



Name \_\_\_\_\_  
LAST FIRST M FORMER

Mailing Address \_\_\_\_\_  
NUMBER/STREET CITY STATE ZIP

Telephone \_\_\_\_\_  
HOME CELL WORK

Legal Address (if different) \_\_\_\_\_  
NUMBER/STREET CITY STATE ZIP

E-mail Address \_\_\_\_\_ Social Security Number \_\_\_\_\_ — —

Date of Birth: \_\_\_\_\_ Sex:  Female  Male  
MONTH / DAY / YEAR

Are you a Veteran:  Yes  No

**Background Information (Optional)**

1. Please indicate if you are Hispanic/Latino:  Yes  No
2. Please **also** select **one or more** of the following ethnic backgrounds:  
 American Indian/Alaskan Native  Asian  Black/African American  Native Hawaiian/Pacific Islander  White

**BCC Enrollment**

Please enter your choice of program: *(Choose one code located on the last page of this application)*

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Planned semester of enrollment:  September  January Year \_\_\_\_\_

Have you previously applied?  Yes  No Year \_\_\_\_\_

Have you previously taken classes at BCC *(including Bridge to College)*?  Yes  No Year \_\_\_\_\_

**Educational Background**

Name of high school attending or last attended: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Year of Graduation \_\_\_\_\_

or GED: \_\_\_\_\_  Yes  No Year Earned \_\_\_\_\_ Location \_\_\_\_\_

Do you want your college transcript(s) evaluated for BCC credit?  Yes  No *(Prospective student must request official transcript(s) be sent to BCC to receive transfer in credit.)*

College(s) previously attended:

Name \_\_\_\_\_  
CITY STATE/ZIP

Date(s) Attended \_\_\_\_\_ Degree Earned \_\_\_\_\_

Name \_\_\_\_\_  
CITY STATE/ZIP

Date(s) Attended \_\_\_\_\_ Degree Earned \_\_\_\_\_

## Financial Aid Information

Berkshire Community College awards millions of dollars in federal, state and institutional financial aid each year to eligible students. Many students, however, miss out because they do not think they are eligible and do not complete the Free Application for Federal Student Aid (FAFSA). To apply for financial aid, students must complete the **FAFSA** available on the Federal Financial Aid web site at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Financial Aid can be used to pay for tuition, fees, books, transportation, and other educational expenses. We strongly encourage you to complete the **FAFSA**. If you need help with your financial aid application or college financial planning, our Financial Aid office has counselors who can assist you.

Please select the option below that best describes your plans to complete a **FAFSA**. This information will have no impact on whether you are admitted to the college.

- I plan to apply for federal, state and institutional financial aid and am prepared to complete the **FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)**.
- I plan to apply for federal, state and institutional financial aid, but I need help from the Financial Aid office to complete the **FAFSA**.
- I do not plan to apply for federal, state or institutional financial aid at this time.

Are you a U.S. citizen?  Yes  No *(If no, please also answer the next question.)*

Are you a Permanent Resident?  Yes *(My alien registration number is \_\_\_\_\_.)*

No *(see my status below).*

If you are not a U.S. Citizen or Permanent Resident, please state your Visa or immigration status in detail:

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### Please check the in-state or reduced tuition eligibility category that applies to you:

- I have been a Massachusetts resident for six (6) continuous months and intend to remain here.

*As proof of my intent to remain in Massachusetts, I possess at least two of the following documents, which I shall present to the institution upon request. These documents\* are dated within one (1) year of the start date of the academic semester for which I seek to enroll (except possibly for my high school diploma). The institution reserves the right to make any additional inquiries regarding the applicant's status and to require submission of any additional documentation it deems necessary.*

Please check those documents you possess as proof of your intent to remain in Massachusetts:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Valid driver's license                                   | <input type="checkbox"/> Utility bills*                | <input type="checkbox"/> Employment pay stub*       |
| <input type="checkbox"/> Valid car registration                                   | <input type="checkbox"/> Voter registration*           | <input type="checkbox"/> State/Federal tax returns* |
| <input type="checkbox"/> Mass. high school diploma                                | <input type="checkbox"/> Signed lease or rent receipt* | <input type="checkbox"/> Military home of record*   |
| <input type="checkbox"/> Record of parent(s)' residency for unemancipated person* | <input type="checkbox"/> Other _____                   |   |

- I am an eligible (NH/VT/ME/CT/RI) participant in the New England Board of Higher Ed's Regional Student Program.
- I am a permanent legal resident of the state of New York.
- I am a member of the Armed Forces *(or spouse or unemancipated child)* on active duty in Massachusetts.

### - Certification of Information -

I certify that this information is true and accurate. I understand that any misrepresentation, omission or incorrect information shall be cause for disciplinary action up to dismissal, with no right of appeal or to a tuition refund.

**I understand that this application for admission will not be complete until the application fee is paid and all requested documents have been submitted.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: (Applicant is Under 18 Years Old) \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICIAL USE ONLY – DO NOT WRITE IN THIS BOX

I have reviewed the above information in order to determine this individual's eligibility to receive the in-state tuition rate. Based on my review I have determined that this individual:

IS eligible for the in-state tuition rate.  New England  New York

IS **NOT** eligible for the in-state tuition rate.



I am unable to make a determination at this time. The following additional information has been requested from

the applicant: \_\_\_\_\_

Authorized College Personnel: \_\_\_\_\_ Date: \_\_\_\_\_

# APPLYING TO BERKSHIRE COMMUNITY COLLEGE

We are very pleased that you are interested in Berkshire Community College. Our mission is to provide the highest quality college education. You can be assured that your BCC degree will help you to reach your personal goals. Whether you are preparing for a career or continuing toward a bachelor's degree, we are here to help you succeed. A BCC education will challenge you, but we will give you the support you need to meet that challenge.

We encourage you to visit our beautiful campus, where we are available to meet with you to explore your options. Please feel free to call us at 413-236-1630; or 800-816-1233 (in Mass. only), ext. 1630; or visit us online at [www.berkshirecc.edu](http://www.berkshirecc.edu) • Follow us:  

*Most BCC programs have no application deadline and students can be admitted to fall or spring semesters.*

## Admission to Nursing, Practical Nursing, Physical Therapist Assistant, Respiratory Care and Massage Therapy and Bodywork

- These programs have specific academic prerequisites; **see college catalog.**
- Physical Therapist Assistant and Respiratory Care programs are offered on a cyclical basis.
- Students may admit first to “pre” programs while completing entrance requirements.
- **CORI (Criminal Offender Record Information)** and **SORI (Sexual Offender Record Information)** checks are required of all Allied Health students (*see college catalog*).
- All immunizations, including Hepatitis B, must be completed prior to enrollment in program (*see online matriculation forms*).

**For information about our Learning Skills Assessment (for course placement), contact the Testing Center at 413-236-1655.**

## Financial Aid Information

- Aid is available to citizens and legal residents accepted into an approved certificate or degree program.
- Aid is available to full or part-time students.
- Complete the free application form (FAFSA) as soon as possible: [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

## Immunization

- Students registered for 12 or more day credits, any allied health student, and all foreign-born students must show proof of immunization for: measles, mumps, rubella, tetanus/diphtheria, and Hepatitis B (*see college catalog for more information*).

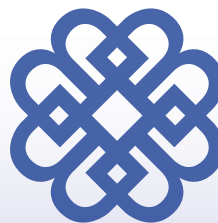
## Completing High School at BCC

- Requires the recommendation of high school principal or guidance counselor.
- Limited to academically prepared students.
- Must complete BCC Learning Skills Assessment prior to acceptance.

## MassTransfer Program

- Earn an associate degree at BCC and be guaranteed admission to the University of Massachusetts or another Massachusetts state college or university.
- Graduate with a cumulative 3.0 grade point average and reduce your in-state tuition by one third (33%).

**For information about BCC's Disability Resource Center, please contact the Office of Disability Services at 413-236-1605.**



**Send all materials to:**

**Admissions Office  
Berkshire Community College  
1350 West Street  
Pittsfield, MA 01201**

**Affirmative Action** - Berkshire Community College is an affirmative action/equal opportunity institution and does not discriminate on basis of race, creed, religion, color, gender, sexual orientation, age, disability, genetic information, maternity leave, and national origin in its education programs or employment pursuant to Massachusetts General Laws, Chapter 151B and 151C, Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973; Americans with Disabilities Act, and regulations promulgated thereunder, 34 C.F.R. Part 100 (Title VI), Part 106 (Title IX) and Part 104 (Section 504). All inquiries concerning application of the above should be directed to Deborah Cote, Vice President for Human Resources and Affirmative Action Officer; and Coordinator of Title IX and Section 504 at 413-236-1022, SBA Annex, Room A-20.

**Accommodations for Students with Disabilities** - It is a college policy to provide, on a flexible and individualized basis, accommodations reasonable to students who have disabilities that may affect their ability to participate in course activities or to meet course requirements. Students with disabilities are encouraged to discuss their individual needs for accommodations with Pamela Farron (Ext. 1608) in the Disabled Student Services office located in the Student Development Center (next to the College Store) in the Susan B. Anthony Center.

# APPLICATION PROCEDURE FOR ADMISSION TO BCC PROGRAMS

- 1. Application.** Fill out the attached application. If you are undecided about your choice of program or require more information, call Admissions at 413-236-1630.
- 2. Application Fee.** Attach a check or money order payable to Berkshire Community College for your application fee (**\$10 for Massachusetts residents, \$35 for all out-of-state or foreign students**).
  - If you previously applied to BCC, or paid an application fee to another Massachusetts community college, you are not required to pay the fee.
- 3. Transcripts.** Contact your high school guidance office to request that an official copy of your high school transcript be sent to BCC Admissions. If you received a GED, have a copy of your test scores sent to BCC.
  - If you have attended any other college or university, you must have official transcripts sent to BCC Admissions.
  - Official copies of CLEP or AP scores are also required before any credit can be awarded.
  - If you have never taken the Learning Skills Assessment (LSA), and have not completed a college English and math course with a grade of “C” or better, contact the Testing Center at (413) 236-1655 to schedule the LSA.

## Programs of Study ( Degree and Certificate)

### Degree Programs of Study

<u>Program</u>	<u>Code</u>
Business Administration	BADM
Business Careers	BCAR
Business Software Systems	BSSS
<b>Computer Information Systems</b>	
Business Systems	CISB
Computer Science	CISC
Networking	CISN
Criminal Justice	CRJS
Engineering	ENGR
<b>Engineering Technology</b>	
Computer/Electronic Technology	ETCO
Manufacturing Technology	ETMT
Environmental Science	ENVS
<b>Fine Arts</b>	
Music	FAMU
Theatre Arts	FATA
Visual Arts	FAVA
Fire Science*	FISC
<b>Health Science</b>	
Dental Assisting***	HLSC
Medical Assisting***	HLDA
Physical Fitness	HLMA
Surgical Technology***	HLPF
Hospitality Administration (Career)	HLST
Hospitality Administration (Transfer)	HSPC
<b>Human Services</b>	HSPT
Social Work Transfer Concentration	HSER
<b>Liberal Arts</b>	HSSW
Liberal Arts: Biological Science	LIBR
Liberal Arts: Biotechnology	LBIO
Liberal Arts: Early Childhood Education	LBTC
Liberal Arts: Elementary Education	LECC
Liberal Arts: Foreign Language	LEEE
	LFLA

<u>Program</u>	<u>Code</u>
Liberal Arts: International Studies	LIST
Liberal Arts: Peace and World Order	LPWO
Nursing	NURS
Pre-Nursing	HNUR
Physical Therapist Assistant**	PTAS
Pre-Physical Therapist Assistant	HPTA
Respiratory Care**	RESP
Pre-Respiratory Care	HRSP

### Certificate Programs of Study

<u>Program</u>	<u>Code</u>
Animal Care**	ANCA
Applied Manufacturing Technology	APMT
Business Software	BSFT
<b>Computer Information Systems Programming</b>	
Business Option	CPCB
Technical Option	CPCT
Culinary Arts	CULA
<b>Early Childhood</b>	
Introductory	ECEA
Intermediate	ECEB
Human Services	HSEV
Massage Therapy & Bodywork	MTBW
Pre-Massage Therapy & Bodywork	HMTB
Physical Fitness	PHYS
Practical Nursing	PNUR
Pre-Practical Nursing	HLPN
Current High School Students	HSST

\* Some required courses offered in the evening only.

\*\* Offered on a cyclical basis.

\*\*\* Technical courses taught at McCann Technical School.