

ADMISSIONS PROCESS

Apply to BC by completing the following steps:

- Access the Broward College Admissions website (<https://www.broward.edu/admissions/apply.html>).
- 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 seek to re-enter the College after a period of non-enrollment of one academic year are required to complete a Re-Entry Application (<https://mybc.broward.edu/FCCSC/student/applgonreturningstudent.jsp>).

Applicants Seeking Bachelor's Degrees

Students must have 60 credits or an Associate's 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 to the Programs A-Z (<https://catalog.broward.edu/programs-a-z/>) 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 must submit a supplemental application to the program. Students must have 60 credits or an Associate's 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 AA, AS, or AAS degree. The remaining general education semester hours (totaling 36) will be completed during the Bachelor of Applied Science degree program. Students must meet all State of Florida and Broward College Bachelor of Applied Science general education requirements to be awarded the Bachelor of Applied Science (BAS) degree, including foreign language competency, digital literacy competency, oral communication competency, and civic literacy competency.

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, complete all admissions steps, and the supplemental program application.

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

International students must first be admitted to 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 (<https://www.broward.edu>).

Transfer students must submit a general admission application, complete all admissions steps, 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 and Broward College Bachelor of Science general education requirements to be awarded the Bachelor of Science (B.S.) degree in Aerospace Sciences, including foreign language competency, digital literacy competency, oral communication competency, and civic literacy competency.

Students who have not completed all lower-division pre-requisite coursework as part of their Associate's degree may still be admitted, but must complete pre-requisite courses early in the program to avoid delay. Financial Aid may not cover pre-requisite coursework. See a Financial Aid advisor for details.

Applicants are required to have a conferred associate's degree from a regionally accredited institution, and 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 applying to the Professional Pilot track must have an FAA-issued Commercial Pilot certificate.

Students who are new to Broward College must first apply to the college by visiting the college's website at www.broward.edu (<https://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 (<https://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 (<https://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 College re-entry application and the supplemental program application. Please visit www.broward.edu (<https://www.broward.edu>) for the re-entry application and then visit the department website at www.broward.edu/aviation (<https://www.broward.edu/aviation/>) for the supplemental program application. International students must first be admitted to the college. Please visit <https://www.broward.edu/international/students/> 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 K-12 with a Reading, ESOL, and Autism Endorsement, Secondary Biology 6-12, and Mathematics Education 5-9 and 6-12.

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.

Statement: Student must submit a 2-page writing sample about his/her philosophy of teaching and learning.

Academic requirement: Students must have completed the following prerequisite course:

EDF1005 INTRODUCTION TO THE TEACHING PROFESSION

Note: Students must have earned a grade of "C" or better. The Secondary Biology and Mathematics Education 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): Student **must** pass any one subtest of the GKE for admission. All parts of the GKE must be successfully completed by the 15th credit in order to be fully admitted to the program.

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 five tracks – Biosecurity, Physical Science, Biosecurity with a teaching focus, Physical Science with a teaching focus, and BC/UWF Physical Science 4+1.

The Biosecurity track (S600A) 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 (S600B) 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.

The Biosecurity/Physical Science with Teaching Focus tracks (S600 C/D) cover the same material as above described (respectively) but include required education courses that will prepare students for a career in education.

The BC/UWF Physical Science 4+1 track (S600E) 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. Students that are admitted to this track take 6-credits of MS level courses through the University of West Florida (distance or in-person) that will count for both the BS program and a UWF non-thesis MS degree. This track requires the maintenance of a 3.0 GPA for completion and lead to guaranteed admittance to UWF non-thesis MS program.

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.

Academic requirements: Student should be in good academic standing at their last attended institution and have completed the following pre-requisite courses with a "C" or better:

Course	Title	Credits
Biosecurity (S600 A/C) Pre-requisites		
BSC2010	INTRODUCTION TO BIOLOGY I	3.00
BSC2010L	INTRODUCTION TO BIOLOGY I LABORATORY	1.00
CHM1045	GENERAL CHEMISTRY 1	3.00
CHM1045L	GENERAL CHEMISTRY I LAB	1.00
Select one of the following:		3.00
BSC2011	INTRODUCTION TO BIOLOGY II	
ZOO2010	GENERAL ZOOLOGY	
BOT2010	GENERAL BOTANY	
MCB2010	MICROBIOLOGY	
ORH2522	FLORIDA FLORA AND ECOSYSTEMS LANDSCAPES	3.00
STA2023	STATISTICS	3.00
Physical Science (S600 B/D) Pre-requisites		
BSC2010	INTRODUCTION TO BIOLOGY I	3.00
BSC2010L	INTRODUCTION TO BIOLOGY I LABORATORY	1.00
CHM1045	GENERAL CHEMISTRY 1	3.00
CHM1045L	GENERAL CHEMISTRY I LAB	1.00
GLY1010	PHYSICAL GEOLOGY	3.00

GLY1010L	PHYSICAL GEOLOGY LABORATORY	1.00
STA2023	STATISTICS	3.00

The BC/UWF Physical Science 4+1 track (S600E) is the same as S600B, but requires a 3.0 GPA.

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 at www.broward.edu/bsn (<https://www.broward.edu/bsn/>). There are three entry periods per year: Summer, Fall, and Spring.
- Possess an unrestricted and unencumbered active license as a registered nurse in the State of Florida. Broward College ASN graduates must be eligible for licensure within 90 days of application.
- Possess an Associate of Science in Nursing degree or higher from an accredited institution recognized by Broward College.
- Possess a 2.5 Cumulative Grade Point Average.
- Successfully complete required health forms.
- Successfully complete a level 2 background investigation and drug screening (fee required).
- Successfully complete 36 General Education required credits with a grade of "C" or better.

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.

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). Students who have submitted their FAFSA and are eligible for Federal Student Aid can request their application fee payment be 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 (<http://www.broward.edu>)
- In-person with cash, check, money order, debit card, or credit card at the Cashier's Office at the Central Campus. The authorized user must be present for credit card and debit card payments.
- Deferred payment with Aid is done on a case-by-case basis at each campus registration office.
- By mail with a check or money order paid to Broward College

Central Campus Cashier's Office
3501 Davie Road
Davie, FL 33314

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 and starter checks are not accepted.

Note: If you are currently enrolled at another Post-Secondary institution and have permission from that institution to take one or more classes at Broward College and are not seeking to transfer or obtain a degree or certificate from Broward College, you are considered a non-degree-seeking student or transient student. Transient students attending Broward College as the host school are not charged an application fee, however, they are charged a transient fee not to exceed \$5 per course enrolled. The \$5 per course is a processing fee and will not be refunded if the student does not enroll.

Determine Your Tuition Rate

As a Florida State institution, there are two tuition rates: one for residents of Florida and one for non-residents. Every applicant for admission must submit and complete the Residency Affidavit for Florida Tuition Purposes (https://dynamicforms.ngwebsolutions.com/Submit/Welcome/?form=9df564e9-9b33-4f41-afc0-99bc6e3261bd§ion=195339&token=cwaE3XnApRh7fWGNzJkf_65m_y5qYtvnxS5QEm6rOWc) as a statement of their length of residence in the state. Applicants are initially designated as out-of-state until they submit the required affidavit attesting to their length of residency in Florida, along with supporting documentation.

Residency for Tuition Purposes

Initial Classification of Florida Residency

In determining a Florida resident for tuition purposes, the burden of proof rests with the applicant. 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. Students who fail to submit documentation and register for classes will be charged tuition at the out-of-state rate.

Reclassification of florida residency

Any student who seeks reclassification to a Florida resident must have satisfied the statutory requirement and must complete the Florida Resident Form (<https://nextgensso.com/sp/startSSO.ping?PartnerIdpId=https://app.onelogin.com/saml/metadata/794707&SpSessionAuthnAdapterId=browardDF&TargetResource=https://dynamicforms.ngwebsolutions.com/Submit/Form/Start/2805ed37-5bce-4129-a789-e43d76a0e1d8>) prior to the first day of classes for the term in which reclassification is sought.

appeal for reclassification

Any student who wishes to appeal the denial of Florida Residency for tuition purposes must complete an Appeal of Residency Denial (<https://nextgensso.com/sp/startSSO.ping?PartnerIdpId=https://app.onelogin.com/saml/metadata/794707&SpSessionAuthnAdapterId=browardDF&TargetResource=https://dynamicforms.ngwebsolutions.com/Submit/Form/Start/1a64ceaa-b8ea-4dd6-a560-9dc82bbb5c13>) form. The student must seek classification/reclassification prior to submitting a request to the college-wide 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 Transcripts to broward college

Applicants are required to submit official transcripts for high school, and all colleges and universities attended. All transcript(s) provided must be complete and final with no coursework in progress.

Submit transcript(s) to Broward College using one of the formats below:

- Contact the previous institution(s) you attended to request your official transcript be sent electronically to Broward College (school code 001500)
- For schools that do not transmit electronically, mail an official and complete paper transcript(s) to:

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

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 college or university outside the United States must submit a course-by-course commercial evaluation identifying upper and lower division coursework along with an English translation. Only commercial evaluation companies certified by the National Association of Credential Evaluation Services (NACES) will be accepted. The student is responsible for the cost of obtaining the commercial evaluation and translation service. 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.

Apply for Federal and State Financial Aid and Broward College Scholarship

Free Application for federal student aid (FAFSA)

Students who need assistance paying their tuition and fees (<https://www.broward.edu/admissions/tuition-costs/cost-of-attendance.html>) must complete a Free Application for Federal Student Aid (FAFSA). To be considered for grants, institutional, State, and Foundation 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 admitted into their program of study, and if necessary, submit all documents needed to complete the verification process and submit any additional required documentation.

Note: The Federal student aid application is available online at <https://studentaid.gov>. Broward College's school code is 001500. Students and parents who file taxes are encouraged to use the IRS Data Retrieval Tool when completing the FAFSA. If selected for verification of income, students and parents who filed taxes may be required to submit copies of their IRS tax transcripts or tax returns. Non-tax filers may be required to submit a Non-Tax Filer Statement from the IRS. For more information refer to the Student Financial Aid section in the catalog or College Policy 6Hx2-5.11 (https://www.broward.edu/legal/policies-and-procedures/_docs/policy/6hx2-5.11.pdf).

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.

The Broward College Scholarship Application can be accessed at https://broward.scholarships.ngwebsolutions.com/scholarx_studentportal.aspx.

Determine Placement

Per College Policy 6Hx2-5.14 (https://www.broward.edu/legal/policies-and-procedures/_docs/policy/6hx2-5.14.pdf) and Procedure A6Hx2-5.14 (https://www.broward.edu/legal/policies-and-procedures/_docs/procedure/a6hx2-5.14.pdf) and as part of the admission process, all degree-seeking students (Associate of Arts (AA), Associate of Science (AS), Associate of Applied Science (AAS), Technical Certificate (TC, and Applied Technology Diploma (ATD)) 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 DEMONSTRATION OF PLACEMENT

Fulfillment of one or more of the following five criteria will exempt a student from the common 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 graduated with a Florida standard high school diploma
- Active duty members of any branch of the United States Armed Services
- Transfer students who have earned a C or better in approved college-level credit mathematics and English courses.
- Students that achieved the appropriate college level cut scores on an approved common placement test within the past two years.

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 demonstrating readiness for college-level communication and computation requirement have the legal right to request to take — at absolutely no cost/obligation — a common placement test (PERT or ACCUPLACER Next Generation), offered at all of our campus Testing and Assessment 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, PERT or ACCUPLACER Next Generation scores are 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 DEMONSTRATION OF PLACEMENT

All students who meet one or more of the following nine criteria are required to complete common 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 Statutes, Chapter 1002.01(1) (<https://www.flsenate.gov/Laws/Statutes/2020/1002.01>)
- Graduated from a private high school
- 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

Non-Exempt students must demonstrate readiness for college-level communication and computation by taking a common placement test or through a defined alternative method of placement, which can be found on the College website at www.broward.edu/placement (<https://www.broward.edu/placement/>). Placement methods available are in accordance with Florida State Rule and Statute. The College offers two local common placement tests: ACCUPLACER Next Generation and PERT. It is important for the non-exempt student, to know that a local common 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 use ACT and SAT

test scores that are less than two years old. Additional alternative methods of placement are also available. 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.

PLACEMENT TEST OPTIONS

Non-exempt students can use any of the following test options providing the scores are less than two years old:

Local Exam Options

- PERT (Postsecondary Education Readiness Test)
- ACCUPLACER Next Generation

National Exam Options

- ACT (American College Testing Program)
- SAT (College Board's Scholastic Aptitude Test)

Students' scores on ACT or SAT may exempt them from common placement testing. Non-exempt students who have not taken any of the above common placement tests, or whose test scores on any of the above common placement tests are older than two years, must take a local common placement test.

PLACEMENT IN COURSES

A student whose method(s) of demonstrating readiness for college-level communication and computation meet or exceed the statewide minimum score requirement may enroll in college-level English and Mathematics courses. Placement may be satisfied by a combination of methods.

A non-exempt student whose method of placement 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 college-level placement 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. Demonstration of readiness for college-level communication or computation may be required.

Degree-holding students will not be required to demonstrate readiness for college-level communication or computation upon submission of an official transcript from a regionally-accredited college. However, some degree-holding students whose primary language is not English may require college-level placement. It is strongly recommended for students meeting this criteria to consult with an academic advisor.

Non-degree seeking students shall be required to demonstrate readiness for college-level communication or computation 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 EAP placement, non-native English-speaking students who are in one or more of the following categories must take the LOEP exam:

- Degree-seeking students who do not meet criteria for exemption from common placement testing described at the beginning of the previous section
- Students whose native language is other than English and who did not complete two (2) years of regular high school English in the United States or in an American high school abroad accredited in the United States.
- Students who earned a GED in Spanish.
- Students who took the LOEP test more than one year ago and whose scores were not used for placement decisions.
- Students who took the LOEP test more than one year ago, whose scores were used for placement decisions, but who have not registered for classes for one year or more.
- Students with expired International English Language Learner test scores according to the table located at www.broward.edu/ELL (<http://www.broward.edu/ELL/>).
- Students who show proof of English proficiency based on the approved International English Language Learner tests but do not score college ready on a common placement test.

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

TEST OF ADULT BASIC EDUCATION (TABE)

Students enrolling in selected Vocational Certificate 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 and Assessment 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 for possible TABE exemption.

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 (<http://www.broward.edu/studentresources/advising/>). For more information, visit <http://www.broward.edu/studentresources/advising/> (<http://www.broward.edu/studentresources/advising/>).

Contact Academic Advising on each campus/center:

Campus/Center	Location	Phone Number
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 (<https://students.broward.edu/resources/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 SLS1501 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.

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 (<https://www.broward.edu/registrar/term-dates.html>) published on the Broward College website. More detailed information can be found here (<https://www.broward.edu/registration/>).

Pay Tuition and Fees

See the registration section in this catalog for more information on tuition and fees (<https://www.broward.edu/admissions/tuition-costs/cost-of-attendance.html>).

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 may use Financial Aid sources (grants, scholarships, and/or loans) to provide full or partial coverage for their enrollment prior to the start of classes. Once coverage is applied it remains on the student's account 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 are enrolled and attending classes after the 100% Refund Date and withdraw from any or all classes may have a reduction in their aid. Students who use financial aid to cover their classes will incur a balance if they do not drop their classes prior to the 100% Refund Date.

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:

Central Campus Cashier's Office
3501 Davie Road
Davie, FL 33314

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.