

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 413-499-4660 or 800-816-1233 (Massachusetts only), ext. 1630, or visit us online at www.berkshirecc.edu.

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

- specific academic prerequisites; see college catalog
- physical therapist assistant and respiratory care programs are offered on a cyclical basis
- may admit first to “pre” programs while completing entrance requirements
- CORI (Criminal Offender Record Information) and SORI (Sexual Offender Record Information) checks are required (see catalog) of all Allied Health students
- all immunizations, including Hepatitis B, must be completed prior to enrollment in program (see matriculation forms)

For information about our Learning Skills Assessment (for course placement), contact the Testing Center at 413-499-4660, ext. 1655.

Financial Aid Information

- available to citizens and legal residents accepted into an approved certificate or degree program
- available to full or part-time students
- complete the free application form (FAFSA) as soon as possible: 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

Joint Admissions

- earn an associate degree at BCC and be guaranteed admission to the University of Massachusetts or a Massachusetts state college
- qualify for the **Tuition Advantage Plan**: graduate with a cumulative 3.0 grade point average and reduce your in-state tuition by one third

For information about disability services, please contact the Coordinator of Disability Services at ext. 1605.

Send all materials to

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

You may wish to write a brief statement of your educational and career objectives or to tell us more about yourself. Please attach to application.

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 413-499-4660, ext. 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 have 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, 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.

Degree Programs of Study

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

Program	Code
Liberal Arts: International Studies	.LIST
Liberal Arts: Pre-Massage Therapy & Bodywork	.LMTB
Liberal Arts: Peace and World Order	.LPWO
Nursing	.NURS
Pre-Nursing	.LNUR
Physical Therapist Assistant**	.PTAS
Pre-Physical Therapist Assistant	.LPTA
Pre-Health Careers	.LHCR
Respiratory Care**	.RESP
Pre-Respiratory Care	.LRSP

Certificate Programs of Study

Animal Care**	.ANCA
Applied Manufacturing Technology	.APMT
Business Software	.BSFT
Massage Therapy & Bodywork	.MTBW
Pre-Massage Therapy & Bodywork	.LMTB
Culinary Arts	.CULA
Computer Information Systems Program:	
Business Option	.CPCB
Technical Option	.CPCT
Early Childhood:	
Introductory	.ECEA
Intermediate	.ECEB
Human Services	.HSEV
Physical Fitness	.PHYS
Practical Nurse	.PNUR
Pre-Practical Nursing	.LLPN
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



Berkshire Community College

1350 West Street • Pittsfield, MA 01201-5786 • (413) 499-4660
www.berkshirecc.edu • admissions@berkshirecc.edu

APPLICATION FOR ADMISSION (PLEASE TYPE OR PRINT)

Name _____
(LAST) (FIRST) (MI) (FORMER)

Mailing Address _____ Telephone (home) _____
NUMBER STREET Telephone (cell) _____
CITY STATE ZIP Telephone (work) _____

Legal Address (if different) _____
NUMBER STREET
CITY STATE ZIP

E-mail Address _____ Social Security Number _____

Ethnic/Racial Background Information (Optional)

Date of Birth: Month _____ Day _____ Year _____ Sex: (F) (M)

1. Please indicate if you are Hispanic/Latino: Yes No

2. Please also select one or more of the following races:

American Indian/Alaskan Native Asian Black or African American Native Hawaiian or other Pacific Islander White

BCC Enrollment

Please enter your choice of program: (see codes on previous page)

Planned semester of enrollment: September January Year _____

Have you previously applied? Yes No

Have you taken classes at BCC before? Yes No Year _____

Educational Background

Name of high school attending or last attended _____

City _____ State _____ Year of Graduation _____

(OR) GED: _____ Year Earned _____ Location _____

Do you want your college transcript(s) evaluated for BCC credit? Yes No

College(s) previously attended:

Name _____ City _____ State _____

Dates Attended _____ Degree Earned _____

Name _____ City _____ State _____

Dates 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. 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.
- 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 not, please complete the following:

Are you a Permanent Resident? ____ Yes ____ No. (If yes, list alien registration number: _____)

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

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 2 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:

- | | | |
|--|-------------------------------------|----------------------------------|
| _____ Valid Driver's license | _____ Utility bills* | _____ Employment pay stub* |
| _____ Valid Car registration | _____ Voter registration* | _____ State/Federal tax returns* |
| _____ Mass. High School Diploma | _____ Signed lease or rent receipt* | _____ Military home of record* |
| _____ Record of parents' residency for unemancipated person* | _____ Other _____ | |

_____ I am an eligible participant in the New England Board of Higher Education'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.
- _____ 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: _____