

# Program of Study Codes

## ASSOCIATE DEGREES

301	Accounting
304	Architectural Design and Drafting with CADD
206	Biological Science
205	Business Administration
302	Business Management
207	Chemistry
271	Child Development Education
310	Civil Technology
120	Communications
321	Computer Aided Drafting Technologies
340	Computer Aided Machining Technology
300	Computer Information Systems
315	Computer Information Systems – Computer Forensics and Security
303A	Computer Information Systems – Computer Support Specialist
303E	Computer Information Systems – Network Administration
303B	Computer Information Systems – Programming Specialist
303D	Computer Information Systems – Web Programming Specialist
276	Creative Digital Communication
125	Criminology
112	Early Childhood Education (Pre-K – 4)
305	Electronics Technology
265B	Emergency Services – EMS Option
265A	Emergency Services – Police Services Option
106	Engineering
107	English
109	Fine Arts
100A	General Studies – General Option
100G	General Studies – Guest (Returning to other college)
100M	General Studies (Pre-Medical Assistant Only)
100N	General Studies (Pre-Nursing Only)
100P	General Studies (Pre-PTA Only)
100S	General Studies (Pre-Massage Therapy)
100U	General Studies – Undecided

275	Graphic Design
278	Homeland Security
318	Hospitality Management
318A	Hospitality Management – Dietary Manager
318B	Hospitality Management – Meeting and Event Management
225	Human Resource Management
306	Machine Drafting and Design with CADD
341	Manufacturing with Advanced Technology
311	Marketing Management
104	Mathematics
212	Medical Assistant <sup>1</sup>
320	Metrology / Precision Measurement Technology <sup>1</sup>
324	Nanofabrication Technology
208	Nursing (R.N.) <sup>1</sup>
308	Office Administration – Executive
313	Office Administration – Legal
312	Office Administration – Medical
209	Paramedic
307A	Park and Recreation Management – General Option
307C	Park and Recreation Management – Park Law Enforcement Option
277	Photography
110A	Physical Education – Exercise Science Option
110B	Physical Education – Sport Management Option
215	Physical Therapist Assistant <sup>1</sup>
115	Psychology
343	Recreation Tourism
325	Robotics Technology
103	Secondary Education – English Concentration
103	Secondary Education – Physical Education Concentration
103	Secondary Education – Social Science Concentration
118	Social Work
314B	Technical Trades – Cosmetology Management Option
314A	Technical Trades – HVAC Option
314D	Technical Trades – Massage Therapy Management Option
314C	Technical Trades – Radiologic Technology <sup>4</sup>

## CERTIFICATES

020	Accounting Skills
021	Business Skills
040	CNC Programming Technology
066A	Emergency Services – Corrections Option
065A	Emergency Services – Fire Services Option
078	Homeland Security
018	Hospitality Management
017	Hospitality Management – Culinary Arts
025	Human Resource Management Specialist
042	Machine Tool Technology
024	Management of Applied Technology
011	Marketing Management
050	Massage Therapy <sup>1</sup>
054	Medical Assistant <sup>1</sup>
055	Medical Coding and Billing Specialist
001	Office Administration – Software Application Specialist
009	Paramedic
100S	Pre-Massage Therapy

## HIGH SCHOOL PROGRAMMING

100H	College Within the High School <sup>2</sup>
100I	In-School Youth <sup>3</sup>
100T	Dual Enrollment <sup>2</sup>

## SENIOR CITIZEN STUDENT

100A	Senior Citizen (62+ years of age, Butler County Residents Only)
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<sup>1</sup> Selective program requiring additional application materials – call the Admissions Office for details.

<sup>2</sup> Special program for high school students taking college level classes at their high schools.

<sup>3</sup> Special program for high school students taking classes at BC3 while in high school.

<sup>4</sup> Accredited hospital-based certificate required for degree completion.

# Application for Admission



[bc3.edu](http://bc3.edu)

## APPLICATION PROCEDURES

All persons who plan to take credit courses and programs offered at Butler County Community College (BC3) must submit a properly completed application for admission whether or not they intend to obtain a degree or certificate.

## APPLICATION FEE

All applicants for admission to credit courses and programs, whether or not they intend to obtain a degree, certificate or diploma, are required to submit a \$25 application processing fee payable to BC3. The application fee is a one-time only, NON-REFUNDABLE fee to cover the cost of establishing a permanent record for the applicant at the College.

## RE-ADMITTED FORMER BC3 STUDENTS

Students who have attended Butler County Community College in the past for credit courses and are returning to the College after a delay of at least one semester, must complete a new application for admission. The \$25 application processing fee is not required for readmission.

## TRANSFER STUDENTS

An official transcript from any previous college or university must be sent to the BC3 Admissions Office before scheduling classes. An official high school transcript does not have to be submitted with this application except for those students applying for Nursing, Metrology, Medical Assistant, Physical Therapist Assistant, Massage Therapy or General Studies: Pre-Nursing.

## BEFORE MAILING THIS APPLICATION, PLEASE BE SURE YOU:

1. Request that official high school transcripts be sent to the Admissions Office at Butler County Community College.
2. Request that official transcripts from any colleges attended be sent to the Admissions Office at Butler County Community College.
3. Enclose your NON-REFUNDABLE \$25 application fee in the form of a check or money order payable to BC3. Re-admitted former BC3 students do not pay the application fee.

MAIL TO: Admissions Office  
Butler County Community College  
P.O. Box 1203  
Butler, PA 16003-1203

For more information, contact the BC3 Admissions Office at 724-284-8501 or call toll-free at 888-826-2829, Ext. 8346.



ARE YOU A U.S. CITIZEN? \_\_\_\_\_ IF NO, PLEASE COMPLETE :  PERMANENT RESIDENT CARD #: \_\_\_\_\_  
 (Must produce documents for photocopy.)  FOREIGN STUDENT COUNTRY OF CITIZENSHIP: \_\_\_\_\_  
 OTHER TYPE OF VISA: \_\_\_\_\_  
 COUNTRY OF CITIZENSHIP: \_\_\_\_\_

ARE YOU A VETERAN? \_\_\_\_\_

In order to gather information required by state and federal agencies, we are requesting that you provide the following information. Your answer to these questions will in no way affect your admission status. Further, this information will be held confidential and used only for statistical purposes.

DO YOU CONSIDER YOURSELF TO BE HISPANIC / LATIN?       YES / NO        
 Circle One

IN ADDITION, SELECT ONE OR MORE OF THE FOLLOWING RACIAL CATEGORIES TO DESCRIBE YOURSELF:  AMERICAN INDIAN/ALASKAN NATIVE  
 ASIAN  
 BLACK/AFRICAN AMERICAN  
 NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER  
 WHITE

PERSONAL E-MAIL ADDRESS : \_\_\_\_\_

Be sure to activate your MyBC3 e-mail account. Once accepted as a BC3 student, the College will communicate with you through your student e-mail address.

DO YOU HAVE AN INTEREST AS AN ACTIVE PARTICIPANT IN THE INTERCOLLEGIATE ATHLETIC PROGRAM ?       YES / NO        
 Circle One

HOW DID YOU LEARN ABOUT BC3 ?  FRIEND OR FAMILY  RADIO  TELEVISION  SCHEDULE/MAILER  
 Pick One  BILLBOARD  WEBSITE  HIGH SCHOOL VISIT/COUNSELOR

WHY DID YOU CHOOSE BC3 ?  CLOSE TO HOME  UNDECIDED MAJOR  AFFORDABILITY  
 Pick One  CONVENIENT SCHEDULE  PROGRAMMING  DAY CARE

I understand that BC3 reserves the right to use photographs and video taken in the classroom and/or on campus for educational and promotional purposes of BC3 and its programs.

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

YOUR SIGNATURE : \_\_\_\_\_ DATE : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**NONDISCRIMINATION POLICY**

Butler County Community College is committed to providing equal opportunity in admissions and treatment of students, in educational programs for students, in employment opportunities and in governance of the College, without regard to race, color, religious creed, ancestry, national origin, handicap or disability, age, or sex.

The College shall take affirmative action to ensure (1) that it does not discriminate against an employee or applicant for employment or another person because of race, color, religious creed, ancestry, national origin, handicap or disability, age or sex; (2) that it does not subject students to unlawful discrimination in the admission process, take any action, direct or indirect, to segregate students in a classroom or course, or subject students to different or separate treatment in, nor restrict the enjoyment by a student of, a service, facility, activity or program at the College on the basis of race, color, religious creed, ancestry, national origin, handicap or disability, age or sex; and (3) that it does not discriminate in the employment of administrators on the basis of race, color, religious creed, ancestry, national origin, handicap or disability, age or sex and that its governance structure includes diverse membership broadly representative of the public interest as may be required by law or regulation.

The College is committed to be in compliance with the Pennsylvania Human Relations Act (43 P. S. §§ 951—962.2) and the Pennsylvania Fair Educational Opportunities Act (24 P.S. § 5001—5009). Employment and educational opportunities at Butler County Community College are available to all as required by Title VII, Title IX, Section 504 of the Rehabilitation Act, and Pennsylvania's Fair Educational Opportunities Act, and all applicable regulations.

For information regarding equal education and employment opportunity including services, activities and facilities that are usable and accessible to disabled persons, contact the Director of Human Resources, Butler County Community College by telephone at 724 287-8711, Ext. 8353, or in writing at P. O. Box 1203, Butler, PA 16003-1203. If a student, employee, or applicant is physically or mentally disabled, he/she may request special services and accommodations. Information on the College's services for should contact the Human Resources Office at Ext. 8353 for more information.

**BC3 USE ONLY**

RE-ADMIT : \_\_\_\_\_

NEW : \_\_\_\_\_ \$25 APP. FEE : \_\_\_\_\_