

# Admission to the College

## OFFICE OF ADMISSIONS

**Director:** Ms. Alba N. Cancetty

**Assistant Director:** Mr. Thomas Bracken

Loew Hall, Room 224

Phone: (718) 289-5895

## GENERAL ADMISSIONS INFORMATION

Bronx Community College accepts both entering freshman and transfer students. Students may attend Bronx Community College either full- 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](http://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](http://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 in the Computerbased score or 61 in the Internet-based score.

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.

### **Non-Degree Student Application**

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

### **Veterans Application**

Application forms are available at all VA offices, active duty stations, and American embassies. Completed forms are submitted to the nearest VA office. Veterans may view the VA website ([www.cuny.edu/veterans](http://www.cuny.edu/veterans) or [www.va.gibill.gov](http://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, a public school or public school student on the campus.

### **Test Requirements**

#### **CUNY Freshman Skills Assessment Program**

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. 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/documented 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.
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. 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 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. 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](http://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 and/or emailing [bcctesting@bcc.cuny.edu](mailto: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.

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**

New York State Department of Health requires that all students comply with specific immunization laws. They are:

**(NYS Health Law 2165)**, in effect since July 1989, requires that students born after 1956 submit to the Health Services Office (Loew Hall, Room 101) documented proof of the measles, mumps, and rubella (MMR) immunization or immunity. Medical or religious exceptions may apply with proper documentation. Pregnant women must select the blood titre option and cannot receive the MMR immunization. Free MMR (combination measles, mumps, and rubella) vaccines are offered by Health Services throughout the semester as well as during registration.

**NYS Health Law 2167**, in effect since August 2003, requires that all students, those born after 1956, receive and read the information on Meningitis, specifically Meningococcal Disease. You must complete and sign the response form by either selecting to waive your right to the Meningitis vaccine or by taking the form to your doctor; receiving the vaccine; and completing, signing and returning the response form. Response forms must be submitted to the Health Services Office (Loew Hall, Room 101).

All applicants accepted for matriculation will be required to submit a health statement from a physician on a form provided by the College. Students who do not submit proof of measles, mumps and rubella (MMR) immunization or who fail to return the meningococcal meningitis response form within a statutory time period will be prohibited from attending the college. For more information, contact the College's Health Services Office (Loew Hall, Room 101).

### **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.

One-half of career specialization (exclusive of liberal arts and sciences courses) must be taken at Bronx Community College. This regulation does not apply to the Liberal Arts and Sciences A.A. and A.S. degrees.

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 must 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](http://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.

### **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 City University of New York (CUNY) and the New York State Legislature without prior notice. In the event of an 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. 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. A student must have a current, valid Certificate of Residency on file in order to be eligible to register.

### **Tuition – Installment Payment Plan**

Bronx Community College does not defer the payment of tuition. The College offers participation in the Sallie Mae (formerly AMS) installment payment plan. Participation in the Sallie Mae plans allows students to pay approximately one-third of their tuition and all fees at

registration. The balance of tuition is to be paid in two equal installments approximately 30 days and 60 days after the first day of class. The student may choose to enroll early and may contact Sallie Mae directly either online at [www.tuitionpay.com](http://www.tuitionpay.com) or by phone at 1(800) 635-0120 to begin payments before the semester begins. Students may register in December for the spring semester or June for the fall semester and begin payments prior to the start of classes. Students must pay all fees directly to the College. On this plan all tuition installment payments must be completed by the due date. There is an \$18.00 fee due Sallie Mae for this service.

#### Student Activity Fees\*

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

Full-time students: \$77.00 per semester\*\*

(12 or more credits/hours)

Part-time students: \$52.00 per semester\*\*

(fewer than 12 credits/hours)

#### TUITION FEES\*

Full-Time Students New York City resident, or New York State resident with a Certificate of Residence	\$ 1,575 per semester
<b>Non-New York State resident</b> , including international (foreign) students and New York State residents not eligible for a Certificate of Residence	\$210.00 per credit/hour
<b>Part-Time Students</b> fewer than 12 credit weight) New York City resident, or New York State resident with Certificate of Residence	\$135.00 per credit/hour
<b>Non-New York State resident</b> , including international student	\$210.00 per credit/hour**
<b>Non-degree Students</b> New York City resident	\$180.00 per credit/hour††
<b>Non-degree Students</b> Non-resident, including international student	\$280.00 per credit/hour††

\* CITY UNIVERSITY OF NEW YORK RESERVES THE RIGHT TO MAKE CHANGES OR INCREASES TO THE TUITION AND FEES AS SET FORTH IN THIS PUBLICATION, WITHOUT ADVANCE NOTICE TO STUDENTS.

**\*\* 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 “Registration and Student Records” section of this catalog for definition of non-degree student.

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

### **Student Activity Fees\***

The student activity fee must be paid by all students—Matriculated and Non-degree. This fee is nonrefundable and includes laboratory, technology, breakage, student activities, and graduation fees.

Full-time students: \$77.00 per semester\*\*  
(12 or more credits/hours)

Part-time students: \$52.00 per semester\*\*  
(fewer than 12 credits/hours)

### **Technology Fee\***

Full-time students: \$100.00 per semester\*\*  
(12 or more credits/hours)

Part-time students: \$50.00 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 non-refundable fees are subject to change.

- a. Application for Admission
  - Freshman Student\* \$65.00
  - Transfer Student\* \$70.00
  - Non-Degree Student\*\* \$70.00
- b. Transcript \$7.00  
(there is no charge for transcripts sent to other CUNY colleges)
- c. Make-up and special examinations
  - First examination per semester \$25.00
  - Each additional examination \$5.00
  - (maximum fee of \$35.00 per semester for three or more examinations)
- d. Late registration \$25.00
- e. Late payment \$15.00
- f. Change of program \$18.00  
(adding a course or changing from one section to another; a fee is charged for each change)
- g. Duplicate ID card \$10.00
- h. Duplicate Record (i.e., grade report, registration receipt) \$1.00

i. Duplicate Bursar's Receipt	\$5.00
j. Readmission application	\$10.00

\*Money order payable to UAPC

\*\* Money order payable to Bronx Community College

### Accelerated Study Fee

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

19 to 20 credits	\$100.00
21 or 22 credits	\$230.00
23 or 24 credits	\$460.00
25 or more credits	\$690.00

\*The Board of Trustees of the City University of New York reserves the right to make changes to the tuition and fees as set forth in this publication without advance notice

The State of New York and The City University of New York require that all New York State residents (but not residents of New York City) have a current, valid certificate of residence on file in the Bursar's office. The certificate must be dated and received at least three (3) weeks prior to registration.

### 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 will be incurred at Bronx Community College for the nine-month academic year exclusive of tuition and fees.

Books and supplies	\$1,070.00
Transportation	850.00
Lunch	1,020.00
Personal Expenses	1,734.00
Room and board at home	<u>1,500.00</u>
Total Variable Cost	\$6,174.00

**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	\$1,070.00
Transportation	850.00
Lunch	1,020.00
Food at Home	1,937.00
Personal Expenses	3,746.00

Housing (rent/utilities)	<u>7,425.00</u>
Total	\$16,048.00

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.

**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 other required 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.

**\*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 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 the 4 <sup>th</sup> Week . . . . .	50%

*\*Additional information regarding special provisions for students in the military can be found in Appendix C.*

**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 Title IV student 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 if there is no record of student attendance; 50 percent is returned if there is a record of attendance.

<b>Schedule of Tuition Refunds for the Fall and Spring semester</b>	<b>Other Than Summer Session</b>
Withdrawal from class before the first day of class	100%
Withdrawal during the first week of class	75%
Withdrawal during the second week of class	50/%
Withdrawal during the third week of class	25%
Withdrawal after the third week of class	None

\*The Winter and all Summer sessions follow a different schedule, see the Registrar or look at the BCC Website for specific information.