

ACADEMIC ADVISING CENTER CHECKLIST

___New students-Turn in completed application to the Admissions Office/\$15.00 fee to Business Office (Building F)

OR

___Former students-Fill out readmission application-Admissions (Building F)

Submit appropriate admissions documents-Admissions (Building F):

___Official high school transcript (sent directly to BPCC) **OR** GED scores **OR** "Ability to Benefit" scores

___Official college transcript, if applicable (sent directly to BPCC)

___Provide ACT scores, if available

___Immunization record/waiver

___Selective Service Registration (men) OR Waiver (women)

- More information can be found at www.bpcc.edu/admissions/index.html

AFTER ALL ADMISSIONS DOCUMENTS HAVE BEEN SUBMITTED:

___Take Placement test

- Placement tests are available for placement in English, Math, and Reading.
- Upcoming test dates are published at www.bpcc.edu/assmnt.html
- Contact Office of Academic Planning, 678-6049, for more information.

The Office of Academic Planning will assign you an advisor based on your plan of study/choice of major **AND**

- **YOU MAY REGISTER FOR CLASSES** in one of the following ways:
 - Students are **strongly encouraged** to meet with their assigned advisor during General Registration (consult BPCC On-line Calendar for dates/times) **OR**
 - On-line at cavs.bpcc.edu **OR**
 - In the Academic Advising Center (please call 318-678-6489 to make an appointment)

PAYMENT ARRANGEMENTS MUST BE MADE WITHIN 72 HOURS OF REGISTRATION

- You may pay in full with check/cash/credit card **OR**
- Deferred payment option is available (consult BPCC On-line Calendar for payment schedule)

The **Financial Aid Office** is located upstairs in Building F.

- Priority deadlines for federal financial aid (grants/loans):

Fall	June 1	(March 1-Academic Tuition Waiver Application for Scholarships)
Spring	October 1	(October 1-Academic Tuition Waiver Application for Scholarships)
- More information can be found at www.bpcc.edu/financialaid/index.html **OR** www.bpcc.edu/financialaid/links.html

The staff of the Academic Advising Center strives "to help students get to class in the best condition for learning."

Please contact us at 318-678-6489 if you need any further assistance.