

Bucks County Community College "How To" Guide For Technical High School Students and Guidance Counselors

The Process by which Technical High School Students Have Equivalent credit¹ from Technical High School Certificates Applied to their BCCC Transcripts

1. Student applies to BCCC using online application form www.bucks.edu/admission/
2. BCCC Office of Admissions mails to student a standard letter of admission, which includes a student ID number, information on placement testing, and information about BucksMail email and Web Advisor account log in.
3. Student and Technical High School Counselor create a credit equivalency application packet (packet) based on the appropriate articulation agreement with BCCC www.bucks.edu/pla/techhighschool.html to include:
 - a. official high school transcript.
 - b. letter of recommendation from guidance counselor.
 - c. proficiency report/competency sheet.
4. Student and Technical High School Counselor mail this packet to the BCCC Office of Admissions, 275 Swamp Road, Newtown, PA, 18940.
5. Student will receive from the Office of Admissions a letter confirming receipt of the packet, and explaining the award of credit process. The Coordinator, Experiential Learning, Monica Flint will be the student's contact throughout the rest of this process. flintm@bucks.edu 215-968-8161
6. Student is notified via his or her BucksMail email account whether or not equivalent credit has been awarded. This notification will come directly from the Coordinator, Experiential Learning within four weeks of receipt of the packet.
7. Student should check her/his Web Advisor account (accessible via www.bucks.edu) to confirm that equivalent credit awarded has been applied to BCCC transcript and to view the credit.

¹ Please note that the equivalent credit received will be BCCC equivalent credit. Such credit is not automatically accepted by transfer schools, and students who may be planning to transfer should research this matter with the transfer school(s) concerned.

Bucks County Community College "How To" Guide For Technical High School Students and Guidance Counselors

The Process by which Technical High School Students Have Equivalent credit¹ from Technical High School Certificates Applied to their BCCC Transcripts

1. Student applies to BCCC using online application form www.bucks.edu/admission/
2. BCCC Office of Admissions mails to student a standard letter of admission, which includes a student ID number, information on placement testing, and information about BucksMail email and Web Advisor account log in.
3. Student and Technical High School Counselor create a credit equivalency application packet (packet) based on the appropriate articulation agreement with BCCC www.bucks.edu/pla/techhighschool.html to include:
 - a. official high school transcript.
 - b. letter of recommendation from guidance counselor.
 - c. proficiency report/competency sheet.
4. Student and Technical High School Counselor mail this packet to the BCCC Office of Admissions, 275 Swamp Road, Newtown, PA, 18940.
5. Student will receive from the Office of Admissions a letter confirming receipt of the packet, and explaining the award of credit process. The Coordinator, Experiential Learning, Monica Flint will be the student's contact throughout the rest of this process. flintm@bucks.edu 215-968-8161
6. Student is notified via his or her BucksMail email account whether or not equivalent credit has been awarded. This notification will come directly from the Coordinator, Experiential Learning within four weeks of receipt of the packet.
7. Student should check her/his Web Advisor account (accessible via www.bucks.edu) to confirm that equivalent credit awarded has been applied to BCCC transcript and to view the credit.

¹ Please note that the equivalent credit received will be BCCC equivalent credit. Such credit is not automatically accepted by transfer schools, and students who may be planning to transfer should research this matter with the transfer school(s) concerned.

Bucks County Community College "How To" Guide For Technical High School Students and Guidance Counselors

The Process by which Technical High School Students have Equivalent Credit² for Technical High School Certificates PLUS Work Experience Applied to their BCCC Transcripts.

1. Student mails to Coordinator, Experiential Learning a notarized summary from the Technical High School noting two years work experience as defined in the partnership agreement between Bucks County Community College and the Technical High School (www.bucks.edu/lleap/techhighschool.html)

(Note: The work experience may be completed before, during, or after the student completes the curriculum requirements for the Associate Degree. In all cases it must be completed under the supervision of the Technical High School.)

2. Student is notified by the BCCC Coordinator, Experiential Learning whether or not equivalent credit has been awarded. This notification will be made via the BucksMail email account and should be within four weeks of our receipt of your notarized summary.

The final decision on the awarding of equivalent credit is made by the particular Assistant Academic Dean (AAD) who oversees the student's BCCC program of study.

3. Student should check her/his Web Advisor account (accessible via www.bucks.edu) to confirm that equivalent credit awarded has been applied to BCCC transcript and to view the credit.

² Please note that the equivalent credit received will be Bucks County Community College equivalent credit. Such credit is not automatically accepted by transfer schools, and students who may be planning to transfer should research this matter with the transfer school(s) concerned.

Bucks County Community College "How To" Guide For Technical High School Students and Guidance Counselors

The Process by which Technical High School Students have Equivalent Credit² for Technical High School Certificates PLUS Work Experience Applied to their BCCC Transcripts.

1. Student mails to Coordinator, Experiential Learning a notarized summary from the Technical High School noting two years work experience as defined in the partnership agreement between Bucks County Community College and the Technical High School (www.bucks.edu/lleap/techhighschool.html)

(Note: The work experience may be completed before, during, or after the student completes the curriculum requirements for the Associate Degree. In all cases it must be completed under the supervision of the Technical High School.)

2. Student is notified by the BCCC Coordinator, Experiential Learning whether or not equivalent credit has been awarded. This notification will be made via the BucksMail email account and should be within four weeks of our receipt of your notarized summary.

The final decision on the awarding of equivalent credit is made by the particular Assistant Academic Dean (AAD) who oversees the student's BCCC program of study.

3. Student should check her/his Web Advisor account (accessible via www.bucks.edu) to confirm that equivalent credit awarded has been applied to BCCC transcript and to view the credit.

² Please note that the equivalent credit received will be Bucks County Community College equivalent credit. Such credit is not automatically accepted by transfer schools, and students who may be planning to transfer should research this matter with the transfer school(s) concerned.