Admission to the College

OFFICE OF ADMISSIONS
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Loew Hall, Room 224
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GENERAL ADMISSIONS INFORMATION

Bronx Community College accepts both entering freshman and transfer students. Students may attend Bronx Community College either full-time or part-time and may attend classes whenever they are in session.

All admissions inquiries and information requests should be sent to:

ADMISSIONS OFFICE
City University of New York
Bronx Community College
2155 University Avenue
Bronx, New York 10453
www.admissions.bcc.cuny.edu

The admissions office assists applicants in completing application forms and obtaining academic advisement prior to registration. Prospective students are sent information about admission to the college upon request. The transcripts of transfer students are evaluated for possible advanced standing.

Requirements for Admission:

All applicants must fulfill basic admissions requirements to be accepted into the College. Applicants are required to submit the following:

- Official high school transcript, a copy of a diploma from an accredited high school, or general equivalency diploma (GED) scores. A New York State Equivalency Diploma may be substituted for a high school diploma. A United States Armed Forces Institute (USAFI) Diploma must be converted to a New York State Equivalency Diploma.
- Students applying with a New York State Equivalency Diploma (GED) must submit:
  1. Copies of the Equivalency Diploma (total score of 2250 or more) and General Educational Development Test Scores (with a minimum standard score of 410 on each content area test) AND
  2. Official copies of any high school or college records they may have attended.

Note: Applicants must obtain and provide official transcripts. The Office of Admissions is unable to obtain transcripts on behalf of the applicant. A high school certificate or an
Individualized Education Plan (IEP) diploma is an **unacceptable** substitute for the high school diploma.

**Residence**
The residency of students under 18 years of age is governed by the residence of their parents or legal guardian.

**New York City Residency Requirements:**
A student may be eligible for the residency tuition rate if the student has continuously maintained his/her principal place of abode in the City of New York for:

- At least six consecutive months immediately preceding the first day of classes and
- At least 12 consecutive months in the State of New York immediately preceding the first day of classes.

**New York State Residency Requirements:**
To be eligible for the out-of-city New York State residency tuition rate, the student must have continuously maintained his/her principal place of abode in the State of New York for at least 12 consecutive months immediately preceding the first day of classes. All New York State residents who reside outside of New York City and plan to register at Bronx Community College must complete Residence Forms B80 and B81 before registration. The forms are available in the Bronx Community College Bursar's Office. Tuition for out–of–city New York State residents, who have a valid Certificate of Residence on file, issued by their county of residence, will be charged the same tuition as New York City residents (See Tuition and Fees Schedule in the “Admission to the College” section of this catalog).

**Determination of Residency Rate Tuition for Non-Residents of New York State, Including Undocumented and Out-of-Status Immigrants:**
Chapter 327 of the New York State Laws mandates that payment of tuition by any student, who is not a resident of New York State, other than those in lawful non-immigration status, shall be at a rate no greater than that imposed for students who are residents of the state, provided that they meet one of the following conditions: (1) they have attended an approved New York high school for two or more years, graduated, and applied to attend CUNY within five years of receiving the New York State diploma; (2) they have attended an approved New York State Program for General Equivalency Diploma (GED exam preparation, received the GED issued within New York State, and applied to attend CUNY within five years of receiving the New York State GED; (3) they were enrolled in CUNY in the Fall 2001 semester or quarter and were authorized by CUNY to pay tuition at the resident rate. Thus, a student who attended CUNY in the Fall 2001 semester and paid the resident rate does not have to satisfy either condition 1 or 2 above. (**It should be noted that any student meeting one of the three conditions set forth in the law does not need to prove residency in New York State.**)  

Students without lawful immigration status must file a notarized affidavit with CUNY stating that they have filed an application to legalize their immigration status or will file an application as soon as they are eligible to do so.
**College Preparatory Initiative (CPI)**

The City University of New York has instituted a program for entering students called the College Preparatory Initiative.

Students entering a community college as of 2000 must have at least 16 units of high school academic courses (CPI), which include:

- A minimum of two units of laboratory science;
- Three units of mathematics;
- Four units of English;
- Four units of social sciences;
- One unit of fine arts; and
- Two units of foreign language.

High school students should consult with guidance counselors to ascertain what courses are considered to be academic courses within the English, science, mathematics, social science, foreign language, and fine and performing arts curricula.

Students who have not completed the expected units of academic study prior to enrolling in the University will be required to demonstrate skills and knowledge in the discipline areas. In most cases, this will be accomplished by taking a designated college course.

**APPLICATION PROCEDURE**

How to Apply:

Applicants may complete the online application at www.cuny.edu/undergraduate. The following applicants should complete the regular freshman application form:

- A student must have completed at least six semesters (11th year) of high school to apply. High school graduation is required for enrollment.
- Students who have earned an Equivalency Diploma and passed the General Education Development (GED) Examination.
- Students who graduated from high school and have never attended an institution of higher learning.
- Students with international education backgrounds who have had one year of secondary schooling or less outside the United States.

**The Freshman Application**

The City University provides an application for undergraduate freshman admission that permits students to apply to as many as six City University schools on a single form. Even if the six programs are in six different CUNY colleges, only one application and one fee is necessary. The application includes a section for students who wish to be considered for SEEK or College Discovery.
The Transfer Application
An applicant who has previously attended another college, university or postsecondary institution must report that fact in a transfer application. The applicant must also have the former institution(s) submit official transcript(s), including an official statement of the conditions of withdrawal, directly to UAPC, Box 359023, Bay Station, Brooklyn, NY 11235-9023. Even if attendance at such a college was for a short period of time and no grades are recorded, an official college transcript is required.

The International Student Application
International students who are neither U.S. citizens nor permanent residents must file the appropriate freshman or transfer student application and meet the corresponding admission requirements. Students who were educated in a language other than English are required to submit a minimum TOEFL score of 500 on the paper exam, 173 on the Computer based score, 61 in the Internet-based score or 5 on the IELTS Equivalent.

Once a student has been admitted to Bronx Community College by the University Admissions Processing Center (UAPC), he or she will be asked to submit financial and other documents that will satisfy the requirements for the I-20 form. Once the I-20 form is sent, the student must present the form to the American embassy or consulate in his or her home country in order to obtain an F-1 visa.

Inquiries may be directed to the International Student Advisor in Loew Hall, room 214, Telephone Number, (718) 289-5921.

Non-Degree Student Application
The admission requirements for non-degree students are the same as the admissions requirements for matriculated students. Non-degree students (non-matriculated) must apply directly to the Bronx Community College Admissions office.

Veterans Application
Application forms are available at www.GIBILL.VA.GOV. Electronic forms are processed through the VONAPP system and VA downloads them into their mainframe system. Veterans may view the VA website at either www.cuny.edu/veterans or www.va.gibill.gov for additional information.

Application Fee
All applicants are required to pay a $65 freshmen application fee or $70 transfer fee. Online applicants are encouraged to pay with a credit card. If this is not possible, applicants should submit a money order payable to University Applications Processing Center (UAPC) to the Admissions Office, located in Loew Hall, room 224. This fee is not refundable.

Deadline
The deadline date for fall and spring admission will be determined each semester by the Office of Admission Services. An international applicant should apply at least six to ten months before the semester in which he/she would like to attend.

The college reserves the right to deny admission to any student if in its judgment, the presence of
that student on campus poses an undue risk to the safety or security of the college or the college community. That judgment will be based on an individualized determination taking into account any information the college has about a student’s criminal record and the particular circumstances of the college, including the presence of a child care center on the campus.

Test Requirements
CUNY Assessment Tests
Entering students are tested in three areas: reading, writing, and mathematics. In each of these areas, the University has set standards defining readiness to do college work, which may be subject to change. The ability to enroll in college-level courses is contingent upon test results and below exemption criteria.

1. Students hold an accredited/documentated bachelor's degree.

2. Students are considered proficient in reading and writing if they can document any of the following:
   a. SAT 1 verbal score of 480 or better.
   b. ACT English score of 20 or better.
   c. NY State English Regents score of 75 or better.

3. Students are considered proficient in mathematics if they can document any of the following:
   a. SAT 1 math score of 480 or better.
   b. ACT Math score of 20 or better.
   c. NY State Regents score of 75 or better in one of the following: Math A, Math B, Sequential 2, or Sequential 3.
   d. New Math Regents Proficiency Criteria effective for fall 2011 and spring 2012 only: Applicants for freshmen admission for fall 2011 and spring 2012 only may demonstrate proficiency in mathematics for all CUNY colleges by scoring a 75 or higher on the New York State Regents examinations in Integrated Algebra, or Geometry, or Algebra 2 & Trigonometry, and successfully completing each course in the three-course Regents sequence: Integrated Algebra; Geometry; and Algebra 2 & Trigonometry.
   e. Effective for freshman and transfer admission for fall 2012 and thereafter, applicants may demonstrate proficiency by scoring 80 or higher on any one of the new Regents examinations (Integrated Algebra, Geometry, or Algebra 2 & Trigonometry) and successfully completing Algebra 2 & Trigonometry or a higher-level course.

4. Transfer Exemptions: Transfer students who have taken a 3-credit Freshman Composition course (or higher level English course for which Freshman Composition is a pre-requisite) at an accredited college and earned a grade of “C” or higher are exempt from remedial courses in English. Transfer students who have taken a 3-credit college-level math course at an accredited college and earned a grade of “C” or higher are exempt from remedial courses in Math.

Exempt students are required to take the elementary algebra, college algebra and trigonometry part of the COMPASS math test for placement into appropriate mathematics courses. Skills
assessment tests are administered at Bronx Community College and CUNY's sixteen other colleges. Students are notified by the University Application Processing Center about dates and times of test administration and students who at first fail to meet CUNY standards and must repeat any of the tests after appropriate study will be notified of college-wide retesting dates. Detailed information about each of the tests, including sample questions, is available at www.bcc.cuny.edu/testing.

Any further inquiries can be directed to the College Testing Office in Colston Hall, room 711 (or by calling 718-289-5760/5638 and/or emailing bcctesting@bcc.cuny.edu).

**BCC Placement Tests**
In addition to the Skills Assessment Examinations, some applicants must take separate departmental placement tests in speech, keyboarding and/or a foreign language and chemistry, depending on their choice of curriculum.

- Speech-General Orientation/Screening (718) 289-5756
- Modern Language-Oral/Written Assessment (718) 289-5633
- Chemistry- Placement Test (718) 289-5569 For further information visit: http://www.bcc.cuny.edu/Chemistry/?page=ChemistryPlacementTest

Applicants from non-English-speaking countries must have taken the Test of English as a Foreign Language (TOEFL) and scored at least 500 (173 in computerized version).

**Health Requirements**

Mandated New York State Immunization Requirements:

**Public Health Law 2165 (Measles Mumps Rubella)** All college students born January 1rst 1957 and after must show documented proof of immunity to measles, mumps and rubella. Acceptable proof of immunity includes: immunization cards from childhood, records from elementary school, high school or college or medical records from your primary care physician or clinic. Blood test (titers) for measles, mumps and rubella are also acceptable. Students with a medical condition that prohibits immunization are given medical waivers. The condition must be documented by the attending physician. Students with temporary medical conditions such as pregnancy must have blood test (titers)to prove immunity.

Free immunization for measles, mumps and rubella are available in the Bronx Community Health Service Office, Loew Hall room 101. Call for an appointment 718-289-5858. The New York City Department of Health offers free MMR immunization. Call 311 for information for the closest clinic in your neighborhood.

**Public Health Law 2167-Meningococcal Meningitis** This law requires that all students be informed of the disease meningococcal meningitis and the value of vaccination against this disease. At this time immunization is not required but students must document that information was given by the school or provide proof of vaccination.
**Physical examination records** are required for all physical education classes and students participating in team sports. If you have no health insurance Morris Heights Health Center at 85 West Burnside Avenue Bronx, New York in Partnership with Bronx Community College offers Primary Health Care with a $10.00 co-payment. Call for an appointment 718-716-4400.

**Advanced Standing Admission**

A student is allowed a maximum of 30 credits advanced standing (transfer credits) in equivalent courses completed at accredited institutions of collegiate rank. The total number of credits allowed toward the associate degree by BCC may not exceed 30, regardless of whether the courses were taken at other institutions before admission, during attendance at, or after leaving Bronx Community College. See the Registration and Student Records section in this catalog for terminal transfer limitations that apply to returning students who are readmitted to complete a BCC curriculum.

Some courses taken at accredited institutions may be accepted for credit at Bronx Community College. Courses passed at BCC or another college with a grade of C or higher may not be repeated, except as an auditor (no credit). A student wishing to repeat a course that has already been transferred can request its removal in writing to the Admission and Recruitment Office. Exceptions and clarifications to these rules may apply to programs such as Nursing and Radiologic Technology. Please see the program description in “The Curricula and Programs” section in this catalog for additional information.

**Advanced Placement (AP)**

At the time of matriculation, students who have completed Advanced Placement (AP) college-level courses while in high school may apply for college credit if they have taken the corresponding AP exam, which is administered by the College Entrance Examination Board (www.collegeboard.com). Students must apply to the Admission and Recruitment Office in writing and arrange to have an official copy of their test scores sent to the Admission and Recruitment Office.
CLEP Credit

The College Board administers the College Level Examination Program (CLEP), offering examinations in several college level subject areas. The academic department, in which the equivalent course is given, determines equivalency of the CLEP exam, the number of course credits awarded, and the CLEP score that will allow a student exemption from the equivalent BCC course. Students who want to apply for CLEP credit must apply in writing to the Academic Department before taking the CLEP examination to verify if BCC will grant credits for the particular CLEP subject area.