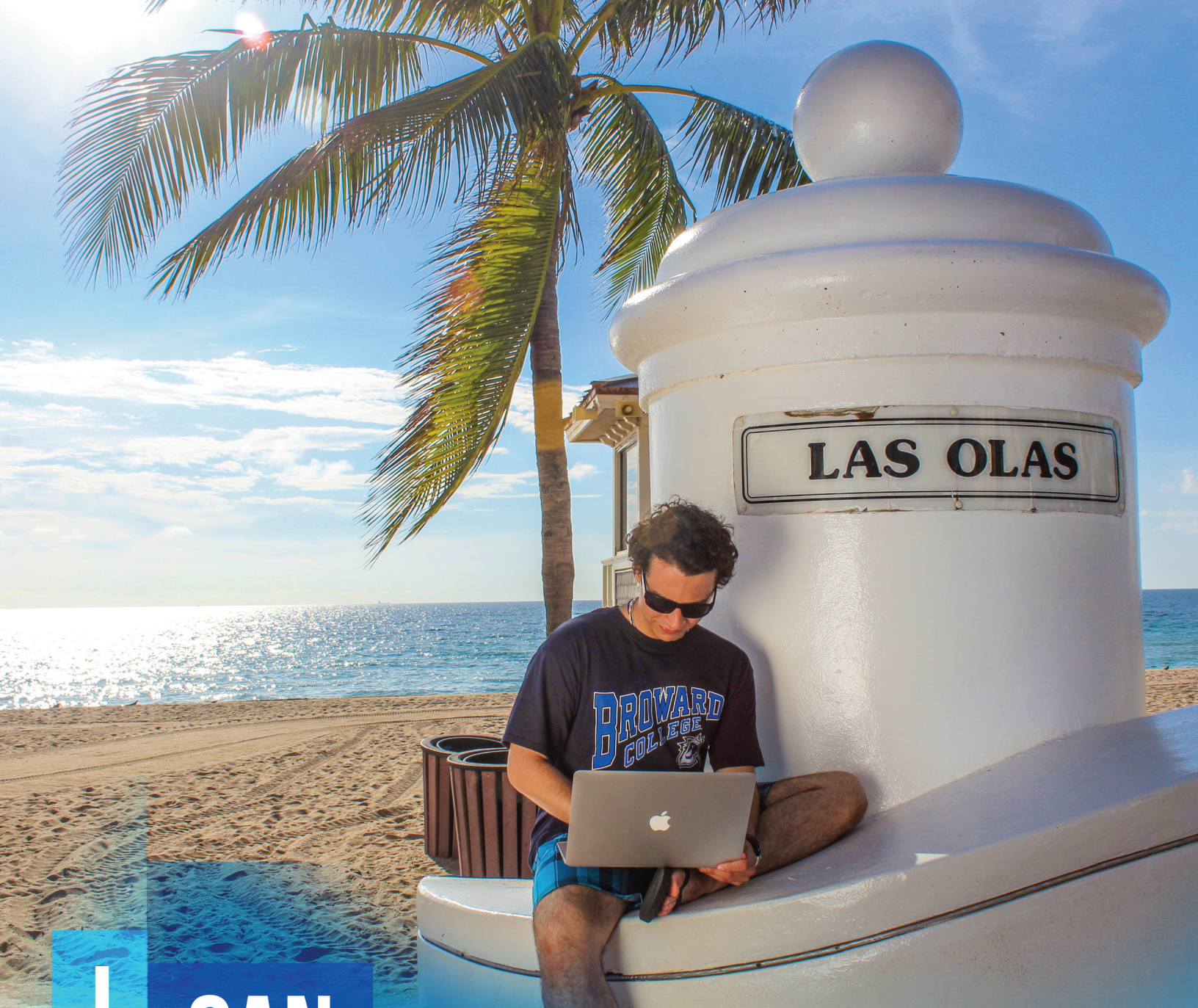


I

CAN

with

**BROWARDSM
COLLEGE**



I CAN

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Office of the Provost and Senior Vice President for
Academic Affairs and Student Services
Willis Holcombe Center
111 East Las Olas Boulevard, Fort Lauderdale, FL 33301
Phone 954-201-7067

Dear student,

It's my great pleasure to welcome you to Broward College.

Broward College fosters success in all areas of study whether you are pursuing your future through one of our certificate, associate's, and bachelor's degree programs on our campuses or online. Joining Broward College is the start of a great future for you.

At Broward College we have a staff dedicated to helping you make the most of your time here. Your provisional status means there are a few items that need to be finished before you can enroll in classes. In this packet we have compiled documents and checklists outlining all the necessary steps, including some of the following:

- Applying for Financial Aid and Scholarships
- Submitting Official Transcripts and Test Scores
- Providing Residency Information
- Scheduling Your Placement Testing
- Attending New Student Orientation (NSO)

I urge you to take advantage of our various resources which can assist you in completing the forms and items in this packet. Each section has contact information for our various departments. In order to enroll in classes for the upcoming term, please complete and submit all forms as soon as possible. The College staff will do our best to make your transition to college an enjoyable experience.

In addition, if you have expressed interest in particular programs or careers, we suggest consulting the Broward College Course Catalog for program specific requirements and related institutional policies.

If you have any questions, please feel free to contact us at 954-201-7350. We will be happy to assist you.

My best wishes for your academic success,

Marielena DeSanctis, Ph.D.

College Provost and Senior Vice President for Student Services

Congratulations on your decision to attend Broward College



Now that you have completed your Application for Admissions, you are now ready to **GET STARTED** on the next **STEPS** in your academic journey.

To complete the enrollment process: you will need your student email address or username and the password that you created upon completion of your admissions application to access BC One Access (myBC, D2L, Outlook and Office365).

1

FINANCIAL AID AND SCHOLARSHIPS

- **Create your Federal Student Aid (FSA) User ID** – online at fsaid.ed.gov.
- **Apply for Financial Aid** – complete the Application for Federal Student Aid (FAFSA) online at fafsa.ed.gov. (Broward College school code: 001500).
- **Apply for Scholarships** – complete the scholarship application online at broward.edu/scholarships.
- Monitor your financial aid status online at myBC.

2

ADMISSION REQUIREMENTS

- Register for New Student Orientation (NSO).
- Provide proof of Florida residency.
- Non-U.S. citizens must provide original immigration documentation or proof of citizenship.
- Submit transcripts.
- Pay application fee.

3

PLACEMENT TESTING

- **First-time in College students** may be required to submit SAT/ACT scores or take the Postsecondary Education Readiness Test (PERT).
- **Transfer students** should make an appointment with their academic advisor through myBC. Students must bring a copy of all transcripts to this meeting before registering for classes.
- **English as a Second Language (ESL) students** take the Levels of English Proficiency (LOEP) test.

4

ACADEMIC ADVISING / REGISTRATION

- First-time in College students **must** register for and attend New Student Orientation (NSO) to meet with an academic advisor before registering for classes.
- Transfer students should make an appointment with their academic advisor through myBC. Students must bring a copy of all transcripts to this meeting before registering for classes.
- Register for classes online at myBC.

5

PAY FOR CLASSES

- Pay fees online at myBC or visit the cashier's office on or before your due date.
- Sign up for tuition payment plan to cover expenses not covered by Financial Aid.

The following pages will provide you with detailed information on each of the steps in the enrollment process.



Financial Aid & Scholarships

Grants, scholarships, work-study and loans may be available to help finance your education.



Completing the Free Application for Federal Student Aid (FAFSA) and the Broward College scholarship application provides an opportunity to be considered for financial aid and scholarships.

1

CREATE A FSA ID & APPLY FOR FINANCIAL AID

Visit fsaid.ed.gov and create your username and password.

Visit fafsa.ed.gov and complete the application. Transfer all tax information using the IRS Data Retrieval Tool (IRS DRT) to avoid delays. Add the Broward College school code:
001500

2

APPLY FOR SCHOLARSHIPS

Visit broward.edu/scholarships and complete the online scholarship application.

3

REVIEW YOUR ELECTRONIC STUDENT AID REPORT (ESAR)

Within 3 days to 3 weeks after you submit your FAFSA online, the Department of Education will send you your ESAR. Your complete, correct ESAR will contain your Expected Family Contribution (EFC), the number used to determine your Federal Student Aid eligibility.

4

MONITOR YOUR FINANCIAL AID STATUS

Login to **BC One Access**, select the **myBC** tile

CLICK ON:



Financial Aid

Application Status (select term)

View Status (check red flags)

Financial Aid Forms

(print the required forms)

5

PAY TUITION BY DUE DATE

If your financial aid has not been processed or you did not qualify for financial assistance, visit broward.edu/studentresources/cashier for payment options which include enrolling in the Tuition Payment Plan.

FINANCIAL AID OFFICES

Willis Holcombe Downtown Center, Bldg. 33, 1st Floor
North Campus, Coconut Creek, Bldg. 46, Room 252
Central Campus, Davie, Bldg. 19, Room 101
South Campus, Pembroke Pines, Bldg. 68, Room 118
Miramar West Center, Bldg. 3101, Room 108
For more information, call 954-201-2330 or email finserv@broward.edu.

Academic Advising

- First-Time-in-College Students
New Student Orientation
- Transfer Students



First-Time in College Students *New Student Orientation*

New Student Orientation (NSO) provides first-time-in-college students with important information that will support their educational goals. New students may enroll in a **mandatory** new student orientation session **online** through **myBC** or **in person** upon completing the admission or testing process. During the NSO session, students will receive their first semester schedule.

SIGN UP FOR NEW STUDENT ORIENTATION (NSO)

- To schedule your orientation – call 954-201-7350, visit any campus admissions office or sign up online through **myBC**.
- To sign up **ONLINE**, follow the steps below:
 - 1) On the top right corner of **broward.edu**, Select Login to access BC One Access using your BC Email or Username and your password. Select the myBC tile.
 - 2) Locate the 'Register for Orientation' link. If your link is red, you're ready to click the link and register for orientation. If your link is not red, you have not provided test scores, or you are not classified as a first-time-in-college student and are not required to complete orientation. Contact the Admissions Office for assistance at 954-201-7350.
 - 3) Choose the campus, date, and time that works best for your schedule.

NOTE: BC Online students who wish to enroll in NSO should call the Online Campus at 954-201-7900 to be directed to the appropriate advisor.

FOR MORE INFORMATION, VISIT BROWARD.EDU/ORIENTATION

Transfer Students

Transfer students should make an appointment with their academic advisor through **myBC**. Students must bring a copy of all transcripts to this meeting before registering for classes.

SEE ADVISING OFFICE HOURS / LOCATIONS ON PAGE 12.

Florida Residency



Florida Residency Requirements

Florida residents get the privilege of paying a lower in-state tuition rate. To take advantage of this, you'll need to provide proof that you have established and maintained Florida residency for one year immediately prior to the first day of the term. You will need to provide this proof in-person at a campus admissions office or via email.

QUALIFYING FOR IN-STATE FEES

To qualify for in-state fees, you must submit:

- The claimant's Florida driver's license or ID and additional required documentation (see *Proof of Residency Documentation* section)
- If you answered "no" on the application to claiming in-state fees, then you are **required** to present the signed **Florida Residency Declaration for Tuition Purposes** with the claimant's Florida driver's license or ID and two additional required documents

Note: Student's original immigration documents must be presented prior to determining eligibility for in-state fees.

Click [HERE](#) to download the Florida Residency form.

CLAIMANT

The **claimant** is the person who is providing the documentation to prove Florida residency.

- If you are independent (typically **24 years old or older**), you will provide your own proof of Florida residency
- If you are dependent (typically **younger than 24 years old**), your claimant will provide proof of Florida residency. Contact the admissions/registration office for more information: broward.edu/admissions
- If you are **married**, your spouse can claim you, but you must have a Florida driver's license or Florida ID

Florida residency is determined by Florida Statute 1009.21 and subject to change.

PROOF OF RELATIONSHIP TO CLAIMANT

Acceptable documentation includes:

- **Birth certificate** (accompanied by parent's marriage certificate and/or divorce decree, if parent's name has changed) [OR](#)
- Your **parent's/guardian's current tax return**, showing you listed as a dependent [OR](#)
- Other **court documentation**
- For students being claimed by a spouse, acceptable documentation includes **marriage certificate, insurance information showing marital status, most recent tax return**

PROOF OF RESIDENCY DOCUMENTATION

Below is a **partial** list of acceptable documents required to prove Florida residency. View complete list online at broward.edu/admissions/documents/floridaresidency.pdf.

- **Florida Driver's License** or **State of Florida ID**
- **Florida Pre-Paid card** valid for the current term
- **Official transcript** from another Florida state institution stating that you were classified as a Florida Resident for tuition purposes within the last 12 months
- **Florida Vehicle Registration**
- **Florida Voter's Registration card** (staff can verify online)
- **Florida utility bill** (electric, water, gas or cable) with twelve months proof of payment

Note: At least two documents are necessary for new or re-entry students; three documents are necessary for a continuing student to be reclassified as a Florida resident.

Admission Requirements

- Transcripts – Official High School/ GED and College/University



Submission of Official Transcripts from Previously-Attended Institutions

All previously-attended institutions should send official transcripts (high school, college and/or university) **directly** to Broward College. Transcripts can be sent **electronically** or **mailed** to: Broward College Registrar’s Office, 4205 Bonaventure Blvd., Weston, FL 33332.

ATTENTION FINANCIAL AID STUDENTS:

All required educational documents should be submitted as soon as possible. Delaying the submission of these documents may hinder the processing of your financial aid. Please consult the Financial Aid Office for further information.

U.S. HIGH SCHOOL/TRANSFER STUDENTS

All official transcripts are required prior to the start of classes. Financial aid will not be awarded until all required transcripts have been received. Transcripts should be sent directly from all previously-attended institutions.

OUT-OF-COUNTRY HIGH SCHOOL GRADUATES

Present original document showing proof of high school graduation prior to admission. Original document must be submitted to the campus Admissions Office. They will be scanned or copied and immediately returned to you.

GED RECIPIENTS

GED transcripts should be sent electronically or original GED scores should be submitted to the Admissions Office.

CREDIT FROM FOREIGN INSTITUTIONS

Students with post-secondary credit from Foreign institutions must submit translated transcripts (if not in English), and evaluation from a National Association of Credential Evaluation Services (NACES) such as Josef Silny or World Education Services, within **30 days** of enrollment. The evaluation should include both a course-by-course evaluation **and** upper division course identification.

ADMISSIONS OFFICES – 954-201-7350

<p>CENTRAL CAMPUS Bldg. 19, Room 104 central-admissions@broward.edu</p>	<p>NORTH CAMPUS Bldg. 46, Room 230 north-admissions@broward.edu</p>	<p>SOUTH CAMPUS Bldg. 68, Room 138 south-admissions@broward.edu</p>
<p>WILLIS HOLCOMBE CENTER (Downtown) Bldg. 33, Room 219 whc-admissions@broward.edu</p>	<p>MIRAMAR WEST CENTER Bldg. 3101, Room 211 mwc-admissions@broward.edu</p>	<p>ONLINE CAMPUS bconline-admissions@broward.edu</p>

Placement Testing

- First-Time in College, Transfer, and English as a Second Language (ESL) students
- Exempt / Non-Exempt Status



Placement Testing

Broward College uses test scores to place students into appropriate courses based on their skill levels.

- **First-Time in College (FTIC) students** will be classified as exempt or non-exempt (see table below). Non-exempt students who do not have college-level SAT or ACT scores will be required to take the PERT (Post-Secondary Education Readiness Test) at Broward College. Exempt students without SAT or ACT scores may opt to take the PERT math test in order to place into a higher level math course.
- **Transfer students** are not usually required to present test scores if they already have college-level credit in English and math, and 12 college credits with a minimum 2.0 GPA. Transfer students should consult with an academic advisor to determine if placement testing is required. Bring an unofficial copy of your college transcripts when meeting with an advisor.
- **English as a Second Language (ESL) students** may be required to take the Levels of English Proficiency Exam (LOEP) to measure their English proficiency before placement into classes.

Exempt / Non-Exempt Status for Determining Placement Testing

Please review the information below to learn whether you are **EXEMPT** or **NON-EXEMPT** from college-readiness placement testing and developmental education course requirements in reading, writing, and mathematics.

EXEMPT STUDENTS

Meeting any of the following criteria may exempt you from developmental education:

- Active duty member of the U.S. Armed Forces.
- Entered the ninth grade in a **Florida** public or charter high school and earned a Florida standard high school diploma after 2007.
- 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.
- Successfully completed developmental education course requirements in writing, reading and mathematics.
- Earned 24 credits of college-level work and passed a college level English or math course with a grade of 'C' or better, or have completed developmental education courses with a grade of 'C' or better at another college or university.

NON-EXEMPT STUDENTS

Any of the following criteria will require you to take the PERT test for placement purposes.

- Earned a Florida public high school Certificate of Completion (state code W8A or W53).
- Began ninth grade in a private or **non-Florida** high school then 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 or out-of-state high school.
- Graduated from a Florida high school prior to 2007.
- Veteran who does not meet the exemption criteria in Florida Statute 1008.30(4)(a).

Placement Testing

- PERT and LOEP Tests
- Free College Readiness Course



PLEASE TAKE THE TEST SERIOUSLY

Post-secondary Education Readiness Test (PERT)

The PERT identifies appropriate course placement (developmental education through college credit) in reading, writing, and mathematics. There are 30 questions per placement subtest, and the scaled scores range from 50-150. The test is not timed, but allow yourself at least three hours to complete the exam. You can re-take the PERT if you are not satisfied with your scores, but a \$15 re-take fee is required for each attempt. Contact the Testing Center for more information.

Prepare for the PERT **before** going to a campus testing center. A study guide and practice tests are available at broward.edu/testing – click on the PERT tab.

Levels of English Proficiency (LOEP)

Students whose native language is not English may be required to test to measure their English proficiency before placement into classes. The LOEP consists of two parts: a short essay and the computer test. The computer test measures reading and listening comprehension.

- The LOEP test is not timed.
- You should be tested on the campus where you are planning to attend classes.
- All students must bring an official photo ID (such as driver's license or passport).
- Your paid application fee receipt and testing form is required for admittance into the testing lab.
- No cell phones or calculators are permitted in the lab.

FREE Online College Readiness Course

This free, self-paced college readiness course provides a primer in college level reading, writing, and mathematics. Students work at their own pace across all three subject areas, or select individual content areas. Pretests help determine any learning deficits, which can then be mastered through self-paced learning modules. The course is overseen by reading, writing, and mathematics professors who are available to assist. Registration is easy and only takes 30 seconds.

ENROLL AND REGISTER AT
broward.edu/academics/online/Pages/Free-College-Readiness-MOOC.aspx

SEE TESTING CENTER HOURS / LOCATIONS ON THE FOLLOWING PAGE.

Placement Testing

■ Testing Center Locations:
Central, North, South Campus,
Miramar West, and
Willis Holcombe Center



Walk-in testing is available for students taking the PERT or the LOEP. No appointment is necessary. All students will be required to present an acceptable photo ID, paid application fee receipt and a referral form from the Admissions Office or from an academic advisor before taking any test.

TESTING CENTER LOCATIONS – visit broward.edu/testing for testing center hours.

<p>CENTRAL CAMPUS 3501 S.W. Davie Road Davie, FL Building 17, Room 220 954-201-6982 c-test@broward.edu</p> <p>*PERT/TABE/LOEP TESTS</p>	<p>NORTH CAMPUS 1000 Coconut Creek Blvd. Coconut Creek, FL Building 46, Room 245 954-201-2345 northtesting@broward.edu</p> <p>*PERT/TABE/LOEP TESTS</p>	<p>SOUTH CAMPUS 7200 Pines Blvd. Pembroke Pines, FL Building 68, Room 213 954-201-8884 south-testing@broward.edu</p> <p>*PERT/TABE/LOEP TESTS</p>
<p>WILLIS HOLCOMBE CENTER (Downtown Campus) 111 East Las Olas Blvd. Fort Lauderdale, FL Building 33, Room 307 954-201-6982 testingservices@broward.edu</p> <p>*PERT/LOEP TESTS</p>	<p>MIRAMAR WEST CENTER 1930 S.W. 145 Ave. Miramar, FL Building 3101, Room 123 954-201-8459 mcwtesting@broward.edu</p> <p>*PERT/LOEP TESTS</p>	<p>*PERT Post-secondary Education Readiness Test</p> <p>TABE Test of Adult Basic Education (timed test - allow three hours)</p> <p>LOEP Levels of English Proficiency</p>

TESTING GUIDELINES ARE STRICTLY ENFORCED. VIEW ALL TESTING GUIDELINES ON THE GENERAL TESTING INFORMATION PAGE AT BROWARD.EDU/TESTING

Academic Advising / Registration

Academic Advising Office Locations and Hours



Academic Advising Office

Visit the Academic Advising Office on the campus where you attend classes. Students should make an appointment with their academic advisor through **myBC**. Walk-in advising sessions are typically up to 20 minutes in duration. Transfer students must bring a copy of all transcripts to their advising appointment before registering for classes.

Office hours are subject to change during holidays.

<p>CENTRAL CAMPUS 3501 S.W. Davie Road Davie, FL 33314 Building 19, Room 116 954-201-6528</p> <p>Monday – Thursday, 8 a.m. – 7 p.m. Friday, 8 a.m. – 4 p.m.</p>	<p>NORTH CAMPUS 1000 Coconut Creek Blvd. Coconut Creek, FL 33066 Building 46, Room 230 954-201-2046</p> <p>Monday – Thursday, 8 a.m. – 7 p.m. Friday, 8 a.m. – 4 p.m.</p>	<p>SOUTH CAMPUS 7200 Pines Blvd. Pembroke Pines, FL 33024 Building 68, Room 213 954-201-8884</p> <p>Monday – Thursday, 8 a.m. – 7 p.m. Friday, 8 a.m. – 4 p.m.</p>
<p>WILLIS HOLCOMBE CENTER (Downtown Campus) 111 East Las Olas Blvd. Fort Lauderdale, FL 33301 Building 33, Room 219 954-201-7965</p> <p>Monday, Wednesday & Thursday, 8 a.m. – 6 p.m. Tuesday & Friday, 8 a.m. – 4 p.m.</p>	<p>MIRAMAR WEST CENTER 1930 S.W. 145 Ave. Miramar, FL 33027 Building 3101, Room 111 954-201-8449</p> <p>Monday – Thursday, 8 a.m. – 7 p.m. Friday, 8 a.m. – 4 p.m.</p>	<p>BROWARD COLLEGE ONLINE 954-201-7928 bconlinestudentssuccess@broward.edu</p> <p>Monday, Tuesday & Thursday, 8 a.m. – 6 p.m. Wednesday & Friday, 8 a.m. – 4 p.m.</p>

FIND THE PATHWAY TO YOUR FUTURE.

**YOUR ACADEMIC ADVISOR CAN HELP YOU PLAN YOUR CAREER PATH
TO ENSURE YOU ARE TAKING THE PROPER CLASSES TOWARD YOUR INTENDED DEGREE.**

During peak registration periods, academic advising offices are on a walk-in basis only and students are encouraged to arrive at least 1 hour before closing to ensure same-day services.

ADVISING LIVE CHAT IS AVAILABLE AT [BROWARD.EDU/ADVISING](https://www.broward.edu/advising).

Check website for dates and times.

Pay for Classes

Pay fees online at myBC or visit the Cashier's Office



Tuition and Fees

Students are required to pay applicable tuition and fees by the established deadlines. A student will be dropped from classes due to lack of payment.

HOW TO PAY

Applicable tuition and fees are payable through any of the following methods:

- **Online** with a credit card by going to the top right corner of **broward.edu**, Select Login to access **BC One Access** using your BC email or username and your password. Select the **myBC** tile. Select the "My Financials" tab then select payment.
- **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. For cashier locations and hours visit broward.edu/studentresources/cashier.
- **By mail** with a check or money order to:
Cashier's Office
North Campus, 1000 Coconut Creek Blvd.
Coconut Creek, FL 33066

Checks or money orders for payment of fees 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. Bank starter checks are not accepted.

- **Tuition Payment Plan** – a tuition installment plan to help students afford the cost of their education. Log into **myBC**; using the dropdown menu under "My Financials", select "Sign-Up Options" then "Tuition Payment Plan". For more information visit broward.edu/studentresources/cashier.
- **Florida Pre-paid College Fund** – the first time you log into your myBC page each term, a web screen will alert you that Florida Pre-Paid is available to select or you may visit the Cashier's Office to process your Florida Pre-Paid Account.
- **Financial Aid** – students who have been awarded financial aid (Federal or State) will see their awards on **myBC** under **Awards**. Please note that awards may not be posted until you have registered. Also, awards may be adjusted based on changes in your enrollment.

COSTS AND FEES*

AA, AAS and AS degree programs and technical certificates

IN-STATE RESIDENT (per credit hour)
\$117.90 (on-campus); \$122.90 (online)

OUT-OF-STATE RESIDENT (per credit hour)
\$373.00 (on-campus); \$243.40 (online)

Baccalaureate degree programs

IN-STATE RESIDENT (per credit hour)
\$130.89 (on-campus); \$135.89 (online)

OUT-OF-STATE RESIDENT (per credit hour)
\$589.45 (on-campus); \$319.75 (online)

Vocational certificate programs (PSAV)

IN-STATE RESIDENT (per credit hour)
\$84.35 (on-campus)

OUT-OF-STATE RESIDENT (per credit hour)
\$325.60 (on-campus)

Supplemental - Continuing Workforce Education

\$101.60 (per credit hour)

Please note: There are additional costs associated with certain courses. See your schedule for details.

**Subject to change without notice as approved by the Broward College Board of Trustees.*

FIRST YEAR EXPERIENCE

THE FIRST YEAR EXPERIENCE (FYE) PROGRAM AT BROWARD COLLEGE PROVIDES THE SUPPORT AND CONNECTIONS REQUIRED FOR STUDENTS TO SUCCESSFULLY TRANSITION INTO COLLEGE.

01 NEW STUDENT ORIENTATION (NSO)

REGISTER WITH ADMISSIONS - In order to enroll at Broward College, you **MUST** attend an NSO, where you will identify your program of study and register for your first semester of classes.



02 FIRST FLIGHT (FYE0001)

REGISTER AT NSO - This mandatory session will serve as your official welcome to Seahawk Nation, where you will be introduced to our academic support services and learn about how to get involved at BC.



03 STRATEGIES FOR SUCCESS COURSE

(SLS1501)

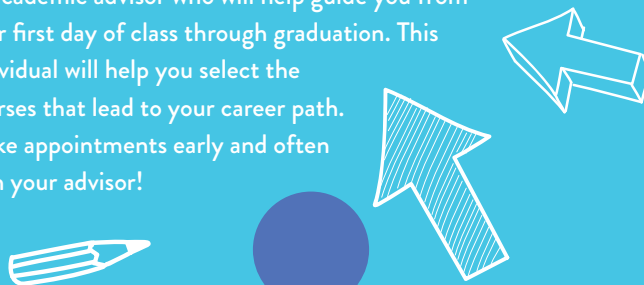
REGISTER AT NSO - This course is designed to provide First Time in College students with the tools and resources that contribute to their academic success. Topics include:

- Educational and Career Planning
- Time management
- Test-taking Strategies



04 CAREER AND EDUCATIONAL PLANNING

REGISTER FOR YOUR FIRST ADVISING APPOINTMENT AT NSO - You will be assigned an academic advisor who will help guide you from your first day of class through graduation. This individual will help you select the courses that lead to your career path. Make appointments early and often with your advisor!



05 COLLEGE READ

Each year a book is chosen to stimulate discussion among students and faculty in a college-wide shared reading experience. Be sure to join the discussion on your campus! Past books have included:

- The Other Wes Moore: Wes Moore
- The Audacity of Hope: Barack Obama
- This I Believe II: edited by Jay Allison and Dan Gediman



06 STUDENT SUPPORT SERVICES

Reach your potential during your first year by tapping into your support services - Academic Success Center, Seahawk Engagement Program, Early Alert, and the Career Center.

