

Admission to the College

■ ENROLLMENT MANAGEMENT

Associate Dean of Enrollment Management:
Mr. Bernard Gantt

The Office of Enrollment Management encompasses services for applicants to Bronx Community College. The Office oversees Recruitment and Admissions, Registrar, and Financial Aid.

All inquiries and information pertaining to admission to the College should be addressed:

■ **ADMISSION OFFICE**
Bronx Community College
University Avenue & West 181st Street
Bronx, New York 10453

■ ADMISSION OFFICE

Director of Admission and Recruitment:
Ms. Alba N. Cancetty
Loew Hall Room 224
Phone: (718) 289-5888

This Office assists applicants in completing the appropriate application forms, offers information to help them secure official transcripts, and assists them in obtaining counseling or academic advisement before registration.

College informational material is sent to prospective applicants upon request, including acceptance letters with the dates of important activities and examinations. The transcripts of transfer students are evaluated for possible advanced standing.

Bilingual staff are available to serve Spanish-speaking applicants.

An applicant for admission to Bronx Community College will be approved for one of the programs offered by the College if the applicant fulfills the basic admissions requirements and follows the admission procedures.

Note: The applicant must obtain and provide official transcripts. The Office of Admission is unable to obtain transcripts on behalf of the applicant.

■ BASIC ADMISSION REQUIREMENTS

All applicants must have official high school transcripts of grades or equivalency diploma scores sent to the College's Admission Office and must meet the basic requirements as described below:

High School Diploma

A diploma from an accredited high school is required for admission to Bronx Community College. A high school certificate or an Individualized Education Plan (IEP) diploma is an *unacceptable* substitute for the high school diploma.

A New York State Equivalency Diploma, by taking the General Education Development Examination, may be substituted. A United States Armed Forces Institute (USAFI) Diploma must be converted to a New York State Equivalency Diploma.

Residence

The residency of a student under 18 years of age is governed by the residence of parents or legal guardian.

New York City Residency Requirements — A student may be eligible for the resident tuition fee 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 resident 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, available in the Bronx Community College Bursar's Office before registration. Tuition for out-of-city New York State residents, who have on file a valid Certificate of Residence issued by their county of residence, will be the same as tuition charged New York City residents (See Tuition and Fees Schedule, pages 20, 21).

Determination of Resident Rate of Tuition for Non-Residents of New York State, Including Undocumented and Out-of-Status Immigrants

Chapter 327 of the New York State Laws of 2002 mandates that the payment of tuition by **any student who is not a resident of New York State**, other than those in lawful non-immigration statuses 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: **First**, 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. **Second**, 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. **Third**, 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 residence in New York State.** In addition, students without lawful immigration status must file an affidavit (notarized) 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 work in academic courses which include:

- a minimum of 2 units of laboratory science;
- 3 units of mathematics;
- 4 units of English;
- 4 other units in social sciences;
- 1 unit in fine arts;
- 2 units in foreign language.

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

No applicants will be denied admission due to the lack of CPI units.

Students who have not completed the academic unit expectations prior to enrolling in the University will be required to demonstrate skills and knowledge in the discipline areas in which they lack preparation. In most cases, this will be accomplished by taking a designated college course.

Students will be informed of alternative methods for demonstrating competence. All entrants will be informed of the preparatory units that have been recognized as a result of high school preparation. GED students will receive units in English and mathematics based on their test scores.



Health and Physical Standards

All students must submit, as part of the application, a medical examination report on the form provided by the College. Public Health Law 2165 requires that all matriculated students born after January 1, 1957, and enrolled for six or more credits, be immunized against measles, rubella, and mumps. Final admission requires approval by the College of the student's ability to meet its health and physical standards. In addition, students in Nursing and Radiological Technology must take a special physical examination required under contractual agreements.

New York State Public Health Law mandates all colleges provide students with information about meningitis. All students must complete the response form confirming that he or she has read the information provided by the college and return that form to the Health Services Office. Failure to comply jeopardizes a student's registration.

■ APPLICATION PROCEDURE

The Freshman Application

The City University provides an application for undergraduate freshman admission that permits students to apply to as many as six regular college programs of City University on a single form. Even if the six programs are in six different CUNY colleges, only one application and one fee are necessary. The application includes a section for students who wish to be considered for SEEK or College Discovery.

Where to Apply:

The following applicants should complete the Regular Application Form and send it to:

■ University Application

Processing Center

P.O. Box 350136

Brooklyn, New York 11235-0001

1. Students who are currently attending high school and who seek admission as matriculated students to the lower freshman class of Bronx Community College of The City University of New York. A student must have completed at least six semesters (11th year) of high school to apply. High school graduation is required for enrollment

2. Students who have earned an Equivalency Diploma and passed the General Education Development (GED) Examination.

3. Students who have been graduated from high school and have never attended any institution of higher learning.

4. All students with international education backgrounds who have had no more than one year of secondary schooling outside the United States.

All students who have had more than one year of

secondary schooling outside the United States must complete page 4 of the Freshman Application or Transfer Application that is available at the BCC Admissions Office, Loew Hall, Room 224 or at the Office of Admission Services, 1114 Sixth Avenue, New York, NY 10036.

Applicants who wish nondegree status (nonmatriculated students) should apply directly to the college. The college will advise and supply an application to applicants.

Note: An applicant does not have the discretion to choose freshman or transfer application status. An applicant who has had any higher education postsecondary experience must file as a transfer applicant.

New York State Equivalency Diploma

Students applying on the basis of a New York State Equivalency Diploma must submit:

1. copies of the Equivalency Diploma (total score of 225 or more) and General Educational Development Test Scores (total score of 40 or more in each category), and
2. official copies of any high school or college records they may have accrued.

Application Fee

All applications must be accompanied by a money order for \$65 for freshmen and \$70 for transfer students, made out to University Applications Processing Center. Instructions for submitting the fee are included with the applications forms.

Deadlines for Applications

All applications to the University Application Processing Center (UAPC) must be submitted by deadline dates: July 1 for the Fall Semester, and December 1 for the Spring Semester. After the deadline until the first day of classes, applications may be submitted directly to the BCC Admissions Office, Loew Hall, Room 224.

Notification Dates

Applicants to UAPC for Fall admission will be notified by August 15; applicants for Spring, by January 15.

Pre-Admission Counseling

The Office of Admission provides pre-admission counseling and assistance to all potential students. Information and motivational presentations are provided to high schools, community agencies, government agencies, private corporations, hospitals and other units. Individual and group counseling are also provided as are campus tours.

For information, call (718) 289-5464 or 289-5888.



CUNY Freshman Skills Assessment Program

The Program consists of tests 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. Students cannot enter senior colleges or begin college-level work unless they have passed all three tests or have met all the exemptions/proficiency criteria cited below:

1. Students hold an accredited/documentated bachelor's degree.
2. Students are considered proficient in reading and writing if they can document any one of the following:
 - SAT 1 verbal score of 480 or better.
 - ACT English score of 20 or better.
 - NY State English Regents score of 75 or better.
3. Students are considered proficient in mathematics if they can document any one of the following:
 - SAT 1 math score of 480 or better.
 - ACT Math score of 20 or better.
 - NY State Regents score of 75 or better in one of the following: Math A, Math B, Sequential 2, or Sequential 3.

All exempt students, are required to take the advanced math (college algebra and trigonometry) part of the COMPASS math test for placement into appropriate mathematic 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. 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 on the BCC website at www.bcc.cuny.edu/testingoffice. Any further inquiries can be directed to the College Testing Office in Colston Hall, Room 711, (or by calling 718-289-5760 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, depending on their choice of curriculum. A separate test is administered in chemistry.

■ ADVANCED STANDING ADMISSION

An applicant who has previously attended another college, university or postsecondary institution must report that fact in an application for advanced standing admissions. The applicant must also have the former institution(s) submit official transcript(s), including an official statement of the conditions of withdrawal, directly to the 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.

A student is allowed a maximum of 30 credits advanced standing (transfer credits) in equivalent courses completed at accredited institutions of colle-

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. Grades of D or better received in equivalent courses taken at all other institutions will be accepted for credit.

In general, one-half of the career specialization (exclusive of liberal arts and sciences courses) must be taken at BCC. Because of the nature of the curriculum, this regulation does not apply to the Liberal Arts and Sciences A.A. and A.S. degrees.

Any course for which advanced standing has been granted from another institution cannot be repeated at BCC.

Courses passed at BCC or another college with a grade of C or higher may not be repeated, except as an auditor (no credit). Exception: Nursing courses must be passed with a grade of C or better and must be repeated if a grade of C- is received. A student is permitted to repeat only once any course he or she has failed. See Nursing curriculum, page 114.

■ ADVANCED PLACEMENT AND CLEP CREDIT

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 Registrar in writing and arrange to have an official copy of their test scores sent to the Office of the Registrar.

The College Board also 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. At the time of matriculation, students who want to apply for CLEP credit must apply in writing to the Registrar based on CLEP, and arrange with the College Board (www.collegeboard.com) to have an official copy of their scores sent to the Office of the Registrar.

■ INTERNATIONAL STUDENTS ADMISSION

Application Procedure

Application forms and detailed information may be obtained from Bronx Community College or from:

**City University of New York
Office of Admission Services
1114 Sixth Avenue
New York, New York 10036**

The Educational Background Summary Form (page 4 of The Freshman or Transfer Application) should show a complete chronological survey of the applicant's educational experience in all schools attended, whether in the U.S.A. or elsewhere. It is to the applicant's advantage to complete the summary form accurately and completely.

It is the applicant's responsibility to write to all secondary and higher educational institutions attended and request that official proof be sent to the Office of Admissions Services.

Application Fee

Each application form must be accompanied by a U.S. bank check or money order in the exact amount of \$65 for freshmen and \$70 for transfer students, payable to University Applications Processing Center. This fee is not refundable.

Deadline

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

Tuition and Fees

Qualified applicants from other countries must pay full tuition and student activity fees for each full semester. Upon receipt of this payment, the applicant will be issued a I-20 form by the Admission Office in order to acquire an F-1 Student Visa.

Test Requirements

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

All applicants accepted for matriculation will be required to submit a health statement from a physician on a form provided by the College. For more information, contact the College's Health Services Office in Loew Hall.

Public Health Law 2165 requires that all matriculated students born after January 1, 1957, and enrolled for six or more credits, be immunized against measles, rubella, and mumps. (See Appendix B, pgs. 205, 206 for NOTIFICATION OF STUDENT IMMUNIZATION REQUIREMENTS.)

New York State Public Health Law mandates all colleges provide students with information about meningitis. All students must complete the response form confirming that he or she has read the information provided by the College and return that form to the Health Services Office. **Failure to comply jeopardizes a student's registration.**

Notification of Admission

Applicants will be notified of their admission by the College and the University Application Processing Center. They may be required to furnish additional documents, especially with regard to financial and housing arrangements, before their admission becomes final.

Bronx Community College and The City University of New York do not discriminate on the basis of age, sex, race, creed, national origin, physical or mental disability, sexual orientation, marital status, alienage or citizenship status, or veteran's status.

■ TUITION AND OTHER FEES*

Tuition is charged each semester and must be paid in full at the time of registration. All fees and tuition charges are subject to change at any time by action of the Board of Trustees without prior notice. In the event of any increase in the fees or tuition charges, payments already made to the College will be treated as a partial payment, and notification will be given of the additional amount due and the time and method for payment.

All applications for financial aid grants or loans needed to cover the cost of tuition and fees must be completed in advance of registration. All grants and loans must be available to be used during registration.

Where tuition charges are reduced by place of residence, legal proof of such is required to establish eligibility. All students who are not residents of New York City but who are residents of New York State are required to file a Certificate of Residence form with the Bursar's Office three weeks prior to registration. Certificates of Residence are valid for one year from the date of issue and must be renewed each year. The blank forms may be obtained from the Admission Office, Bursar's Office or from the Office of the Chief Fiscal Officer of the county in which the applicant resides. The form must be completed, signed, notarized and taken to the Chief Fiscal Officer of the county in which the applicant resides. Those who qualify will receive a Certificate of Residence issued by the county. This form must be submitted to the Bursar's Office three weeks prior to registration.

*Subject to change.

Tuition Deferral

Bronx Community College does not defer payment of a tuition balance. The College offers participation in the AMS Deferred Payment Plan. It is the only deferred payment plan at BCC. The AMS plan allows the student to pay the balance of tuition interest-free in three to four payments, beginning as early as December for the spring semester and June for the fall semester. Students must enroll in the plan individually before the beginning of the semester. There is a \$30 charge for participation in the plan.

Student Activity Fees*

The student activity fee must be paid by all students—matriculated and non-degree. This fee is non-refundable and includes laboratory, audio laboratory, breakage, student activities, and graduation fees.

Full-time students (12 or more credits/hours)	\$77 per semester**
Part-time students (fewer than 12 credits/hours)	\$52 per semester**

■ TUITION FEES*

Full-Time Students New York City resident, or New York State resident with a Certificate of Residence	\$1,400 per semester
Non-New York State resident, including international (foreign) students and New York State residents not eligible for a Certificate of Residence	\$190 per credit/hour
Part-Time Students (fewer than 12 credit weight) New York City resident, or New York State resident with Certificate of Residence	\$120 per credit/hour**
Non-New York State resident, including international student	\$190 per credit/hour**
Non-degree Students† New York City resident	\$160 per credit/hour††
Non-resident, including international student	\$250 per credit/hour††

* Subject to change.

** The following courses do not follow the normal pattern for calculating tuition. They include an additional charge of an hour of compensatory work.

ACC 11, 12, 13, 15, BUS 11; ENG 01, 02, 10, 11, 12, 14, 15, 16, 19 and 54; ESL 11; LAN 15; MTH 01, 03, 04, 05, 06, 13, 31, and 32; MUS 21, 40, and 50; PHY 31 and 32; RDL 01, 02, and 05.

† See page 38 for definition of Nondegree student.

†† There is no maximum fee for students in this category.

Technology Fee*

Full-time students	\$75 per semester** (12 or more credits/hours)
Part-time students	\$37.50 per semester** (fewer than 12 credits/hours)

*Subject to change.

**This includes the \$5 Consolidated Fee which is required of all students each semester in addition to the Student Association Fee and tuition. These fees are non-refundable.

Special Fees (for all students)

These fees are non-refundable and subject to change.

1. Application for admission (payable at registration time if not paid before)	
Freshman	\$65
Transfer Student	70
2. Transcript (no charge for transcripts sent to colleges of The City University of New York)	7
3. Make-up and special examinations	
First examination per semester	25
Each additional examination (maximum fee of \$25 per semester for three or more examinations)	5
4. Late registration	25
5. Late payment fee	15
6. Change of program (adding a course or changing from one section to another; the fee is charged for each change)	18
7. Duplicate ID card fee	10
8. Duplicate Registration Receipt	1
9. Duplicate Bursar's Receipt	5
10. Application for Readmission	10

Accelerated Study Fee

All students enrolled in excess of 18 college degree credits will be charged an accelerated study fee as follows:

Degree Credits in Excess of 18	
2 or less	\$100
More than 2, up to 4	\$230
More than 4, up to 6	\$460
More than 6	\$690

■ EXPENSES

Dependent Students (living with parents):

Students who rely on their parents to provide a substantial part of their support are generally defined as dependent students. For such students, it is estimated that the following expenses would be incurred related to attendance at Bronx Community College for the nine-month academic year exclusive of tuition and fees.

Books and supplies***	\$440
Transportation	408
Lunch	510
Personal	845
Room and board at home	750
Total	\$2,953

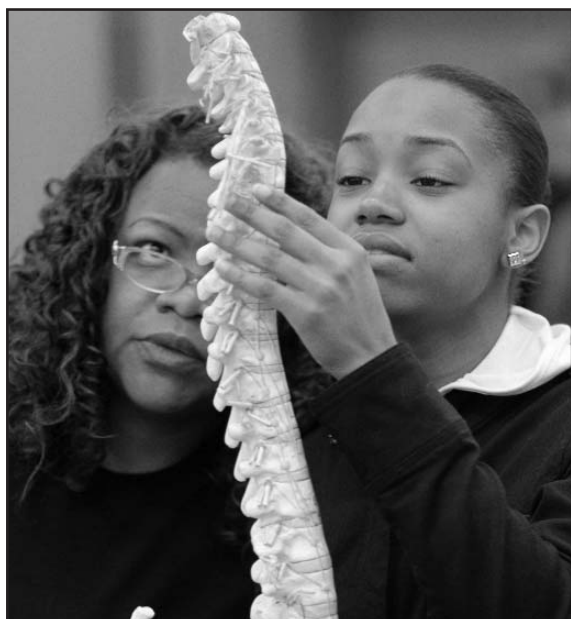
Self-Supporting Students (living away from parents):

A self-supporting (independent) student encounters day-to-day living expenses (housing, food, clothing, medical, etc.) in addition to costs related to college attendance. The following is an estimate of the expenses related to attendance at Bronx Community College for a nine-month academic year.

Books and supplies	\$440
Transportation	408
Food (including lunch)	1,290
Personal	1,779
Housing (rent/utilities)	2,542
Total	\$6,439

Independent students who are married or who support additional dependents will incur additional expenses. More detailed information related to student costs is available by contacting the Financial Aid Office, Colston Hall 504.

*** If a student's curriculum requires books and supplies that cost in excess of this standard maximum such costs must be documented.



■ REFUND OF TUITION AND OTHER FEES

Fees are not refunded unless a course is withdrawn by the College. Under exceptional circumstances, upon approval of a written application made to the Registrar,* a refund of tuition fees only may be made in accordance with the following principles:

A full refund of tuition and Association Fees (where applicable) will be made in the event that courses are canceled by the College or the student's registration is canceled by the College.

* Students who wish to withdraw or who wish to drop a course should apply in person directly to the Registrar's Office before classes begin and through the first three (3) weeks of class.

Military Refunds

Special Military Refund regulations apply to students who enlist or are called to serve in the military services of the United States, as well as those who served with VISTA or the Peace Corps.

Military service must be documented with a copy of induction or military orders.

In order to obtain a grade and full academic credits, a student must attend approximately 13 weeks. No refund will be made to a student who has been assigned a grade, regardless of whether the grade is passing or failing.

In instances where students who have enlisted in military service do not attend for a sufficient time to qualify for a grade and full academic credit but continue in attendance to within two weeks of induction, refund of tuition and all other fees except application fee will be made in accordance with the following schedule:

Withdrawal before completion of the fourth week of the semester	100%
Withdrawal after this date	.50%

• Additional information regarding special provisions for students in the military can be found in Appendix C, pg. 206.

Return of Title IV Funds

Beginning July 1, 2000, the following will be the refund policy:

The current policy on refunds is rewritten to apply only to the return of Title IV student aid funds. Under current law, the federal refund policy applies to all student aid, including institutional aid. The Act stipulates that the amount of federal funds to be returned is calculated based on the percentage of the term a student has completed. If a student has completed 60 percent of the term, no federal funds need be returned. When students fail to notify an institution that they have withdrawn and the institution has no documentation of the date of withdrawal, they must return Title IV funds for 100 percent of the term.



SCHEDULE OF TUITION REFUNDS

	Other Than Summer Session	Summer Session
Withdrawal from class before the scheduled opening date of the session	100%	100%
Withdrawal from course in order to register at another unit of City University during that semester	100%	100%
Withdrawal within one week after scheduled opening date of the session	75%	50%
Withdrawal during second week after scheduled opening date of the session	50%	25%
Withdrawal during third week after scheduled opening date of the session	25%	None
Withdrawal after completion of third week after scheduled opening date of session	None	None

