



**Application Instructions for
Florida SouthWestern State College Site**

For General Program Information: <http://www.broward.edu/pta>

For additional application information and deadlines: Refer to the Health Sciences Program Pre-Requisites Chart under Step 1 at <http://www.broward.edu/admissions/Pages/Health-Sciences-Admissions.aspx>

For General Program Information: Professor Gootkin, Program Manager jgootkin@broward.edu

FIRST TIME APPLICANTS

Review all instructions posted on the Health Science Admission page and the steps detailed below for Florida SouthWestern State College Site (FSW) applicants.
<http://www.broward.edu/admissions/Pages/Health-Sciences-Admissions.aspx>

STEP 1: APPLY TO BROWARD COLLEGE

- Follow all of the steps to apply online at <http://www.broward.edu/admissions/Pages/default.aspx>
- **DO NOT pay the \$35 college application fee**; it will be waived for FSW students when the admissions department processes your program application.
- *******Select North Campus as the location and Spring as your start semester*******

STEP 2: BROWARD STUDENT EMAIL ACCOUNT ACTIVATION

Upon submission of the online Broward College application, students are issued a confirmation page. The confirmation page contains your BC Student ID number and instructions to activate your BC student email account. **Students must monitor their Broward Email account for communication from the Health Science Admissions Department.** Students can access their email through their MyBC account www.broward.edu

STEP 3: COMPLETION OF HEALTH SCIENCE LIMITED ACCESS APPLICATION

- Download the Health Science Limited Access Application from Step 3 at <http://www.broward.edu/admissions/Pages/Health-Sciences-Admissions.aspx>
- Edit the PDF file to include all of your information.
- The top line should indicate: Program of Interest **Physical Therapist Assistant Program # 2153 FSW**
- In the Personal Information section, be sure to check preference box for **FSW**
- Save the file to use for your Electronic Advising Session detailed in Step 4 below.

STEP 4: ELECTRONIC ADVISING SESSION

Applications MUST be signed by a Broward College Advisor or they will not be accepted. Plan ahead to allow time for completion of the steps below prior to the application deadline.

- Log into your MyBC account at www.broward.edu.
- Verify that all of your transcripts have been received at Broward.
- From your **Broward College Student Email** Account, email a Broward Health Science Advisor requesting a transcript evaluation. Include your **BC student ID** number and **attach your completed Health Science Limited Access Application** from Step 3 above.

Last Names Beginning With	Advisor	EMail
A – M	Melanie Gnaizda-Gilson	mгнаizda@broward.edu
N – Z	Maurice Parks	mparks@broward.edu
General Advising Questions	Yandy Gilson	ygilson@broward.edu

- Monitor your email and correspond as necessary to complete your advising session.
- Once advising is complete, the advisor will sign your Health Science Limited Access Application and return it to you to be used in Step 5 below.

STEP 5: SUBMISSION OF HEALTH SCIENCE LIMITED ACCESS APPLICATION

The Health Science Limited Access Application that includes a Broward College Advisor Signature must be received at Broward College by the application deadline.

Email Submission

From your Broward Student Email Account, email signed, completed application as a file attachment to:

healthscience@broward.edu

Mail Submission

Print signed, completed application and mail to:

Broward College
Health Science Admissions - Building 46, Room 252
North Campus, 1000 Coconut Creek Pkwy
Coconut Creek, FL 33066

OR

STEP 6: HEALTH SCIENCE APPLICATION FEE

The Health Science Admissions department will email you informing you that your application has been processed and you can submit your fee. Utilize the BC ID you received in the confirmation in Step 1 to log into your Broward Student MyBC Account at www.broward.edu and pay the **\$20 Health Science Application Fee**.

STUDENTS RE-APPLYING TO THE PROGRAM

STEP 1: RE-APPLY TO BROWARD COLLEGE

If you have not completed courses at Broward College in the past twelve months, you must re-apply to the college utilizing your existing student ID. Follow all of the steps online as a Returning Student by mailing the Re-Entry Application and Florida Residency Re-certification paperwork along with your Health Science Limited Access Application <http://www.broward.edu/admissions/Pages/ReturningStudents.aspx>

COMPLETE STEPS 2 THROUGH 6 AS DETAILED ABOVE

INFORMATION FOR ALL APPLICANTS

TRANSCRIPTS

All application paperwork and transcripts must be received by Broward College prior to the application deadline in order for the application to be considered complete.

Electronic Transcript Submission

studentrecords@mail.broward.edu

Mail Submission

Broward College - Weston Center
4205 Bonaventure Blvd.
Weston, FL 33332

OR

- Original **END OF TERM OFFICIAL TRANSCRIPTS** must be sent to Broward College from **ALL institutions attended.**
- For students in progress with general education courses and students re-applying to the program, you must **re-submit official end of term transcripts** to Broward College upon completion of additional coursework.
- It is the student's responsibility to **ensure that transcripts are evaluated** for courses to be transferred in to Broward College. **You must complete the Electronic Advising Session with a Broward College Health Science Advisor to have your transcripts evaluated. Refer to Step 4 on page 1 for details.**

APPLICATION PROCESSING

Applications will be processed upon receipt by Health Science Admission. Approximately 30 business days after the close of the application period, accepted students will begin receiving written verification from the College to their BC Student email account. Students will continue to be accepted to the program until the program is filled or classes begin. Students should frequently monitor their email account through August.

MONITORING YOUR APPLICATION

Student application status information is available online through applicant's MyBC account at www.broward.edu. Click on the "Limited Access" icon at the bottom left upon entering the student portal home page. Applicant status and completion of admission criteria requirements are accessible on this screen.

COMMUNICATION REGARDING APPLICATION STATUS

Students must monitor their MyBC Account utilizing the Limited Access Application link and their Broward Student Email account for communication from the Health Science Admissions Department.

QUESTIONS AND APPLICATION ASSISTANCE

Application processing is managed through the BC Health Science Admissions department not the program. For all application questions contact:

Nichole Drullard
nhowell@broward.edu
(954) 201-6056