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 certificate or degree.

APPLICATION FEE
All persons who plan to take credit courses and programs, whether or not they intend to obtain a certificate or degree, 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 at the College.

RETURNING BC3 STUDENTS
Students who have attended BC3 in the past for credit courses and are returning to the College after a delay of one academic year (fall, spring, summer), must complete a new application for admission. The $25 application processing fee is not required for re-admission.

TRANSFER STUDENTS
An official transcript from any previous college or university must be sent to the Office of Records and Registration before scheduling classes. An official high school transcript does not need to be submitted with this application except for those students applying for Massage Therapy, Medical Assistant, Nursing, or Physical Therapist Assistant.

BEFORE MAILING THIS APPLICATION, PLEASE BE SURE YOU:
1. Request official high school transcripts be sent to the Admissions Office at Butler County Community College.
2. Request official transcripts from any colleges or universities attended be sent to the Office of Records and Registration 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. Returning 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 toll-free at 888-826-2829, Ext. 8346 or email admissions@bc3.edu.
Please complete the following information as accurately as possible. This information is required for admission.

STUDENT ID# (if known): ______________________________________

SOCIAL SECURITY NUMBER: ___________________ – ___________________ –

NAME: ___________________ Last ___________________ First ___________________ Middle

PERMANENT LEGAL ADDRESS: ___________________ ___________________ ___________________

CITY: ___________________ STATE: _______ ZIP CODE: ___________________ COUNTY OF RESIDENCE: ___________________

☐ I acknowledge that I have lived in the state of Pennsylvania for the past 12 months

HOME PHONE NUMBER: (___) (___) ____________ CELL PHONE NUMBER: (___) (___) ____________

GENDER: ___________________ DATE OF BIRTH: ____________ / ____________ / ____________

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 / LATINO? YES / NO

IN ADDITION, SELECT ONE OR MORE OF THE FOLLOWING RACIAL CATEGORIES TO DESCRIBE YOURSELF:

☐ AMERICAN INDIAN / ALASKAN NATIVE ☐ ASIAN ☐ BLACK / AFRICAN AMERICAN

☐ NATIVE AMERICAN / 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.

INTENDED TERM OF ENROLLMENT: (Please circle one) FALL (August) 2017 2018 2019

SPRING (January) 2018 2019 2018

SUMMER (May) 2018 2019

PROGRAM CODE FOR WHICH YOU ARE APPLYING: ______________________________________ PROGRAM OF STUDY: ______________________________________ (See codes on page 4)

IF YOU SELECTED GENERAL STUDIES (100A), DESIGNE YOUR SPECIFIC AREA OF INTEREST:

☐ GENERAL ☐ UNDECIDED ☐ NATURAL SCIENCE AND TECHNOLOGY

☐ PRE-Massage Therapy ☐ PRE-Medical Assistant ☐ PRE-Nursing ☐ PRE-Physical Therapist Assistant

BC3 EDUCATIONAL GOAL: (Select only one)

☐ COMPLETE ASSOCIATE DEGREE WITH THE INTENT TO TRANSFER

☐ COMPLETE ASSOCIATE DEGREE WITH THE INTENT TO SEEK EMPLOYMENT

☐ COMPLETE WORKPLACE CERTIFICATE

☐ ATTEND BC3 AS A GUEST STUDENT WHILE ENROLLED CONCURRENTLY AT ANOTHER INSTITUTION

☐ TAKE COURSES AT BC3 WITH THE INTENT TO TRANSFER TO A 4-YEAR INSTITUTION

☐ UNCERTAIN

I INTEND TO TAKE THE MAJORITY OF MY CLASSES AT:

☐ BC3 MAIN CAMPUS (BUTLER) ☐ BC3 @ ARMSTRONG (FORD CITY)

☐ BC3 @ BROCKWAY (BROCKWAY) ☐ BC3 @ CRANBERRY (CRANBERRY TOWNSHIP)

☐ BC3 @ LAWRENCE CROSSING (NEW CASTLE) ☐ BC3 @ LINDENPOINTE (HERMITAGE)

☐ ONLINE

INTENDED STUDENT TYPE:

☐ FULL TIME - 12+ CREDITS ☐ PART TIME - 1-11 CREDITS

BC3 USE ONLY

ID ___________________

TEST SESSION ___________________
ARE YOU OR HAVE YOU EVER BEEN A SERVICE MEMBER OF THE UNITED STATES MILITARY?  
[ ] YES / [ ] NO

GRADUATED HIGH SCHOOL:  
[ ] YES / [ ] NO

HIGH SCHOOL GRADUATION YEAR: ___________________________

HIGH SCHOOL EQUIVALENCY DIPLOMA: (Previously GED)  
[ ] YES / [ ] NO

NAME OF HIGH SCHOOL: ___________________________  
City: ___________________________  
State: ___________________________

INSTITUTIONS ATTENDED AFTER HIGH SCHOOL:

<table>
<thead>
<tr>
<th>Name of School</th>
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<tbody>
<tr>
<td>1.</td>
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<tr>
<td>2.</td>
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<tr>
<td>3.</td>
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<tr>
<td>4.</td>
</tr>
</tbody>
</table>

WHY DID YOU CHOOSE BC3?  
[ ] CLOSE TO HOME  
[ ] UNDECIDED MAJOR  
[ ] AFFORDABILITY  
[ ] PROGRAMMING  
[ ] DAY CARE

CHECK IF THE FOLLOWING STATEMENTS APPLY TO YOU:  
[ ] I have already visited a BC3 location.  
[ ] I intend to visit a BC3 location in the future.

HOW DO YOU PLAN TO FUND YOUR EDUCATION: (Check all that apply)  
[ ] Financial Aid/Scholarships  
[ ] Payment Plan  
[ ] Pay Direct

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

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, sex, sexual orientation, gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law.

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, sex, sexual orientation, or gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law. (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, or 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, sex, sexual orientation, or gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law. (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, sex, sexual orientation, or gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law and that its governance structure includes diverse membership broadly representative of the public interest as may be required by law or regulation.

There shall be no retaliation against any applicant, employee, or student for filing a harassment or discrimination complaint, or assisting, testifying, or participating in the investigation of such a complaint. Any applicant, employee, or student reporting sexual or other harassment or discrimination will also be protected from reprisals or retaliation by the College, any supervisors, and/or coworkers as a result of such complaint(s).

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 VI, Title VII, Title IX, Section 504 of the Rehabilitation Act, the Pennsylvania Fair Educational opportunities Act, the Pennsylvania Human Relations Act, and all applicable laws and regulations.

For information regarding equal education and employment opportunity including services, activities and facilities that are usable and accessible to disabled persons, contact the Executive Director of Human Resources/Equal opportunity Compliance officer, Butler County Community College by telephone at (724) 287-8711, Ext. 8353, or in writing at 107 College Drive, Butler, PA 16002. If an applicant, employee, or student is physically or mentally disabled, he/she may request accommodations, academic adjustments, or auxiliary aids or services. Information on the College’s services for disabled students may be obtained from the Academic Counselor and Disabilities Coordinator at Ext. 8327. Employees or applicants should contact the Executive Director of Human Resources/Equal opportunity Compliance officer at Ext. 8353 for more information.

For information regarding the College’s Grievance Procedure, visit our website at www.bcc.edu/humanresources/grievanceprocedure.asp or contact the Executive Director of Human Resources/Equal opportunity Compliance officer, Butler County Community College by telephone at Ext. 8353 or in writing at the above address.

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BC3 USE ONLY

RE-ADMIT: ___________________________

NEW: ___________________________

$25 APP. FEE: ___________________________

I AM A PERMANENT RESIDENT NAME OF HIGH SCHOOL: ___________________________

PERMANENT RESIDENT CARD #: ___________________________

COUNTRY OF CITIZENSHIP: ___________________________

*Must produce documents for photocopy
**ASSOCIATE DEGREES**

- 301 Accounting
- 326 Applied Industrial Technology
- 206 Biological Science
- 205 Business Administration
- 302 Business Management
- 207 Chemistry
- 271 Child Development Education
- 120 Communications
- 340 Computer Aided Machining Technology
- 300 Computer Science
- 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 Site Development Specialist
- 125 Criminology
- 276 Digital Audio and Video Production
- 112 Early Childhood Education (Pre-K – 4)
- 305 Electronics Technology
- 265B Emergency Services – EMS Option
- 265A Emergency Services – Fire Services Option
- 106 Engineering
- 306 Engineering Technology with CADD
- 107 English
- 109 Fine Arts
- 100A General Studies – General Option
- 275 Graphic Design
- 126 History

**CERTIFICATES**

- 020 Accounting Skills
- 021 Business Skills
- 066A Emergency Services – Corrections Option
- 065A Emergency Services – Fire Services Option
- 078 Homeland Security
- 018 Hospitality Management – Meeting and Event Planning
- 025 Human Resource Management Specialist
- 042 Machine Tool Technology
- 024 Management of Applied Technology
- 011 Marketing Management
  * Massage Therapy
  * Medical Assistant
- 055 Medical Coding and Billing Specialist
- 014 Technical Trades – Applied Technology

**WORKPLACE CERTIFICATES**

- 082 Apprenticeship Technology
  
  *Only available to employees of a participating employer*
- 081 Basic Manufacturing
- 040 CNC Programming Technology
- 067A Emergency Services – EMS Option
- 080 Energy Technology
- 013 Entrepreneurship
- 001 Microsoft Office® Specialist

**SENIOR CITIZEN STUDENT**

- 100A Senior Citizen (62+ years of age, Butler County Residents Only)

**GUEST STUDENT**

- 100G Guest Student ***

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* Massage Therapy, Medical Assistant, Nursing, and Physical Therapist Assistant are selective programs with a separate application packet and additional requirements. Contact the Admissions Office or visit bc3.edu/admission for more details.

** Technical Trades: Radiologic Technology requires a JCERT from an accredited hospital-based program for degree completion at BC3. Current partnering hospitals include Steward Sharon Regional and Armstrong County Memorial. Contact the Admissions Office with further questions.

*** Student enrolled at another college or university; non-degree seeking.

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Attn: Non-PA Residents: Before applying, please follow this link to important information regarding professional licensures: http://bc3.edu/programs-classes/online-distance-education/professional-licensure-information.html