. If the account remains unpaid, it will be sent to a collection agency. In the event of legal action for recovery, the maker or drawer may be additionally liable for court costs and reasonable attorney fees as prescribed by law.

Students with unpaid returned checks and the associated returned check fees and fines will not be able to register for classes until the debt is paid in full.

**Credit Card Chargeback Policy**

Dishonored credit card payments will result in the student or individual being obligated and billed for all fees due. The student will be blocked from making future payments by credit card when a chargeback occurs.

**Refund of Fees before the 100% refund date**
When students drop their courses before the 100% refund date, the College will refund all fees paid, except application fees, before the 100% refund date if student drop their courses. The registration will be cancelled and no academic term record will be created. Refer to College policy and procedure 6x2-6.13 for additional student fee information.

For students who apply for financial aid and have a completed aid package before the 100% refund date, the College will apply tuition and fee “coverage” for the students’ schedule even though aid will not be disbursed or refunded until after attendance verification has concluded.

It is the responsibility of the student to drop classes on the Web or through a Registration Office within the 100% refund period. When students remain enrolled in those covered courses and do not withdraw, they will be obligated for the tuition charges for all courses, no refunds will be approved in this circumstance. When course fees are covered with student aid funds, the College must verify attendance in classes before aid can be disbursed to pay tuition and fees. After the attendance verification period concludes and the College determines the students never attended classes (WN), the student will not be obligated for tuition.

**Refund Processing**

Students who have dropped their courses within the drop period do not have to contact the Cashier’s Office to receive a refund. Through an automated process, refunds will be processed approximately two weeks after the final drop/add date, which is generally seven (7) days after the start for each session. Students who are withdrawn from course(s) for disciplinary reasons are not entitled to a refund.

Payments made by credit card will be refunded to the credit card. Payments made by cash, check, money order or debit card will be refunded by paper check. Financial aid cannot be disbursed until participation in all courses can be validated by the instructor. If there is an aid balance once a student’s tuition, fees, books, and supplies for a term have been covered, a refund will be generated and sent to the student. These excess funds are disbursed to the student (by check) once the 100 percent refund date has passed and attendance is confirmed by the instructor(s). If a student is enrolled in multiple sessions, their refund amount may be split into multiple checks and disbursed after the 100 percent refund period has passed for each session. Financial aid refunds are issued within 14 days of a credit balance on the student account.

**Refund for Continuing Education Courses**

A 100% refund for continuing education courses shall occur up to the date of the first class for those classes meeting only once.

**Refunds after the 100% Refund Date with Extenuating Circumstances**

A student who can demonstrate that extenuating non-academic circumstances impacted her or his ability to drop by the published deadline for 100% refund or meet another exception as outlined in this policy may petition for refund for a withdrawal after the published 100% refund date. Such non-academic circumstances may include, but are not limited to, serious illness of self or of an immediate family member, death in the immediate family, and other emergency circumstances or extraordinary situations. If a petition is approved, the College will refund tuition according to the schedule in this procedure. All fees are non-refundable after the published deadline for 100% refund. Please see Policy Number: 6Hx2-6.45.

The following procedure shall apply to students’ written request for exception in the form of a petition for refund to the Petition for Refund Committee:

1. Obtain and complete the Petition for Refund from a Student Affairs Office on any College campus or online.
2. All petitions shall include any and all relevant documentation to support the extenuating non-academic circumstances. Petitions cannot be accepted without documentation.
3. Petition for Refund may also be referred to the committee by the Academic Standards Committee
4. The Student Affairs Office shall assist the student in completing the Petition for Refund based on guidelines set forth in policy and procedure and forward it to the Petition for Refund Committee.
5. Once the petition is reviewed for completeness by the campus designated staff, the petition is then forwarded to the Associate Vice President of Student Business Service’s office no later than 5 business days prior to the next scheduled Petition for Refund Committee meeting. Late submissions are generally not accepted but will be reviewed at the next scheduled meeting.
6. The Petition for Refund Committee generally meets the second Thursday of the month; however, the dates,
places and times of the Petition for Refund Committee can be obtained from the Associate Vice President of Student Business Service’s office.

7. After carefully review of the petition, the Committee shall make recommendations to the Associate Vice President of Student Business Services who shall make a final determination.

8. The Senior Associate Vice President of Student Financial Services shall notify the student in writing of her/his final decision within 30 days or as soon as is practical.

9. Students should note that the petition for refund process is their appeal and all decisions are final once a determination is made by the Associate Vice President of Student Business Services.

Veterans and Active Duty Third-Party Authorization

Veterans and active duty eligible to claim Tuition Assistance will provided tuition fee coverage as determined by the Veterans administration and the Department of Defense for active duty military personnel and covered reservists. Students with Post-9/11 GI Bill Chapter 33 education benefits, the same class(es) may not be paid by both Military Tuition Assistance and Chapter 33 benefits. Military Tuition Assistance may only be used to pay tuition and other costs that are not paid by Chapter 33 benefits first. Veterans GI Bill benefits are processed by the College’s Veterans Certifying officer and VA Coordinator located in Student Financial Aid. Eligible Active Duty military personnel must show acceptable proof of active duty status and eligibility for tuition assistance (TA) as authorized by the Department of Defense for all branches of the Armed Services or Homeland Security for the US Coast Guard. These third-party payments are processed through the cashier’s office.

Refund of Fees to Veterans, Active Duty and Vocational Rehabilitation Students

Veteran students must adhere to the withdrawal policies as outlined in the college catalog. Students receiving Veterans benefits must complete all coursework each term to avoid being billed for withdrawing or dropping classes. If a veteran student does not attend class after the drop and add period in each session, the student will be withdrawn from classes or receive a failing grade for non-attendance. Withdrawing or dropping courses could result in termination of benefits and/or owing money to VA and Broward College. It is the veteran’s responsibility to notify the Veteran Coordinator about withdrawing from any class at any point during the term. Veterans should register only for the courses which can be successfully completed. Dropping courses can affect a student’s enrollment and change the award resulting in an overpayment. This overpayment will cause the student to owe money.

Pursuant to Florida State Statute 1004.07 students who are called to or enlist in active military in the United States armed forces service shall be permitted the option of either completing their courses at a later date (receiving an “I” indicating an Incomplete and be required to complete the coursework within the designated period), or canceling their course schedule with a 100% refund in accordance with this policy and procedure. Veterans who receive financial aid must adhere to the withdrawal policies affecting all financial aid students, including the Federal Return of Title IV Funds. This policy applies to any student who officially or unofficially withdraws from all Broward College classes during a term in which the student is receiving any form of Title IV aid. This aid includes the Pell Grant, Supplemental Educational Opportunity Grant, Federal Direct Student Loans; Subsidized and Unsubsidized, and PLUS Loans for Parents.

Each faculty member sets the guidelines for attendance (physical presence) and participation (academic related activities either online or in person), which is outlined in the faculty’s syllabus. It is the student’s responsibility to attend classes and participate in same through the term. By remaining enrolled in the class, students are agreeing to abide by that attendance policy. Faculty may unofficially withdraw a student or fail a student when absences exceed the attendance policy.

Dual Enrollment/Early Admission

The fee exemption provides awards to public high school students who have completed their junior year, with an overall high school GPA of at least 3.0, and have obtained written recommendation from both their high school principal and guidance counselor. The Early Admission student may apply to the Admissions Office to have all tuition and application fees exempted as well as book charges. The exemption is for a maximum of twenty-four (24) semester hours in accordance with Florida Statute, Chapter 1007.271.
**Foster Care Board Exemption**

A foster care student may have all matriculation and tuition fees exempted for a maximum of 32 credit hours per year. The exemption is for two years or four terms but can be extended for college preparatory courses. The student must apply for financial aid.

**Homeless Fee Exemption**

Any student who lacks a fixed, regular and adequate nighttime residence or whose primary nighttime residence is a public or private shelter designed for, or not ordinarily used as a regular sleeping accommodation for human beings shall be exempt from tuition and fees (see F.S. 1009.25(2)(e) and Section 239.117, Florida Statutes.

**Linkage Institute**

According to Florida Statute, Chapter 288.8175, linkage institutes between postsecondary institutions in the state of Florida and foreign countries allow designated foreign students to study in Florida at any State University or College. Students may receive in-state tuition rates enrolling in the Florida-Israel Institute.

**Purple Heart/Superior Combat Decorations**

According to Florida Senate Bill 122 passed July 1, 2006, state universities and community colleges will waive tuition for recipients of the Purple Heart or other combat decoration superior in precedence who:

- are enrolled as full-time, part-time or summer-school students in an undergraduate program that terminates in a degree or certificate;
- are currently and were at the time of the military action that resulted in award of the Purple Heart or other combat decoration superior in precedence, a resident of this state; and submit to the state university or the community college the DD-214 form issued at the time of separation from service as documentation that the student has received a Purple Heart or another combat decoration superior in precedence.

**Title IX and Sexual Misconduct**

Broward College is committed to creating a safe educational environment for all students, faculty, and staff. Sexual misconduct of any kind, including, but not limited to, domestic violence, dating violence, sexual assault, stalking, sexual harassment, or retaliation for reporting such offenses, will not be tolerated. Sexual misconduct also applies in instances where consent cannot be given (e.g. student’s age, or use of drugs or alcohol, or other disability). Students are afforded protections from sexual misconduct, and any hostile education environment resulting from such misconduct, regardless of the sex, sexual orientation, or gender identity of either the alleged perpetrator or complainant, including when both are members of the same sex.

Students who believe they are victims of sexual misconduct should contact the dean of student on their campus:

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central</td>
<td>Bldg. 19, Rm. 132</td>
<td>954-201-6522</td>
</tr>
<tr>
<td>South, Pines, Weston, Miramar, WHC</td>
<td>Bldg. 68, Rm. 207</td>
<td>954-201-8903</td>
</tr>
<tr>
<td>North</td>
<td>Bldg. 46, Rm. 222</td>
<td>954-201-2300</td>
</tr>
<tr>
<td>Online</td>
<td>Bldg. 1401, Rm. 14</td>
<td>954-201-7919</td>
</tr>
</tbody>
</table>

Depending on the circumstances, students may also contact Campus Safety at 954-201-4357 (HELP), and/or local law enforcement.

You may also contact the Title IX Coordinator:

Associate Vice Provost for Student Life & Ombudsperson
Broward College Davie, Florida 33314
954-201-6328
TitleIXCoordinator@broward.edu
Students who have served in the U.S. armed forces may be eligible to receive veterans’ educational benefits to assist with educational expenses as well as Title IV aid funds. Veteran’s benefits may also extend to a spouse and child dependents of disabled veterans. Veteran’s services staff at Broward College act as liaisons between the students and the Veterans Administration by offering the following:

- Submission of completed forms to the Veterans Administration
- Certification of attendance
- Current news and information

Veterans needing additional assistance with GI BILL education benefits should visit the GI Bill website or call toll free 1-888-GIBILL1 (1-888-442-4551) to speak with a Veteran’s Administration Benefits Counselor.

The College has veterans support services on each campus to further assist veterans with their transition to college. Veterans must submit a Veterans Certification Request Form (VCERT) each and every term veteran is enrolled in order to be certified by the Veterans Administration. Broward College has approved programs for veterans training which includes pursuing all degrees as well as some certificate programs. Veterans are encouraged to apply for experiential learning credit for training received in the Armed Forces in order to accelerate their educational goals. The Broward College Admissions Office will grant credit for evaluated military education that has been recommended as suitable for postsecondary credit by the American Council on Education Guide. Veterans requesting experiential learning credit for military training must request an official transcript: JST – Joint Services Transcript- https://jst.doded.mil/smart/dodMandatoryBannerForm/submit.do.

Army, Coast Guard, Marine Corps and Navy: Active duty, Reserve, and Veterans are eligible for JST transcripts. For more detailed information, see the Credits for Prior Learning section of this catalog. Once official JST military transcript has been received the veteran must meet with an academic advisor and request a review of military training.

Veterans who have submitted a VCERT will be certified by the Broward College Veterans Coordinator. Certification includes attendance as well as academic progress. More detailed information on attendance requirements and other necessary paperwork may be found on the Broward College website. Further, veterans needing additional assistance with GI BILL should visit the GI Bill website or call toll free 1-888-GIBILL1 (1-888-442-4551) to speak with a Veteran’s Administration Benefits Counselor.

For more information, visit Broward College Veterans website at www.broward.edu/veterans.

**Veterans Billing Policy**

Veterans receiving benefits must complete all coursework each term to avoid being billed for withdrawing or being dropped from classes. If a veteran student does not attend class after the drop and add period in each session, the student will be withdrawn from classes and/or receive a failing grade for non-attendance. Withdrawing from or dropping courses could result in termination of benefits and/or owing money to the VA and Broward College. It is the veteran’s responsibility to notify the Veteran Coordinator before withdrawing from any class at any point during the term. Veterans should register only for the courses which can be successfully completed.

Further, Veterans who receive Title IV financial aid must adhere to the withdrawal policies and the Federal Return of Title IV Funds policy.

**Active Duty Military**

Active duty refers to all personnel serving in a full-time capacity in one of the branches of military service in the United States. Broward College provides active duty students that are serving in the U.S. military, an in-state tuition rate. In order to receive the in-state tuition rate active duty students must submit copies of their military orders to the admissions office.

The College accepts military education benefits for active-duty service members, eligible reservists, of the armed forces. Tuition Assistance (TA) is a military benefit that pays a percentage of the cost of tuition and some fees. These programs are administered and sponsored by the veteran’s specific branch of military service. To use military tuition assistance at Broward College, active duty/reservist/national guard students must submit to the cashier's office a copy of the tuition

For additional information please see the student sexual misconduct website at [www.broward.edu/titleix](http://www.broward.edu/titleix).
assistance voucher or a letter specifying what the military will pay and how the College should invoice the military to receive funds.

The students using TA are responsible for obtaining the correct form and submitting it to the Cashier’s Office. The Cashier’s Office will apply tuition coverage once the voucher is received and classes for the student will not be dropped while BC waits to receive payment from the military.

It is the student’s responsibility to notify the military and Broward College’s Bursar’s office of schedule changes in circumstances where the military TA pays based on the student’s scheduled enrollment. Military students must pay any charges not covered by tuition assistance by the College’s established due date to avoid late fees and holds for balances due. Military personnel are encouraged to file the FAFSA as well. The use of FAFSA does not affect GI BILL or military TA.