

Procedure 3.2101

Admissions Procedure

A. General Admission Requirements:

1. An applicant must be a high school graduate or have a high school equivalency certificate. Applicants who are not high school graduates may arrange to take the high school equivalency examination by contacting the College and Career Readiness Office in the Division of Continuing Education. Please note: the College does not offer the Ability to Benefit test. 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 degree-seeking applicant must submit official high school/high school equivalency transcripts to the Admissions Office.
4. Official college transcripts from regionally accredited institutions shall be required if the applicant is:
 - a. Requesting transfer credit from a previous college/university (See *Advanced Standing* in BCCC Catalog)
 - b. Requesting to exempt from the College's Placement Test (See *Placement Testing* in BCCC Catalog)
 - c. Applying for allied health programs
 - d. Applying for financial aid programs
5. All applicants, unless exempt, must take a placement examination.
6. Each applicant must meet with a counselor and/or academic advisor prior to enrollment.

B. Exceptions to Requirements for General Admission:

1. 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.
2. 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.

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3. A student may enter a diploma or certificate program without being a high school graduate or possessing an equivalency certificate unless required by a specific program. (Students applying for financial aid/veterans affairs benefits will need a high school transcript or equivalency certificate on file in any case.) In all cases, the final entrance eligibility of the applicant will be determined by the chair of the division in question.
4. 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.
5. Selected high school students may be admitted under specific conditions:
 - a. Be at least 16 years of age,
 - b. Obtain written approval from his/her principal and superintendent, and
 - c. Be enrolled in at least three courses at the high school or one-half of the school day.
6. Exceptions not addressed in items 2-5 must be considered on a case-by-case basis in accordance with the Career and College Promise Program guidelines. High school students should discuss their interest in enrolling in the College with their principal before contacting the College.
7. Beaufort County Community College may refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals. When making a safety determination, BCCC may refuse admission/continued enrollment to an applicant when there is an articulable, imminent, and significant threat to the applicant or other individuals. If BCCC refuses admission on the basis of a safety threat, BCCC shall document the following:
 - a. Detailed facts supporting the rationale for denying admission;

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- b. The time period within which the refusal to admit shall be applicable and the supporting rationale for the designated time period; and
 - c. The conditions upon which the applicant that is refused would be eligible to be admitted.
 - d. Applicants denied may appeal this determination utilizing the BCCC student appeals process.
8. There is an open door policy UNLESS BCCC is enrolling students from a state the college is not authorized to deliver instruction. BOT approved August 5, 2014.

The contact office is Beaufort County Community College VP of Students.

C. Requirements for Home School Graduates

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

1. Home schooled students must provide evidence of attendance of a state approved home school program. For North Carolina home school students, this means that the home school 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.
2. The home school administrator must submit an official transcript from the home school.
3. If the home school does not have the proper certification, the student cannot register for classes at BCCC. Home school graduates without proper certification may enroll by obtaining the High School Equivalency. The student may arrange to take the High School Equivalency examination by contacting the BCCC Basic Skills Office in the Division of Continuing Education at 252-940-6298 or 252-940-6325.

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.

E. Additional Requirements for Allied Health Programs

Allied health programs have additional admission requirements. This is necessary because these programs are limited in the number of students that can be admitted each year. Students will be enrolled in the AGE program until accepted into the RN, LPN, or MLT program.

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Note: A clinical site may require a criminal background check and/or drug testing prior to your participation in clinical training. If denied access to a clinical site, the student shall not progress in the program due to the inability to complete the clinical portion of the program.

Specific guidelines, requirements, and allied health applications for admission into the allied health programs may be obtained from the Allied Health Admissions Coordinator.

Minimum Requirements for Applicant Evaluation

1. Complete the North Carolina Diagnostic And Placement (NCDAP) test with scores meeting the minimums for the college or qualify for testing waiver as outlined in the college catalog under *Placement Testing*. Successful completion of the recommended developmental courses will satisfy this requirement. *It is the responsibility of the student to submit verification of test scores, written approval of testing waiver, or transcript of developmental coursework to the Admissions Office.*
2. Have completed a high school or college chemistry course with a grade of C or better.
3. The Associate Degree Nursing Program requires this chemistry to be completed within the past eight years. There is no chemistry time limit for applicants with a Bachelor's degree. Students who have taken chemistry as a part of an earned associate degree (or higher) will have the 8 year chemistry requirement waived for the application.
4. Have high school transcript or official High School Equivalency report sent to BCCC (college transcripts, if applicable).
5. A minimum GPA of 2.0 is required in specific allied health program curriculum courses from all colleges and BCCC. In addition, a minimum GPA of 2.0 is required in specific allied health curriculum courses completed at BCCC.

***Not required for Practical Nursing (PN)**

6. TEAS Admissions Testing

Students applying to the Associate Degree Nursing program or the Practical Nursing program will have to complete the Assessment Technologies Institute (ATI) TEAS test with a minimum proficiency score of 58.7%. A student may complete and submit an application to the Allied Health Coordinator, but evaluation and ranking will occur only after completion of the TEAS admission test shows a proficient level. TEAS scores must be submitted before the May 31st application deadline.

Students will have three attempts within twelve (12) calendar months, from February 1st to May 31st, to obtain a proficiency score of 58.7% on the TEAS test. Students are encouraged to prepare for the TEAS test prior to their testing date. As well, remediation services are offered through ATI should a student score less than the 58.7% required minimum proficiency. Students completing TEAS testing at other facilities may have an official ATI TEAS transcript sent to the Allied Health Admissions coordinator, provided the scores occurred on a testing date within the twelve calendar months of the application deadline (May 31st).

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Testing will be offered on the campus of BCCC, in the building 12 (Allied Health Building) computer lab. Multiple dates will be offered including evening and weekends. Please see the ATI TEAS link under the Allied Health Admissions website for testing procedures, cost and registration information.

Application Deadlines

In addition to the general application to the college, a separate application packet for an allied health program is required. Completed application packets are taken and reviewed by appointment on a first-come, first-served basis with the Allied Health Admissions Coordinator. Incomplete application packets will not be considered.

Application Period

Nursing Programs September 1 - May 31

MLT Program September 1 - April 30

Evaluation Criteria

A point system will be used to determine applicant rank. Points are based on academic performance, GPA, and chemistry grade (if applicable) of the applicant. Refer to the Allied Health Admissions Website or *Nursing Programs Handbook* for a detailed explanation of the point system. Applicants who do not rank into the program will be alternates and notified according to the ranked order should space become available.

Applicants are only accepted each year for the following academic year. Students may reapply by updating their application with the Allied Health Admissions Coordinator. Beaufort County Community College does not utilize a “waiting list” for allied health programs.

Post Evaluation Requirements

These requirements are completed after a student has been evaluated for the program and is notified by the Admission’s Office.

1. Attend a mandatory information session with the allied health program faculty and the Allied Health Admissions Coordinator. Notification of available sessions will be based on weighted ranking of candidates that have completed all the above requirements.
2. Submit a physical examination report. (Use BCCC Physical Form)
3. Submit required documentation of screening and vaccines related to communicable diseases. (BCCC Physical Form)
4. Submit proof of current CPR (cardiopulmonary resuscitation) infant, child, and adult resuscitation, as well as the use of automated external defibrillators (AED’s). (Not required for MLT)

F. Additional Requirements for Basic Law Enforcement Training (BLET)

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The following information is provided in an effort to inform you of the application procedures as well as the program requirements, policies and standards for Basic Law Enforcement Training (BLET). Please read through this information carefully and completely.

Procedure Statement

Beaufort County Community College curriculum admission requirements apply to the Basic Law Enforcement Training (BLET) program. In addition, each applicant must meet minimum standards for employment as established by the North Carolina Criminal Justice Education and Training Standards Commission and/ or the North Carolina Sheriffs' Education and Training Standards Commission.

Admission Requirements

Applicants for admission to the Basic Law Enforcement training (BLET) Program must:

1. Have graduated from High School or have an Adult High School Diploma or have passed a state approved high school equivalency assessment with an equivalency certificate, which meets the minimum requirements set by the state of North Carolina.
2. Meet the minimum standards for employment as established by the NC Criminal Justice Education and Training Standards Commission and/or the NC Sheriffs' Education and Training Standards Commission which include:
 - a) Be a citizen of the United States;
 - b) Be at least 20 years of age (must be 20 years of age as of the first day of class or have prior written authorization from the Director of the Criminal Justice Standards Division if less than 20 years old);
 - c) Be of good moral character;
 - d) Be free of (1) any convictions of any crimes, civilian or military; and (2) be examined and certified by a licensed physician or surgeon to meet the physical requirements necessary to perform the functions of a law enforcement officer. Physical exam should not be completed until all admission requirements are met and an official Physical Exam packet is obtained from the BLET School Director;
 - e) Have not ever committed or been convicted of any of the following:
 - f) A felony;
 - g) A crime for which the punishment could have been imprisonment for more than two years;
 - h) A crime or unlawful act for which the punishment could have been imprisonment for more than six months but less than two years and the crime or unlawful act occurred within the last five years;
 - i) Four or more crimes or unlawful acts described in "C" above regardless of the date of occurrence; or
 - j)
 - k) Four or more crimes or unlawful acts for which the punishment could have been imprisonment for less than six months.
 - l) Have taken the college's placement tests and achieved minimal acceptable scores in reading.
 - m) Possess a valid North Carolina driver's license.

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Note: Any applicant who is uncertain whether or not he/she meets the admissions requirements stated in 1-5 above should contact the BLET School Director as soon as possible.

Procedures for Admission

1. Obtain a BLET application packet from the BLET School Director. Complete the Application for Admission to Beaufort County Community College and return it to the Admissions Office.
2. Have a copy of your high school transcript sent directly from your high school to the Admissions Office. If you received a High School Equivalency certificate or graduated from Adult High School, please have those records sent to the Admissions Office.
3. Take the College's placement assessment to determine your eligibility to enroll in the BLET program. You may schedule your assessment by calling the Admissions Office.
4. Obtain a certified copy of your arrest and driver history record from the Office(s) of the Clerk of Court in every county in which you have resided since your 16th birthday. Submit this record to the BLET School Director.
5. Obtain sponsorship for the BLET program. A sponsorship form is included in this packet. Submit the completed form to the Admissions Office. (optional)
6. Upon receipt of the Application for Admission, high school/AHS/High School Equivalency transcripts, arrest and driver history record, and a completed sponsorship form, **the BLET Director will contact you regarding an interview.**
7. Final approval to begin the program is contingent upon meeting admissions requirements, acceptable health certification and proof that you meet all minimum standards of the NC Criminal Justice Education and Training Standards Commission and/or the NC Sheriffs' Education and Training Standards Commission.

Admission Interview

Each applicant is interviewed by the BLET Director or Qualified Assistant. The interview is used to determine if the applicant meets minimum standards for employment as established by the NC Training Standards Commission and if the applicant is free of conviction of any crimes, civilian or military; driving while impaired or under the influence; or major motor vehicle law infractions and to determine if the disposition of such charges is pending.

Health Evaluation

Prior to enrollment in the BLET program, an accepted applicant must provide the BLET Director with a Medical Examination Report (Form F-1 and F-2) completed by a physician licensed to practice medicine in North Carolina. The Medical Examination Report must include the Medical Release Form for Basic Law Enforcement Training School. Medical forms will be provided to applicants upon determination of their eligibility to enroll in the BLET program.

Tuition and Fees/Waiver Requirement

Tuition and fees are waived for applicants admitted to the BLET program if sponsored by a law enforcement agency.

Books and Supplies

Each student in the BLET program is required to provide for the following estimated BLET costs:

Books \$500.00 Uniforms \$350.00

Note: BLET students are encouraged to apply for financial aid to cover books and supplies. If you need additional information or an application, contact the BCCC Financial Aid Office as soon as possible.

G. Admission to Programs Designed for College Transfer

The AA and AS degrees follow the curriculum standards instituted by the state of North Carolina through the Comprehensive Articulation Agreement (CAA). The CAA was developed by the North Carolina Community College System and the University of North Carolina System in order to create a seamless transfer program within the North Carolina higher educational system. The CAA ensures that courses in the program of study are all approved for transfer between the state colleges without question upon completion of the general education core requirements with at least a grade of C in each course.

H. International Student Admissions

International students must meet all Beaufort County Community College admissions requirements and are required to observe the regulations of the United States Citizenship and Immigration Service (USCIS), as well as the College. Persons holding student visas cannot be classified as North Carolina residents for tuition purposes and will be required to pay out-of-state tuition. Legal residents with permanent visas (Alien Registration card holders) are admitted to BCCC under the same residency criteria and burden of proof required of United States citizens.

I. Readmission

Persons who have not attended for three (3) consecutive semesters no longer enjoy the benefits of student status. Persons who fit this criterion must reapply by completing an Application for Admission.

Curriculum students who have withdrawn in good academic standing may apply for readmission through normal registration procedures. If the application for readmission is for a different curriculum, standard admission requirements for new students will apply. There are specific additional guidelines for re-entry into the health curriculums. These guidelines may be obtained from the Admissions Office.

To be eligible for registration, the student must meet the following requirements:

1. Update their admissions application and residency status.
2. Participate in an interview with an admissions counselor.
3. Be assigned a faculty advisor.

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4. Satisfy all outstanding obligations to the College.

Readmission applications for students who have been suspended for disciplinary reasons will not be considered until the period of suspension has been completed. After the suspension period, readmission will be secured as stated above in requirements above.

J. Applicant to Student Status

An applicant to Beaufort County Community College officially becomes a student of Beaufort County Community College once they have successfully registered and attended their first class. Persons who have not attended for three (3) consecutive semesters have their student status removed.

References

Legal References: *G.S. 115D-1; 115D-5; 115D-20; SBCC Adoption 1/21/11; Amended 6/1/12.*

SACSCOC References: *Enter SACSCOC references here*

Cross References: [Admissions Policy](#)

History

Senior Staff Review/Approval Dates: *8/4/15, 06/13/2016, 07/11/16, 2/23/18*

Board of Trustees Review/Approval Dates: *8/7/12; 8/5/14*

Implementation Dates: *Enter date(s) here*