

Application for Admission or Re-Admission

To College Credit Courses and Programs



To the Applicant:

We are pleased that you are interested in Bucks County Community College. We will examine your qualifications as quickly as possible and notify you of your status without delay. Your help in following the admission procedures, as outlined in this application, will help us to better respond to your request for admission.

We invite and encourage you to visit the campus. If you would like to meet with an Admissions staff member, please call 215-968-8112 to schedule an appointment. The Office of Admissions, Records and Registration is open at the following times:

Monday through Thursday..... 8:00 a.m. to 4:30 p.m.
Friday..... 8:00 a.m. to 4:00 p.m.

We are available to answer questions you might have about the College. Please call on us whenever you need assistance.

*The Staff of the Office of
Admissions, Records and Registration*

*For immediate application go to:
www.bucks.edu/admissions*

Application Instructions

Students should apply for admission as early as possible to ensure optimal course availability. Applications are accepted on a rolling basis. May 1 is the deadline for the Dean's Academic Scholarship.

1. Supply all requested information on the application form.
2. Send your official high school transcript to the Director of Admissions. G.E.D. recipients should have their official G.E.D. scores sent to the Director of Admissions by the testing agency. Foreign students must have all transcripts evaluated by one of the approved services, as listed online at www.bucks.edu/international.
3. Placement testing is required of all students before registration. The results are used to help assure your success in reaching your educational goals. Testing is on a walk-in basis; no appointment is necessary. Your acceptance letter will provide information on upcoming dates/times/locations for testing. A list of testing exemptions can be found at www.bucks.edu/testing.
4. Transfer students who have attended other colleges must have an official copy of their transcript sent from all previous colleges attended, in order to obtain transfer credit. A request for evaluation form is available at the Admissions Office or online. For purposes of placement testing or prerequisite course waivers, an official copy of transcript may be submitted.

*Please complete this application
and mail to:*

Office of Admissions, Records & Registration
Bucks County Community College
275 Swamp Road
Newtown, Pennsylvania 18940-4106

For further information
please call
215-968-8100
or visit
www.bucks.edu

Academic Majors

The College offers the following majors. You must select a major at the time of application and list it plus the accompanying code on the appropriate line of the application form. You may later choose to apply to change your major.

Transfer Majors

These majors provide the first two years of a four-year program. They are designed for students who expect to transfer to a four-year college or university to earn a Bachelor's Degree.

Code	Program Title
1003	Biology
1009	Business Administration
1004	Chemistry
1103	Computer Science
1102	Information Science & Technology
1121	Communications: Performance
1120	Communications: General
1021	Correctional Administration
1061	Education
1028	Engineering
1001	Fine Arts
1187	Fine Woodworking
1110	Graphic Design
1031	Health/Physical Education
1146	Individual Transfer Studies
1045	Journalism
1107	Liberal Arts: American Studies
1002	Liberal Arts: General Emphasis
1058	Liberal Arts: Humanities
1067	Liberal Arts: Psychology Life Skills
1060	Liberal Arts: Psychology Pre-Professional
1059	Liberal Arts: Social Sciences
1160	Liberal Arts: Women's Studies
1006	Mathematics
1175	Multimedia
1019	Music
1020	Police Administration
1105	Pre-Allied Health
1117	Science
1169	Secondary Education - Biology
1170	Secondary Education - Chemistry
1180	Secondary Education - History
1177	Secondary Education - Math
1130	Social Services
1154	Sport Management

Bucks County Community College is committed to providing equal education and employment opportunities. This encompasses persons in legally-protected classifications in regard to race, color, national origin, sex, handicap, sexual orientation, age, religion, disabilities, and Vietnam military veterans. The College provides reasonable accommodations for persons with disabilities in accordance with the Americans with Disabilities Act (ADA). Please call the Campus Coordinator for Equal Employment Opportunity in advance to request or clarify accommodations or to address issues concerning equal opportunities at 215-968-8090. The EEO Office is located in Room 135, Tyler Hall, Newtown.

Certificate Programs

These programs provide job training, retraining, and/or upgrading of skills to prepare the student for immediate employment. A Certificate of Completion is awarded upon successful completion of a prescribed program. These credits may be applied toward an Associate of Arts Degree. Students enrolled in a Certificate Program are not eligible for PHEAA Grant awards.

Code	Program Title
3176	Accounting & Taxation
3186	Biotechnology Cell & Tissue Culture
3145	Bookkeeping
3151	Cinema
3135	Computer Application Development
3181	Computer Forensics
3162	Computer Hardware Installation and Maintenance
3130	Computer Network Administrator
3133	Computer Networking Technology
3154	Culinary Pastry/Catering
3152	Digital Animation
3165	E-Business Certificate
3127	Historic Preservation
3073	Hotel/Restaurant/Institutional Supervision Management
3156	Management
3148	Medical Assistant: Administrative
3149	Medical Assistant: Clinical
3174	Medical Coding/Billing
3114	Medical Transcription
3168	Nanotechnology Fabrication
3173	Office Skills Accelerated
3129	Paralegal
3166	Phlebotomy
3155	Supervision
3172	Travel and Event Planning
3153	Video Production
3147	Web Designer
3161	Women's Studies

For information on majors, call the appropriate departments:

Arts	215-968-8425
Business Studies	215-968-8227
Health, Physical Education and Nursing	215-968-8451
Language & Literature	215-968-8151
Mathematics, Science & Technology	215-968-8305
Science & Technology	215-968-8350
Social & Behavioral Science	215-968-8270

Occupational Majors

These majors, like Certificate Programs, provide job training, retraining, and/or upgrading of skills to prepare you for immediate employment following graduation. Students who are considering transferring to a four-year college should be aware that decisions on transferability of courses are made by the four-year colleges and differ from school to school.

Code	Program Title
2016	Accounting
2056	Chef Apprenticeship: Food
2098	Chef Apprenticeship: Pastry
2132	Communications: Cinema/Video
2134	Computer Application Development
2136	Computer Networking Technology
2182	Digital Game and Simulation Design
2026	Early Childhood Education
2159	Environmental Science
2092	Fine Woodworking
2158	Fire Science
2101	Hospitality and Tourism: Foodservice Management Emphasis
2022	Hospitality and Tourism: Management Emphasis
2164	Information Technology Studies
2034	Instructional Assistant
2015	Management/Marketing
2131	Medical Assistant
2167	Nanotechnology Fabrication
2035	Nursing
2068	Occupational Studies
2150	Office Administration and Systems Technology
2128	Paralegal Studies
2017	Retail Management
2054	Small Business Management
2171	Travel and Event Planning

Student Services Directory

Admissions, Records & Registration	215-968-8100
Advising and Counseling	215-968-8182
Adult Recruitment	215-968-8137
Bookstore	215-968-8458
Career Services	215-968-8195
Child Care (Early Learning Center)	215-968-8180
Disability Services	215-968-8189
Evening Office	215-968-8080
Financial Aid	215-968-8200
ACT 101-GOALS Office	215-968-8025
Library Services	215-968-8009
Prior Learning Assessment	215-968-8161
Multicultural Student Services	215-968-8137
Security	215-968-8394
Student Life Information Center	215-968-8261
Transfer	215-968-8031
Veterans Affairs Office	215-968-8112



Application for Admission or Re-Admission

BUCKS COUNTY COMMUNITY COLLEGE

1. Legal Name Mr. Ms. Mrs. _____ Soc. Sec. # _____
Last First Middle

2. Any other legal name (former) _____
Last First Middle

3. Permanent Address _____
No. and Street Apt.

_____ City State Zip

4. Home Telephone: (_____) _____ E-mail _____

5. Gender: Female Male 6. Date of Birth _____ / _____ / _____
Month Day Year

7. **Statement of Residency** *NOTE: If you are visiting or living with a relative who is not your parent or guardian, you are NOT considered a legal resident of Bucks County.*
 Are you a citizen of the United States? Yes No
If No:
 Permanent resident A # _____
 Foreign student (F-1 Student Visa) _____ (Country)
 Other type of Visa (Please list) _____
(Copy of immigration documents must accompany application.)
 Are you a legal resident of Pennsylvania? Yes No
 Are you a legal resident of Bucks County? Yes No
 If not a resident of Bucks County, in what county do you reside?

8. **Ethnic Background**
(This information is voluntary and is used only for reporting purposes. It will not be used for an admissions decision.)
 African-American/Black Latin American/Latino
 American Indian White
 or Alaska Native Asian or Pacific Islander

9. **When do you wish to enter Bucks County Community College?**
Please check appropriate boxes. Year 20 _____
 Fall Semester (August) or Spring Semester (January)
 Summer(s) (June/July)
 Summer Session: If you plan to attend the Fall Semester check here

10. **Major to which you seek Admission**
 _____ code _____
(choose one from the list on the inside page)
 Do you have a definite career or occupation in mind for which you are now preparing? Yes No Undecided
 If yes, please write your career choice:

11. **Post Secondary Education Information:**
 Previous or present colleges attended *(list most recent first)*
 Institution name _____

 Did you graduate Yes No
 Dates from _____ / _____ to _____ / _____
mo. yr. mo. yr.
 Highest level degree completed _____
 Institution name _____

Did you graduate Yes No
 Dates from _____ / _____ to _____ / _____
mo. yr. mo. yr.
 Highest level degree completed _____

Disability Services exists to provide academic adjustments in accordance with Section 504 and the Americans with Disabilities Act. Students are encouraged to contact this Office prior to enrollment in order to identify needed adjustments and determine eligibility. Contact the DS Office, 215-968-8463 (V), 215-504-8561 (TDD).

YOU MUST SUBMIT A FINAL HIGH SCHOOL TRANSCRIPT OR OFFICIAL GED SCORES TO THE OFFICE OF ADMISSIONS.
 We are pleased that you are interested in Bucks County Community College. Our staff is available to answer your questions about the College. For further information, call 215-968-8100. The office is open at the following times:
 8:00 a.m. to 4:30 p.m., Monday through Thursday and 8:00 a.m. to 4:00 p.m. Friday.

The Security Information Report required by the College and University Security Information Act of Pennsylvania and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of the Federal government is available at the Office of Security and Safety and other campus locations including our web page at www.bucks.edu/security/SecurityReport.pdf

12. **Current Educational Goals:** *(check one)*
 Earn an Associate degree, then transfer
 Earn an Associate degree, then work
 Take courses, then transfer
 Earn a certificate ?
 Personal interest/self-improvement
 Job improvement
 Other:
 If applicable, college to which you plan to transfer:

Note: Financial Aid is available only to students seeking a degree or certificate. For eligibility, students must be working toward a degree or certificate at Bucks or planning to transfer to a four-year institution to earn a degree.

13. **This application is for enrollment status of:** *(check one)*
 Full-time Day (12-18 credits)
 Full-time Evening (12-18 credits)
 Part-time Day (1-11 credits)
 Part-time Evening (1-11 credits)

14. **Who/what has influenced your decision to attend Bucks County Community College? Check all that apply.**
 Parents Teacher/Counselor Friend
 College Fair Brochure Campus Tour
 Newspaper Television Radio
 College Representative Website
 Other _____

15. **Educational Information:**
 High School or Preparatory School from which you graduated or expect to graduate.
 Name _____
 City/State _____
 Date of high school graduation or anticipated date:
 Month _____ Year _____
 Check here if you have a GED
 Date GED issued _____
 Please print your name as it appears on your final GED scores or high school transcript.

16. **Parent, Guardian or Spouse**

Perkins Academic Support Services are available through the Carl D. Perkins Grant to students seeking Occupational Degrees and Certificates. Eligible students must be single parents, displaced homemakers, financially disadvantaged, or speak English as a second language. Please contact the PASS Center at 215-968-8140 for details of services available.

If you need any assistance in completing this application, please call 215-968-8122.

Name _____
 Relationship _____
 Telephone (_____) _____
 Address _____

17. **Your Employer**

Name _____
 Telephone (_____) _____
 Address _____

Financial Aid to attend Bucks County Community College is available; all new applicants will automatically receive Financial Aid information.

I certify that the information on this application is complete and accurate in every respect. I realize that failure to provide accurate and/or complete information can result in cancellation of this application, and/or revocation of admission.

Print Name

Signature of Applicant

(Note: Signature is required. Applications without signatures will be considered incomplete.)

Date _____



Save time – apply online:
bucks.edu/apply

For Admissions Office Use Only

Received by _____ Date _____

Student No. _____
