

Admissions

General Information

Beaufort County Community College (BCCC) maintains an open door admission policy. This policy provides admission to any person who has reached the age of 18 or whose high school class has graduated. High school students 16 years of age or older may be admitted into credit and continuing education courses in accordance with the dual enrollment policies adopted by the State of North Carolina. Admission to the College does not imply immediate admission to the curriculum desired by the applicant. Placement in certain programs is limited, and admission to a specific program of study is based on guidelines developed to ensure the student's chances of success in the program. Applicants are admitted regardless of race, gender, age, religion, national origin, disability, or political affiliation. BCCC reserves the right to refuse admission to any student whose enrollment or continued presence is considered to create a risk for campus safety or disruption of the educational process.

A. General Admission Requirements:

1. An applicant must be a high school graduate or have a high school equivalency certificate (GED). Applicants who are not high school graduates may arrange to take the high school equivalency examination by contacting the Basic Skills Office in the Division of Continuing Education. Exceptions may be made for certain programs. See Part B below for specifics.
2. Each applicant must submit a completed application for admission to the BCCC Admissions Office.
3. Each applicant must request that official copies of transcripts of all previous high school and college (if any) work be submitted directly to the BCCC Admissions Office. Applicants who have a GED should request that official scores be submitted.
4. All applicants, unless exempt, must take a placement examination.
5. Each applicant must meet with a counselor and/or academic advisor prior to enrollment.

B. Exceptions to Requirements for General Admission

A student may enroll as a special credit student without specifying an educational objective. To be admitted, the special credit student needs only to file an application. It is to the student's advantage to declare an educational objective and to complete all of the admission procedures as soon as possible after enrollment. Special credit students are not eligible to receive financial aid or Veteran's benefits, and must meet all prerequisite requirements for each course enrolled.

1. A student may enroll in associate degree courses under special admission without meeting all requirements for general admission. However, no more than 12 credit hours may be earned without complying with the appropriate admission requirements.

2. A student may enter a diploma or certificate program without being a high school graduate or possessing an equivalency certificate. However, admission into the program will be based upon the individual's performance on the placement examination and/or prior experience in the field. In all cases, the final entrance eligibility of the applicant will be determined by the chair of the division in question.
3. An applicant who is a minor between the ages of 16 and 18 years may be considered as a person with special needs and admitted to appropriate courses or programs provided under these conditions:
 - (a) That the minor applicant has left the public schools no less than six calendar months prior to the last day of regular registration of the semester in the institution for which admission is sought.
 - (b) That the application of such minor is supported by a notarized petition of the minor's parents, legal guardian, or other person or agency having legal custody and control of such minor applicant, which petition certifies the place of residence and date of birth of the minor, the parental or other appropriate legal relationship of the petitioner to the minor applicant, and the date on which the minor applicant left the public schools. However, all or any part of the six-month waiting period may be waived by the superintendent of the public schools of the administrative unit in which the applicant resides.
 - (c) That such admission will not pre-empt college facilities and staff to such an extent as to render the college unable to admit all applicants who have graduated from high school or who are 18 years of age or older.
4. Selected high school students may be admitted under specific conditions:
 - (a) Be at least 16 years of age,
 - (b) Obtain written approval from the high school principal and superintendent, and
 - (c) Be enrolled in at least three courses at the high school or one-half of the school day.
5. Exceptions not addressed in items 1-4 must be considered on a case-by-case basis by the Admissions Committee. High school students should discuss their interest in enrolling in the College with their principal before contacting the College.

C. Requirements for Home School Graduates

Home school graduates must complete the following procedures prior to their enrollment:

1. The home school administrator must show and provide proof that the home school was certified by the North Carolina Department of Non-Public Instruction. This means that the administrator must have a school approval number, a charter for the school, or anything that denotes approval from the NC Department of Non-Public Instruction and provide copies of this information with the application; and,
2. The home school administrator must submit an official transcript from the home school.

If the home school administrator and/or student does not have the proper certification, the student cannot apply and register for classes at BCCC. Home school graduates without proper certification may enroll by obtaining the GED. The student may arrange to take the GED examination by contacting the BCCC Basic Skills Office in the Division of Continuing Education.

D. Requirements for Transfer Students

1. Complete general admission and graduation procedures.
2. Refer to "Advanced Standing" for instructions on transferring credit from other institutions.

BCCC does not penalize a transfer student who is on probation from another institution nor does the college practice provisional admission.