Drexel University at Burlington County College

Admission Application Guide

Thank you for your interest in Drexel at Burlington County College (BCC). This booklet contains the additional materials you will need to apply for admission to the Drexel at BCC program. You can return your application in the envelope provided. Remember that your Social Security number is required for financial aid processing *(U.S. applicants only)*. A complete application packet is also available online at **www.drexel.edu/bcc/apply** or by calling **1-866-644-3795.**

Admission Application Checklist

Expedite the application process by submitting right away:

❏ **Drexel at BCC Admission Application**

❏ **Application fee, $75** *(waived for students who apply online or submit the application in person at the BCC or Drexel campus)*

Submit before August 15 admission deadline:

❏ **Transcripts**
Official transcripts must be sent directly from all previous colleges or universities attended to Drexel at BCC. The transcript should include all courses in progress.

International Students:
An official academic record (with notarized English translation) is required from every secondary school attended. A transcript is official only when it is sent directly from an institution to Drexel at BCC, or when it is **officially signed, stamped in color, and sealed.**

❏ **TOEFL** *(International Students Only)*
Applicants whose native language is not English are required to take the TOEFL. The SAT I or ACT is required for international students who do not choose to take the TOEFL. All students should use the following codes to send score reports to Drexel: SAT/TOEFL 2194 or ACT 3556.

❏ **Proof of Financial Responsibility**
(International Students Only)
Proof of financial responsibility for students who are not United States citizens or permanent residents is required to obtain a student visa. You must submit the following documents and any necessary supporting documents. All documents must be notarized and written in English. You must submit the I-20 Application Form, which can be downloaded at **www.drexel.edu/apply/i20 form**, and at least one of the following documents:

- A **current official bank letter** in either your name or your sponsor's name. The signature of the bank official must attest to the amount of funds available in the account.
- A **non-Drexel scholarship award letter** in your name. Enclose a signed letter or affidavit of support giving full details regarding the promise of support and the specific amount of money in U.S. dollars.

Admission Requirements

Students will typically apply for admission to Drexel at the end of their second year of college. However, students may apply without an associate's degree. To be eligible to apply to Drexel at BCC an applicant must have:

❏ Completed the required 100- and 200-level courses and the prerequisites required for the Drexel major with a grade of C or better

❏ Maintained a cumulative GPA of 2.50 (2.75 is required for Computer Science, Computer Engineering, and Electrical Engineering)

If a student has not completed the above requirements, he or she should contact a Drexel at BCC representative to discuss eligibility for admission. Students cannot be enrolled simultaneously at both campuses.

Application Deadlines

August 15 — For entry in the fall quarter.
Students should also submit the Free Application for Federal Student Aid (FAFSA) by this date. Drexel's FAFSA Code is 003256.
November 15 — For entry in the winter quarter.

Mail application materials to:

Drexel at BCC
Burlington County College
TEC Building, Room 104
500 College Circle
Mt. Laurel, NJ 08054

Drexel at BCC Contact Information

1-866-644-DRXL (1-866-644-3795)
Fax: 856-778-7456
bccenroll@drexel.edu
www.drexel.edu/bcc

9/11.7944

Select a Major

Listed below are the undergraduate programs that are available for Drexel at BCC. Please select the corresponding major code to answer question 10 on the application. Refer to the Drexel at BCC website, **www.drexel.edu/bcc/apply,** for the most up-to-date information.

Available Academic Programs

Program	Code
Biological Sciences*	BIO-BCC‡
Computer Engineering*	COE-BCC‡
Computer Science**	COS-BCC‡
Computing and Security Technology	CT-BCC†
Construction Management	CMT-BCC†
Electrical Engineering*	ELE-BCC‡
Engineering Technology*	ET-BCC†
Hospitality Management	HRM-BCC†

Available Academic Programs

Program	Code
Mechanical Engineering*	MEE-BCC‡
* With One Co-op ** With Two Co-ops †Fall or Winter term entry ‡Fall term entry only	

University Policies

Public Law 93-380: Family Educational Rights and Privacy Act

Drexel University abides by the provisions of Public Law 93-380, which grants the student the right to examine admission files that are part of the student's permanent "Educational Record." Please note that "Applicants for Admission" are not granted rights under this legislation. Once an "Applicant for Admission" becomes a "Student" by enrolling and attending Drexel, any admission file which becomes a part of the student's permanent "Educational Record" becomes available to the student for review. Applicants should understand that only the transcripts, CEEB, SAT, Achievement Test Score Reports, and those portions of the application generated by the student will become part of the student's permanent "Educational Record" upon enrollment.

No other information or material gathered or submitted in the admission process will be retained as part of the student's permanent "Educational Record." Statements or evaluations provided by any individual do not become part of the student's permanent "Educational Record" and will not be available for the student's review.

Access Privileges and Property Rights

All documents that you submit, or are submitted on your behalf, in support of this application for admission to Drexel University become the property of the University and will under no circumstances be released to you or any other party. In accordance with the provisions of the Family Educational Rights and Privacy Act, all admission decisions are given to the applicant only, in the form of a decision letter from the Office of Admissions. No decisions on applications are revealed over the telephone.

Clery Act

In compliance with the Clery Act and the College and University Security Act of 1988, Drexel's annual security reports are available online at **www.drexel.edu/publicsafety**.

Equal Opportunity Policy

It is the policy of Drexel University to provide a working and learning environment in which employees and students may realize their full potential as productive members of the Drexel community. Drexel University affirms its commitment to equal opportunity and nondiscrimination in employment and education for all qualified individuals regardless of race, religion, color, national origin, sex, age, sexual preference, disability, or applicable veteran status. Further, Drexel University pledges to act affirmatively in providing access to employment, benefits, facilities, and other University-administered programs to women and members of racial and ethnic minorities in recognition of the many benefits that accrue to the University as a result of their diverse experiences, cultural heritage, and perspectives that enrich the University learning experience. All Drexel University employees, administrators, faculty, and staff, as well as students, are expected to cooperate fully in meeting these legal and ethical obligations.

Inquiries regarding this policy may be directed to the Office of Equal Opportunity Programs, Drexel University, 3201 Arch Street, Suite 210, Philadelphia, PA 19104.

Accommodations for Campus Guests With Disabilities

People with disabilities who need an accommodation or service in order to fully participate in the admission process at Drexel University must contact the Office of Disability Services (ODS) to make a formal reequest. ODS can be contacted at 215-895-1401, 215-895-2299 (TTY), or via email at disability@drexel.edu. For additional information about the admission process and disability services, visit the Office of Disability Services at **www.drexel.edu/disability**.

Drexel University LIVE IT.™

Drexel University at Burlington County College

Admission Application

Contact Information

1. Applicant's Full Legal Name: _____ Last _____ First _____ MI

2. Permanent/Legal Address:

_____ Address Line 1

_____ Address Line 2

_____ City

_____ State _____ ZIP Code _____ Country

3. Mailing Address: ❑ Check if same as Permanent/Legal Address

_____ Address Line 1

_____ Address Line 2

_____ City

_____ State _____ ZIP Code _____ Country

4. Preferred Phone Number:

( ) _____

Area Code Phone Number

5. Alternate Phone Number:

( ) _____

Area Code Phone Number

6. Student Email Address: _____

Application Status

7. Type of Applicant: ❑ Full-Time ❑ Part-Time

8. Entering Term: ❑ Fall ❑ Winter

9. Entering Year: ❑ 2012 ❑ 2013 ❑ 2014

Admission Information

Refer to the list of programs and codes in the **Admission Application Guide** and select your preferred choice. Indicate the code and program name for your selection. Applications cannot be processed without this information.

10. First Choice: _____ – _____ _____
Code Program Name

11. Second Choice: _____ – _____ _____
Code Program Name

12. Please check if this applies: ❑ I am currently a BCC student.

Personal Information

13. Gender: ❑ Male ❑ Female

14. Other name(s) records may be under (e.g., nicknames, maiden name): _____

15. Date of Birth: _____
Required Month/Day/Year

16. Social Security Number: _____
Required for financial aid processing (U.S. applicants only)

17. Citizenship:

❑ U.S. citizen/dual U.S. citizen. If dual, other country of citizenship _____

❑ Permanent resident (Green Card Holder). Citizen of _____

with Alien Registration Number _____

❑ Other citizenship. Citizen of _____

Do you currently have a visa? ❑ Yes ❑ No If yes, please list visa type: _____

If not a U.S. citizen, and you are in the U.S., please indicate the year you came to the United States. _____

18. Is English your native language? ❑ Yes ❑ No If "No," please indicate your primary language _____

Please indicate the number of years you have studied English: _____

19. What is your country of birth? _____

20. What is your ethnicity? ❏ Hispanic ❏ Not Hispanic or Latino

21. Drexel University seeks to draw students from all ethnic groups. Please indicate your predominant ethnic background *(**optional**)*:

❏ Chinese
❏ Indian
❏ Japanese
❏ Korean
❏ Other Asian (Please Specify): _____

❏ African
❏ African American
❏ Caribbean/West Indian
❏ Other Black (Please Specify) _____

❏ Central/South American
❏ Mexican/Chicano
❏ Puerto Rican
❏ Cuban American
❏ Other Latino (Please Specify) _____

❏ White Caucasian
❏ Native American (Please Specify) _____

Family Information

22. Please check all that apply:

❏ My brother/sister currently attends or graduated from Drexel University as a full-time undergraduate student.
(If yes, you may qualify for a $3,000 Dragon Family Scholarship.) Name _____ Graduation Year _____

❏ My father/mother/guardian is a Drexel University employee. Name _____

❏ My father/mother/guardian or grandparent graduated from Drexel University or MCP Hahnemann University.
(If yes, you may qualify for a $3,000 Drexel Legacy Scholarship.) Name _____ Graduation Year _____

23. Please enter parent/guardian information:

Father/Guardian Name	Highest Degree Attained	Father/Guardian Email Address
Mother/Guardian Name	Highest Degree Attained	Mother/Guardian Email Address

College/University Information

24. List the **most recent** college/university that you have attended. You must **request official transcripts for all schools** you have attended as described in the **Admission Application Guide**.

Name of Institution	Location of Institution	
Dates of Attendance (month/year to month/year)	Certificate, Diploma, or Degree	Date Received/Expected

25. How many colleges/universities have you attended? _____

26. Have you ever been the subject of a disciplinary action or investigation including, but not limited to: suspension, dismissal, expulsion, or denial of readmission at any high school, post-high school educational institution, college or university? Or, do you have any of these disciplinary or judicial actions pending or unresolved against you at any high school, post-high school educational institution, college or university?
❏ Yes ❏ No
If yes, you must submit a statement on a separate piece of paper that gives the approximate date of each incident and describes the circumstances and the outcome of disciplinary action taken against you.

27. Have you ever been convicted* of a crime (including, without limitation, any crime involving violence, alcohol, or drugs), felony, or misdemeanor or do you currently have any charges pending or unresolved against you in any court? ❏ Yes ❏ No

If yes, you must submit a statement on a separate piece of paper that gives the approximate date of each incident, the specific charge, whether each incident was a felony or misdemeanor, and describe the circumstances and outcome of each charge filed against you.

**Note: Conviction includes judgment, found guilty by a judge or jury, pleaded guilty or nolo contendere, received probation without verdict, disposition in lieu of trial, or ARD.*

Verify Application

28. Read carefully and sign:

I certify that the information on this application is complete and correct, and I understand that the submission of false information is grounds for denial of my application, withdrawal of any offer of acceptance, cancellation of enrollment, or appropriate disciplinary action. I authorize the University to verify the information I have provided with all of the schools that I have attended. I agree to notify the proper officials of the institution of any changes in the information provided.

Applicant's Signature	Date