

CONCURRENT
ENROLLMENT

Admitting high school students for concurrent enrollment in long semesters and summer school enrollment at the end of the sophomore year shall be governed by the following:

1. The person applying for concurrent enrollment or summer enrollment at the end of the sophomore year of high school must present a concurrent enrollment form of Brazosport College. This form must be properly signed by parents, student, and the high school principal. Upon receipt and approval by the director of admissions and registrar, the student will be admitted to the college.
2. Each high school course taken concurrently with college courses shall be equated as a three-hour college course in computing the overall course load. Students may enroll for no more than a total of 18 semester credit hours counting both high school and college courses on an equated basis, except by approval of the associate dean of instruction.

Non-credit courses will be equated to college credit courses by the director of admissions and registrar on the basis of clock hours per week in non-credit courses.

3. A student who has completed the sophomore year of high school, upon the recommendation of the high school principal and approval of parents, may enroll for a maximum of 8 semester hours for one six-week summer session, and not more than fourteen semester hours for a twelve week term.
4. The director of admissions and registrar of Brazosport College will provide the high school principal a list of the names of the students enrolled concurrently from high school as of the 12th class day of each regular semester and as of the 4th class day of each summer term for those in the early admissions program.

ENROLLMENT OF
PUBLIC SCHOOL
STUDENTS IN
NON-CREDIT
COURSES

A student who has completed his or her sophomore year of high school may, upon the recommendation of the high school principal, be permitted to enroll in the college non-credit courses under the following conditions:

1. The principal of the public school which the student attends must give permission, in writing, for the student to enroll.

2. The parent of the student must give permission, in writing, for the student to enroll.
3. The student will meet all other requirements for enrollment at the college other than high school graduation and/or age requirements.
4. Students shall not be permitted to enroll for the GED course.
5. Special courses designed for students in a specific age group are excluded from the provisions of this policy. Designation of such courses will be made by the college president.

NON CREDIT
ENROLLMENT FOR
INDIVIDUALS NOT
ENROLLED IN
HIGH SCHOOL

Any person whose high school class, of which he or she would have been a member had he or she continued in school, has graduated; or any person at least seventeen years of age, whose last attendance as a regular enrolled student in a full-time school program of instruction was at least one year prior to the date of enrolling, may enroll in a non-credit course.

PROCEDURES
FOR APPEAL OF
RESIDENCY
DECISIONS

To appeal residency decisions a student shall comply with the following:

1. Each student is assigned residence status by the registrar upon registering based on a declaration of residence signed by the student during the registration process.
2. Students who believe the residency status assigned to them by the registrar is incorrect may appeal the assignment to the associate dean of students. The associate dean will review the assigned residency status and either uphold the assignment made by the registrar or assign a different status to the student. In his or her review, the associate dean will be guided by the interpretation of regulations contained in the booklet, Rules and Regulations for Determining Residence Status, printed by the Texas Higher Education Coordinating Board.
3. If the registrar or the student is dissatisfied with the ruling of the associate dean of students, the dissatisfied party may appeal the ruling, in writing, to the president.

INTERPRETATION
OF IN-DISTRICT
RESIDENCE

An individual registering for courses in the fall term of an academic year as an in-district student shall maintain in-district status for tuition purposes as long as he or she remains an actual resident of the Brazosport College District. An individual registering for courses in the fall term of an academic year as an out-of-district student may change to an in-district student status for subsequent semesters by moving into the Brazosport College District prior to the start of such semesters. Documentation of the new residence must be provided to the registrar prior to a change in residency from out-of-district to in-district.

Nothing in this policy shall be interpreted to alter policies relating to the establishment of residence by out-of-state students.

ADMISSION
PROCEDURE FOR
INTERNATIONAL
STUDENTS

The procedures listed below are requirements that shall be used together with the U. S. Department of Immigration Service requirements in admitting international students.

INTERNATIONAL
STUDENTS
APPLYING FOR
EDUCATIONAL
VISAS

As part of the requirements for receiving an immigration form I-20, international students must submit the following:

1. Test of English as a Foreign Language (TOEFL) score of 550 or above on the paper test version or 213 or above on the computer test version, provided the native language of the applicant is not English. (Information concerning TOEFL may be secured from Educational Testing Service, Box 955, Princeton, NJ, or at www.toefl.org.)
2. English translation/evaluation of educational records from the high school or equivalent institution which the student attended most recently. All translations/evaluations must be prepared by an accredited, independent language/credentials company.
3. Completed application for admission.
4. Deposit of \$3,000 (U.S. currency) with the college business office to be used for tuition and fees at the time of registration. If an international student decides not to enroll after depositing the \$3,000, he or she is to be refunded all the deposit.

5. Complete Sponsor's Affidavit and current financial support documentation indicating minimum support of \$10,000 US per year.

After a personal interview with the prospective international student, the director of admissions and registrar may waive the required minimum score on the Test of English as a Foreign Language. The waiver shall be based on the student's command of English as demonstrated in the personal interview or on other tests prescribed by the director of admissions and registrar.

INTERNATIONAL
STUDENTS
POSSESSING
WORK VISAS

International students possessing work visas may be admitted as part-time or full-time students by the director of admissions and registrar. Compliance with INS regulations takes precedence.

When the international student possesses a work visa, the required minimum score on the Test of English as a Foreign Language and the pre-enrollment deposit of \$3,000 as prerequisites for admission may be waived by the director of admissions and registrar. The waiver of the TOEFL minimum score shall be based on the student's command of English as demonstrated in a personal interview or on tests prescribed by the director of admissions and registrar.

REGISTRATION
PROCEDURES
REGISTRAR AND
BUSINESS
OFFICE

Tuition and fees for credit courses, or a valid contract for payment, must be received by the business office no later than the morning of the official reporting day of the semester.

Tuition for community education (adult education, non-credit) courses for which state funds are received is due in the business office no later than the morning of the official reporting day.

Community education (adult education, non-credit) courses for which no state funds are received should follow the procedures outlined above but may deviate when it is in the best interest of the college. Deviation shall be approved by the dean of industry and community resources.

PROGRAMS
REQUIRING
SECONDARY
APPLICATION:
GENERAL
PROCEDURES

Prior to the start of each long semester, an application deadline shall be established and published. The deadline shall be determined to allow sufficient time for application review. Candidates who submit completed applications on or prior to this deadline shall be guaranteed considered for admission.

For all programs requiring a secondary application for admission, applicants shall first be reviewed by a committee composed of the Registrar (or Associate Registrar), the Dean of Instruction, and the division chair supervising the program. The committee shall determine whether or not the student has met all published requirements for admission including necessary prerequisite coursework. The committee shall also determine the applicability of any transfer coursework to degree requirements.

Applicants who have met requirements for admission shall be forwarded to the appropriate department. The division chair and faculty in the department shall determine which qualified applicants are granted admission based on published requirements for the program outlined in the college catalog.

All completed application packets, regardless of committee determination, shall be securely stored by the registrar's office.

PROGRAMS
REQUIRING
SECONDARY
APPLICATION:
HEALTH
PROFESSIONS
PROGRAMS

Students completing prerequisite coursework prior to applying to health professions programs shall be assigned a pre-nursing major code.

Students applying for admission into the Licensed Vocational Nursing (LVN) program or the Associate Degree Nursing (ADN) program must complete all published prerequisites prior to admission.

PROGRAMS
REQUIRING
SECONDARY
APPLICATION:
BACCALAUREATE
PROGRAMS

Upon completion of the application review, the committee shall classify each applicant to a baccalaureate program into one of three categories:

1. Applicant has met all admissions requirements and has completed all necessary program prerequisites, including all lower division requirements. The candidate is given the appropriate baccalaureate major code.
2. Applicant has met all admission requirements, but has not completed all prerequisites and/or required lower division coursework. Students may be conditionally admitted provided that they are within 18 semester credit hours of completing their lower division requirements. Applicants in this category are assigned a conditional admission major code. Upon conditional admission to the program, students may enroll in upper division coursework provided they enroll in required lower division courses. Students in this category may complete a maximum of 18 semester credit hours of upper division coursework while completing required lower division coursework.
3. Applicant has not completed prerequisite and/or lower division coursework and is not within 18 semester credit hours of completion. The student shall be advised to complete their lower division coursework and asked to reapply once they have met these requirements.

Applicants who have met requirements for admission or are within 18 semester credit hours of completing their lower division requirements shall be forwarded to the appropriate department. The division chair and faculty in the department shall determine which qualified applicants are granted admission based on published requirements for the program outlined in the college catalog.