Steps to Success in the Enrollment Process

☐ Activate Your BC3 Student Portal and Email Account Immediately
   ✓ See the included “How To” for login instructions
   ✓ Login to your my.bc3.edu email account and begin checking it regularly

☐ Apply for Financial Aid (Grants, Loans and Scholarships)
   ✓ Go to www.fafsa.ed.gov to apply (School Code 003240)
   ✓ Check out BC3’s Financial Aid website for additional information and important dates and deadlines at http://bc3.edu/financialaid/ways-to-pay.asp

☐ Send High School Transcripts or GED Test Scores to the BC3 Admissions Office
   ✓ Admissions Office, Butler County Community College
     PO Box 1203 Butler, PA 16003

☐ If You Have Previously Attended Another College/University and/or Received Prior College Credit, Send Official Transcripts to the Office of Records and Registration
   ✓ Office of Records and Registration, Butler County Community College
     PO Box 1203 Butler, PA 16003
   ✓ Contact the Office of Records and Registration at 724-287-8711 ext. 8253 to request an official transcript evaluation to transfer credits to BC3

☐ Returning, Transfer and Guest Students, and Those with Placement Testing Exemptions Should See the Reverse Side for Additional Information and Instructions

☐ Complete Your Placement Test (See Reverse for Exemption Information)
   ✓ You will receive a letter notifying you of the date, time and location of your test
   ✓ Prepare for this important reading, writing and math placement event by visiting our website at www.bc3.edu/counseling/placement.asp

☐ Attend an Advising and Registration Session at Any of Our Campus Locations
   ✓ You will receive information about this process after you complete placement testing, but contact any campus if you have questions
   ✓ If you did not require testing, please contact your preferred campus location to schedule an appointment to complete this very important step

☐ Pay Your Tuition in Full, Sign Up for the BC3 EZPay Payment Plan, or Have Financial Aid In Place by the Tuition Deadline.
   ✓ More information can be found at http://www.bc3.edu/admissions/financialaid/ways-to-pay.asp

☐ Create a BC3 Campus and Student Alerts Account at www.bc3.edu/alert

☐ Purchase Your Textbooks at www.bc3.edu/bookstore

☐ Attend Orientation@ BC3: Welcome Day at Any Campus Location

Don’t hesitate to stop in, or call us with any questions or concerns, and Welcome to BC3!!!
Additional Information for Special Populations

Returning Students
If you were enrolled and completed coursework at BC3 in a previous semester, but have not remained continuously enrolled, you are considered a returning student. Welcome back! We are excited that you are returning to complete your educational goals. It is best to sit down one on one with an academic advisor to discuss your needs, so please contact the campus location of your preference to make an appointment to be advised and to schedule. If you have completed any coursework at another institution while you were away, be sure to get your transcript to Records and Registration for an official evaluation.

Transfer Students
If you have completed credits at another institution and plan to transfer that coursework to BC3, you are considered a transfer student. As we want to verify that your coursework transfers into your program at BC3, ensuring that you get us an official transcript is a top priority. Once we have transcripts from all previous institutions, we can provide you with information about how those courses can transfer to BC3. In addition, students on Main Campus will be assigned to an Orientation@ BC3: Transfer Advising and Registration session specially designed to introduce you to BC3 and to ensure that your transition is as smooth as possible, and students at off campus sites can meet with an advisor at their site.

Students Exempt from Placement Testing
If you have received credit for a college level English and/or Math course, or have previously completed the COMPASS placement test, you may be exempt from taking a placement test at BC3. We need proof of this prior credit in English and math, so please send an official transcript from the credit granting institution, your official AP exam scores, or prior COMPASS scores. If we did not assign you to a testing session, be sure to contact your campus of choice to arrange a time to complete your advising and course registration.

Guest Students
If you are currently seeking a degree at another institution but are enrolling at BC3 to complete coursework for one term (could be summer) before returning to your home institution, you are a guest student. Whether enrolling for one semester or one summer class, BC3 is a great place to pick up a few credits at an affordable cost. Guest students should complete the following steps:

- Contact the Admissions Office to discuss your enrollment plans and to work through the steps needed to meet course prerequisites and to register.
- Send an email to gueststudent@bc3.edu for detailed enrollment instructions, and be sure to check with your home institution to ensure credits will transfer back.

BC3 Main Number: 724-287-8711
Academic Center for Enrichment: Ext. 8606
Admissions: Ext. 8501
Financial Aid: Ext. 8509
Records and Registration: Ext. 8253

BC3@ Armstrong: Contact Admissions at x 8501
BC3@ Brockway: 814-565-1813
BC3@ Cranberry: 724-772-5520
BC3@ Lawrence Crossing: 724-658-1938
BC3@ LindenPointe: 724-346-2073