RECRUITMENT, ADMISSION AND REGISTRATION
Welcome To BCCC!
Baltimore City Community College is pleased you are interested in admission! To assist you in the application/admission process, this folder contains general information about BCCC, specific information about admission and financial aid, and an Admissions Application you can fill out, tear off, and return. Additional information is available in the College’s Catalog, which you may view by visiting our website.

Admissions Office: 410-462-8300
Financial Aid: 410-462-8500
MD Toll-Free: 1-888-203-1261
TTY: 1-800-735-2258
www.bccc.edu

ADMISSIONS POLICIES
Who May Be Admitted
BCCC has an open admissions policy. All high school graduates and holders of high school equivalency diplomas or certificates are eligible for admission. Adults not holding a high school diploma, GED diploma or equivalency become eligible after completing the BCCC ACCUPLACER placement test and completing 15 college-level credits. The College reaches out to all students, including traditionally underrepresented and underserved students, and expects students to meet rigorous standards of progress and achievement. Students are required to have their basic skill levels assessed for success in introductory college-level courses and, if warranted, are placed in developmental courses; comprehensive support services and strategies for student success are provided for students underprepared for traditional collegiate course work.

FEDERAL DEFINITIONS FOR RACE
Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.

Black or African American: A person having origins in any of the black racial groups of Africa.

White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.

Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

SELECTIVE AND SPECIAL ADMISSIONS PROGRAMS
Some Instructional Programs limit the number of students admitted and are selective in their admissions requirements; these programs have a single asterisk (*) after their names in the list of Instructional Program ("Majors") Codes on the back of the Admissions Application. Students wishing to enroll in these programs must see the Selective Admissions Counselor before they can be admitted. Some programs have “special” admissions requirements; these programs have a double asterisk (**) after their names on the back of the Admissions Application. Students seeking admission to one of these programs must see the Program Coordinator before they can be admitted to the program. For more information about the “selective” or “special” academic, medical, insurance, or other requirements for these programs, call 410-462-8300.

How to Be Admitted
• Submit to the Admissions Office at either campus a completed Admissions Application with its $10 fee. Application forms are available in the Admissions Office on each campus and on the BCCC Web site at www.bccc.edu.

Submit to the Admissions Office:
• a high school transcript showing evidence of graduation; or
• a GED diploma (copy of scores); and/or,
• students not holding a high school diploma or equivalency must take the ACCUPLACER placement test to determine their acceptance into a degree or certificate program.
• a college/university transcript (if transferring from another college)
• An acceptance letter will be mailed or given to you.
• take the ACCUPLACER/placement tests or submit official documentation of ACT/SAT. Students who score at least 550 in Math and 550 in Language on the SAT or at least 21 in Math and 21 in Language on the ACT are exempt from taking the Accuplacer test.

INTERNATIONAL STUDENT ADMISSION
International students applying to BCCC on a student visa must direct all correspondence to the International Student Services:
International Student Services
Liberty Campus Admissions Office
Main Building, Room 02
2901 Liberty Heights Avenue
Baltimore, MD 21215
410-462-8300

FINANCIAL AID
Financial Aid Offices
Liberty Main 024, 410-209-6026
BCCC participates in most major federal and state programs and has more than 15 categories of institutional scholarships. Foundation Scholarships are also available. Interested applicants should call 410-209-6006. BCCC applicants interested in financial aid should obtain and complete the Free Application for Federal Student Aid (FAFSA) from the Financial Aid Office, or apply online at www.fafsa.ed.gov. Students are strongly encouraged to apply via FAFSA on the Web. Applications filed electronically are processed in two weeks. Processing the paper application takes a minimum of four to six weeks.

Maryland State Scholarship: Complete FAFSA by March 1.
BCCC Scholarship, Federal Work Study, and FSEOG completion of financial aid process priority deadline: June 1.

SERVICES FOR STUDENTS
Childcare Center
Clarence W. Blount Child Care Center
Liberty, Nursing 100B 410-462-7760
The Clarence W. Blount Child Care Center accepts current BCCC students’ children ages 3 and 4. Center enrollment requires advanced registration, submission of health forms, and payment of registration fees. Applications are available at the Center.

Disability Support Services Center
Liberty Main 23, 410-462-8585
TTY: 410-333-5802
The Disability Support Services Center provides services, equipment, counseling, and tutoring for students with disabilities on both campuses. Students wishing to make use of these services must register with the Center.

Intercollegiate Athletics
410-462-8320
BCCC Intercollegiate Athletics competes in the National Junior College Athletic Association (NJCAA), is a member of the Maryland Junior College Athletic Conference (MDJUCO), and fields teams in men’s and women’s basketball and cross country, and women’s volleyball and tennis.

SPECIAL PROGRAMS
High School/BCCC Early Enrollment
The High School/BCCC Early Enrollment program provides the opportunity for high school juniors and seniors to take BCCC courses. Students must be at least 16 years of age. Scholarships are available by application and submission of a principal’s and counselor’s recommendations, accompanied by a copy of the high school transcript. Applications must be submitted by the following deadlines: August 1 for fall, November 1 for spring, and April 1 for summer.
MAJOR CODES AND SPECIAL CODES

Computer Applications and Technology

180 Computer Aided Design (D)  
115 Computer Aided Design (C) 
021 Computer Information Systems (D) 
185 Fashion Design (D)  
186 Fashion Design (C)  
187 Fashion Design, Fashion Retailing (D) 

Engineering

023 Engineering**  
307 Robotics

Criminal Justice and Public Safety

081 Correctional Administration (D)  
022 Law Enforcement (D) 

Early Childhood

051 Early Childhood Education (D)  
251 Early Childhood Administration (C) 

General

008 General Studies Transfer (D)  
624 Non-degree/certificate-seeking student

Human Services

127 Addiction Counseling (D)  
128 Addiction Counseling (C)  
125 Allied Human Services Transfer (D)  
048 Allied Human Services (C)  
031 Mental Health Services (D) 

Legal Assistant

067 Legal Assistant (D)**

Science Technology

145 Biotechnology (D)  
403 Environmental Science (C)  
404 Lab Animal Science (C)  
405 Biotechnology Lab Science (C) 

Teacher Preparation

256 Elementary Edu/General Spec Edu PreK-12 (D)  
116 Special Education Assistant (C)  
260 Substitute Teacher (C)  
141 Teacher Education Math/Science  
019 Teacher Education Transfer (D) 

Special Entry Codes

189 Coppin Focus  
622 English Language Institute  
078 High School/BCCC Early Enrollment  
089 Morgan Connect  
614 Talent Search  
625 Teacher Certification Pathway  
613 Tech Prep  
616 Upward Bound  
624 Non-matriculating

MARYLAND COUNTY CODES (Application item #10)

**H999 Out-of-Maryland
**H001 Central Career Center at Briscoe
**H888 GED (MD HS Diploma)
**H000 No High School/GED
**H099 Foreign High School

21002 Academy for College and Career Exploration
210238 Augusta Fells Savage Institute of Visual Arts
210051 Baltimore Antioch Diploma Plus
210035 Baltimore City College
210049 Baltimore Civitas
210048 Baltimore Freedom Academy
210485 Baltimore Liberation Diploma Plus High School
210038 Baltimore Polytechnic Institute
210044 Baltimore School for the Arts
210199 Baltimore Talent Development
210193 Benjamin Franklin High at

Masonville Cove 
Bluford Drew Jemison STEM Academy
West
210062 Carver Voc-Tech
210052 City Neighbors High
210569 Connexions Community Leadership Academy Middle/High
210189 Coppin Academy
210067 Digital Harbor High School
210204 Doris M. Johnson
210082 Edmondson Senior/Westside
210033 Fairmont/Harford Institute
210085 Forest Park
210089 Francis M. Woods
210075 Frederick Douglass
210166 Friendship Academy of Engineering and Technology Middle/High 
210237 Friendship Academy of Science and Technology Middle/High
210101 Harbor City High School
210135 Heritage
210205 Home Schooled
210038 Independence School
210349 Institute of Business and Entrepreneurship High
210195 KASA (Knowledge and Success Academy) Middle/High
210106 Lake Clifton/Eastern
210081 Lawrence Paquin
210467 Maritime Academy
210115 Mergenthaler Voc-Tech
210169 MD Academy of Technology and Health Sciences Middle/High
210137 National Academy Foundation
210136 New Era Academy
210165 New Hope Academy
210144 Northern
210143 Northwestern
210160 Patterson
210170 Paul Laurence Dunbar
210178 Reginald F. Lewis School of Business and Law
210194 REACH! The Partnership School
210222 Renaissance Academy
210210 Southern
210249 Southside Academy
210211 Southwestern
210216 Thurgood Marshall High School
210218 Vivien T. Thomas Medical Arts Academy
210217 Waverly Career Center
210219 Wallbrook High Uniform Services Academy
210069 W.E.B. DuBois
210220 Western
210223 William S. Baer School

**H000 No High School/GED
**H999 Out-of-Maryland

01 Allegany  
54 Calvert  
07 Cecil  
10 Frederick  
13 Howard  
16 Prince George’s  
19 Somerset  
22 Wicomico

02 Anne Arundel  
05 Caroline  
08 Charles  
11 Garrett  
14 Kent  
17 Queen Anne’s  
20 Talbot  
23 Worcester

03 Baltimore  
06 Carroll  
09 Dorchester  
12 Harford  
15 Montgomery  
18 St. Mary’s  
21 Washington  
24 Baltimore City

HIGH SCHOOL CODES (Application item #20)

H777 Private School
H888 GED (MD HS Diploma)
H999 Out-of-Maryland
H999 Special Entry School
H001 Central Career Center at Briscoe
H010 Additional Code

210247 Masonville Cove
210062 Carver Voc-Tech
210033 Fairmont/Harford Institute
210166 Friendship Academy of Engineering and Technology Middle/High 
210237 Friendship Academy of Science and Technology Middle/High
210101 Harbor City High School
210135 Heritage
210205 Home Schooled
210038 Independence School
210349 Institute of Business and Entrepreneurship High
210195 KASA (Knowledge and Success Academy) Middle/High
210106 Lake Clifton/Eastern
210081 Lawrence Paquin
210467 Maritime Academy
210115 Mergenthaler Voc-Tech
210169 MD Academy of Technology and Health Sciences Middle/High
210137 National Academy Foundation
210136 New Era Academy
210165 New Hope Academy
210144 Northern
210143 Northwestern
210160 Patterson
210170 Paul Laurence Dunbar
210178 Reginald F. Lewis School of Business and Law
210194 REACH! The Partnership School
210222 Renaissance Academy
210210 Southern
210249 Southside Academy
210211 Southwestern
210216 Thurgood Marshall High School
210218 Vivien T. Thomas Medical Arts Academy
210217 Waverly Career Center
210219 Wallbrook High Uniform Services Academy
210069 W.E.B. DuBois
210220 Western
210223 William S. Baer School
PERSONAL DATA

Social Security Number __________-________-________ Major ("Instructional Program") __________ Special Entry Code __________
(select codes from list of Majors on this Application of Major Codes and Special Codes)

1. Name ______________________________________________________________________________________
   First __________________________ Middle __________________________ Last __________________________

2. Current Address ______________________________________________________________________________
   Street Address ________________________________________________________________________________
   City __________________________ State __________________________ Zip Code ____________________________

3. Birthdate (month/day/year) __________ / __________ / __________

4. E-mail Address __________________________________________

5. Home Telephone __________ - __________ - __________ Work Telephone __________ - __________ - __________

6. In case of an emergency, call
   Name ______________________________________________________________________________________
   Relationship ________________________________________________________________________________
   Home Telephone __________ - __________ - __________ Work Telephone __________ - __________ - __________

7. Gender
   □ M-Male □ F-Female

8. Racial/Ethnic Category (for statistics only). Colleges and universities are asked by many, including federal and state governments and national surveys to describe the racial and ethnic backgrounds of our students and employees. You should answer both questions. See Federal Definitions for Race on inside cover.
   Are you of Hispanic or Latino origin?
   □ 1-Yes □ 2-No
   What is your race? Select all that apply from the following categories.
   □ 1-African American or Black □ 2-American Indian or Alaska Native □ 3-Asian □ 5-White □ 7-Native Hawaiian or Other Pacific Islander

9. Have you been a Maryland Resident for 3 months or longer?
   □ Yes □ No

10. Permanent Residence
    □ 1-Baltimore City □ 2-Maryland County Which county? __________________________
    (select code from list on back of this Application) □ 3-Out-of-State □ 4-International

11. U.S. Citizen?
    □ Yes □ No Country of citizenship __________________________________________________________

12. If you are NOT a U.S. citizen, please indicate immigration status __________________________
    Documents verifying status must be presented at the time of application.
    Type of Visa
    □ 1-Refugee/Permanent Resident/Asylee, Alien Registration Number __________________________
    □ 2-Student Visa □ 3-Other □ 4-Not applicable

13. Is English your principal language?
    □ Yes □ No

14. Military
    □ 1-Active Duty □ 2-Veteran □ 3-Dependent □ 4-Other Are you applying for Veterans’ educational benefits?
    □ Yes □ No

ENROLLMENT DATA

15. Admission Status
    □ New Student (A5) Attending BCCC for the first time and never attended another post secondary institution
    □ Transfer Student (A7) Attending BCCC and previously attended another college/institution
    □ Returning Student (A8) Returning to BCCC as a credit student (attended as credit student more than one (1) ago)
    □ Attending Another College/Institution (A9) Attending BCCC and also attending another college/institution
    □ High School Student (A10) Attending BCCC and also attending high school

16. Semester Applying for
    □ 1-Fall ________ □ 2-Spring ________ □ 3-Summer ________

17. Enrollment Status
    □ 1-Full-Time Student (12 credits) □ 2-Part-Time Student (1-11 credits)

18. Education Goal
    □ 01-Associate Degree □ 02-Certificate □ 03-Taking course to transfer (not seeking AA or certificate)
    □ 04-Taking course without working toward a degree or certificate □ 05-Other __________________________

19. Which of the following goals do you hope to achieve from your studies at BCCC? (select all that apply)
    □ 1-Explore new career(s) □ 2-Prepare for immediate entry into a career □ 3-Prepare for transfer to a 4-year institution
    □ 4-Update skills for my current job □ 5-Pursue personal interest and self-enrichment □ 6-Other __________________________

Continued on back
20. High School/GED
   □ 1-High School Diploma-Graduation Date _________________
   □ 2-MD High School Diploma (GED) Date _________________
   □ Other (School Name/City/State/Country) ___________________________

   High School Code _________ (select code from list on this Application)

21. List all colleges and universities attended, including BCCC, either full- or part-time.

   School Name   Address    From Mo./Yr. To Mo./Yr.  Degree/Certificate Received
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

OTHER DATA

22. Employment Status
   When you start classes, how many hours do you expect to be employed per week? (Enter "0" if you do not plan to be employed.) ___ hours per week

23. Has either of your parents received a Bachelor’s degree?
   □ Yes   □ No

24. How did you hear about Baltimore City Community College? (check all that apply)
   □ 1-School Counselor  □ 2- BCCC Admissions  □ 3-BCCC Publication  □ 4-Newspaper  □ 5-Billboard
   □ 6-Radio   □ 7-Television  □ 8-Friend  □ 9-Internet  □ 10- Other____________________________

Please read and sign the following:
To the best of my knowledge, every statement I have made on this Admissions Application is correct. I realize that deliberately falsifying or omitting information could be grounds for dismissal from the College. I understand that it is my responsibility to notify the Admissions or Registrar’s Office of any changes in this information. I accept and agree to abide by all policies and regulations of BCCC including those concerning drug and alcohol abuse. I understand that the unlawful use of drugs or alcohol will subject me to the penalties contained in those policies and regulations.

The $10 non-refundable Application Fee accompanies this Application.

Signature of Applicant ___________________________________________ Date __________________________

Admissions Office, 2901 Liberty Heights Avenue, Baltimore, Maryland 21215
Office: 410-462-8300  •  Fax: 410-462-8345
RESIDENCY VERIFICATION FORM

Office of Recruitment, Admission and Registration
2901 Liberty Heights Avenue
Baltimore, Maryland 21215
Office: 410-462-8300 • Fax: 410-462-8345

PERSONAL DATA

Name ____________________________________________________________
Street __________________________________________________________
City ___________________________ State ________________ Zip Code __________
Home Phone ____________________ Alternate Phone __________________
Email Address ______________________________________________________________________________________________

DETERMINATION OF RESIDENCE

There are two tuition rates, one for State of Maryland residents and one for out-of-state and foreign non-immigrant residents. A person is considered a State resident who has been domiciled in Maryland for not less than three consecutive months prior to enrollment. Domicile means a person’s permanent place of residence where physical presence and possessions are maintained and where the person intends to remain indefinitely. Additionally, the domicile of any student who received more than one-half of his or her financial support from others within the last 12 months is the domicile of the person contributing the greatest portion of support, without regard to whether the parties are related by blood or marriage and without regard to student’s current address. A student under the age of 18 years of age may claim his/her residence as that of his/her parents or legal guardians. Some non-immigrant visa types may not be eligible for in-state tuition depending upon their United States Citizenship and Immigration Services (USCIS) visa status. For more information, contact the Office of Recruitment, Admissions and Registration, or refer to the BCCC website: www.bccc.edu.

RESIDENT AFFIDAVIT

I hereby certify that I have lived or will have lived in the state of Maryland for at least three months prior to the first day of classes and would be able to substantiate this claim with a Maryland driver’s license, motor vehicle registration address, address on income tax documents, voter registration address, uninterrupted presence at home address, including month when the College is not in session and/ or presence of possessions at the student’s residence or home rental or ownership upon request of the Dean of Enrollment Management or a designee. I also understand that false statement may be grounds for my dismissal from the college and/or retroactive adjustment of tuition.

CHOOSE ONE

☐ United States Citizen ☐ Permanent Resident/ Resident Alien ☐ Other (Visa Type): __________________________

Signature ___________________________________________________________ Date __________________________

PLEASE PRESENT VALID IDENTIFICATION UPON SUBMISSION OF DOCUMENT
Baltimore City Community College requires one of the following original document(s) to establish Maryland residency for in-state tuition:

MARYLAND RESIDENCY VERIFICATION REQUIRED (Please Submit One)

1. Evidence of Maryland residency for three consecutive months prior to start of semester.
   - Maryland Driver’s License or Identification No. ___________________________________________
   - Maryland Vehicle Registration
   - Proof of payment of Maryland taxes
   - Maryland voter registration card
   - Evidence of uninterrupted presence at home address, including months when College is not in session
   - Home mortgage or rental agreement in your name with address indicated
   - Other ________________________________________

OR

2. Evidence of current active duty military service/status.
   - Current Military Identification Card

INTERNATIONAL STUDENT UNITED STATES LEGAL RESIDENCY VERIFICATION REQUIRED

1. Evidence of lawful residence in the United States.
   (Student must show original United States Citizenship & Immigration Services documentation).
   - Permanent Resident Card
   - Temporary Permanent Resident Card
   - USCIS stamp inside passport indicating lawful resident status (ie: refugee, permanent residency, temporary permanent residency, asylum or other):
   - USCIS stamp on I-94 arrival/departure card indicating lawful resident status (ie: refugee, permanent residency, temporary permanent residency, asylum or other):
   - Notice from USCIS or form I-485-I-551, I-151, I-688, indicating status of petition for lawful resident status.
   - United States Naturalization Certificate (required for students changing their current immigration or citizenship status)
   - Other: __________________________________________________________________________

OR

2. Evidence of marriage to U.S. citizen or permanent resident
   - Marriage License and spouse Permanent Resident Card (if non U.S citizen) AND
   - Letter from the USCIS indicating pending or approved petition for lawful resident status

Petition for Permanent Residency (Form I-485, I-551 or I-151 or I-688) must be on file with USCIS.

SENIOR CITIZEN DISCOUNT VERIFICATION REQUIRED

Proof of Age
   - Birth Certificate
   - Maryland Driver’s License or Identification Card
   - United States Passport

OFFICE USE ONLY

Bill code: __________ 01 In-state _______ 02 Out-of-state / International _______ SR (Senior Citizen Discount)

Verified by: _______________________________ Date: ____________________

PART 2
ACCREDITATIONS
Baltimore City Community College is accredited by the Middle States Association of Colleges and Schools, meets the standards set by the Maryland Higher Education Commission, and is authorized to grant the Associate degree. BCCC is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP) for the offering of the following degree programs: Accounting, Business Administration/Management/Marketing, Computer Information Systems, Administrative Assistant and Legal Administrative Assistant. The Dental Hygiene Program is accredited by the American Dental Association Commission on Dental Accreditation. The Health Information Technology Program is accredited by the American Health Information Management Association (AHIMA) within the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The Nursing Program is on the list of approved schools of nursing published by the Board of Nursing. Full accreditation of the Associate Degree in Nursing Commission on Accreditation in Physical Therapy Education/American Physical Therapy Association (CAPTE/APTA). The Respiratory Care Program has achieved Provisional Accreditation status as defined for new programs by the accreditation procedures of the Commission on Accreditation for Respiratory Care (CoARC). The Surgical Technology Program is approved by the Accreditation Review Committee on Education in Surgical Technology (ARC-ST) and accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), The American College of Surgeons, and The Association of Surgical Technologists.

NON-DISCRIMINATION
Baltimore City Community College is committed to a policy of eliminating unlawful discrimination based on grounds of race, color, religion, creed, gender, sexual orientation, marital status, age, ancestry or national origin, or disability in the administration of any of its educational programs, services, or activities, or with respect to employment.

A DRUG-FREE CAMPUS
As an institution of higher education, Baltimore City Community College is dedicated to providing quality education in a campus environment conducive to academic learning. The illegal or abusive use of drugs or alcohol by any member of the College community jeopardizes the safety of all and will not be tolerated. Baltimore City Community College is committed to having campuses that are free of the illegal or abusive use of drugs and alcohol. To this end, every student is required to read A Drug-Free Campus: A Student Guide, available in the Admissions Office, Registrar’s Office, Student Life Office, or by calling 410-462-8300.