



Application for Admission

INSTRUCTIONS

Application Form

Complete both sides of the Application for Admission form and send to:

OFFICE OF ADMISSIONS

4200 Congress Avenue, Lake Worth, FL 33461

Phone: (561) 868-3300

Incomplete applications will be returned. You can also find out how to apply online at www.palmbeachstate.edu/admissionsapplications.xml

Application Fee – Non-refundable

\$20 U.S. citizen.

\$30 international, U.S. currency (F-1, M-1 applicants only).

Transcripts & Records

All credit degree-seeking students and certificate-seeking students whose program requires high school completion must submit transcripts within the first term or they may not register for subsequent terms. Transfer students must submit both official high school and college transcripts and should have college transcripts sent prior to registration to ensure proper advisement. Official transcripts may be sent directly to Palm Beach State from the issuing institution or may be hand-delivered in a sealed envelope sealed by the issuing institution.

Faxed transcripts are not considered official. All credentials submitted become the property of the College and cannot be returned. Some PSAV programs do not require HS graduation; therefore, no transcripts are needed. See program information in the College Catalog.

Placement Tests

All first-time-in-college, degree-seeking students must present their score from FCELPT (CPT) unless SAT-I or ACT-E scores, not older than two years, place students into college level course work. Many PSAV programs require TABE. See program information in the College catalog. If you have not yet taken one of the placement tests listed above, contact the Testing Center at the location you plan to attend.

Limited Access Programs

Admission to Palm Beach State College neither constitutes nor guarantees admission to Limited Access programs. If you plan to enter one of these programs, you must request a separate application packet for the specific program. The Program Application, Limited Access Processing Fee (if applied), and records must be submitted to the location designated on that application.

Final Acceptance

Even though you may receive a conditional acceptance and be permitted to register for classes, final acceptance is contingent upon receipt of all required documents, including official high school transcript, GED transcript, or transcript of all previous college work attempted.

Any student omitting information or falsifying the application or records will be subject to immediate dismissal without a refund.

Degrees & Certificates

Bachelor of Applied Science Degree (B.A.S.) - The B.A.S degree is a four-year degree that requires an A.S., A.A.S., or an A.A. degree or a minimum of 60 approved credits for entry. Students must be admitted into the program to be eligible for the degree.

Associate in Arts Degree (A.A.) - The A.A. is for students planning to attend a four-year college or university after graduation from Palm Beach State College.

Associate in Science Degree (A.S.) - The A.S. is intended to prepare students for entry into employment. Though not considered a transfer degree, some transfer is possible.

Associate in Applied Science (A.A.S.) - The A.A.S. is designed to prepare students for entry into employment. The A.A.S. may include courses that will not typically apply to a baccalaureate program.

Advanced Technical Certificate (A.T.C.) - The A.T.C. is a program of instruction of 9-45 credit hours of college-level courses. The ATC may be awarded to students who have already received a degree and are seeking an advanced, specialized planning program to supplement their associate or other degree.

Applied Technology Diploma (A.T.D.) - The A.T.D. is part of an A.A.S. or A.S. degree, is less than sixty (60) credit hours, and leads to employment in a specific occupation.

College Credit Certificate (C.C.C.) - The C.C.C., also known as Post Secondary Vocational Certificate (P.S.V.C.), is a certificate that provides instruction consisting of college-level courses to prepare students for entry into employment.

Post Secondary Adult Vocational (P.S.A.V.) - The P.S.A.V. programs provide instruction consisting of non-college level courses to prepare for entry into employment. Completion of courses within the programs shall be recognized by the award of units of measure called vocational credit.

Non-Degree (N.D.) - The N.D. designation is intended for students who have earned at least a standard high school diploma or GED, are interested in taking courses for their own personal improvement or general interest and do not plan on obtaining any type of degree at this time. Students in this category cannot receive financial aid. Refer to the online Catalog for additional information. Non-degree seeking students receive college credit, but are limited to taking 21 credit hours total.

Career Center

If you are unsure of your program of study or career objectives, or are in need of a job, contact Palm Beach State College Career Centers. www.PalmBeachState.edu/careers.xml

Disability Support Services

Students with documented disabilities may self-identify and request accommodations by contacting the campus Disability Support Services advisor:

Belle Glade 561-993-1139

Lake Worth 561-868-3046

Boca Raton 561-862-4316

Palm Beach Gardens 561-207-5345

Apply online at www.PalmBeachState.edu

Notification of Collection and Use of Social Security Numbers (Section 119.071(5), Florida Statutes)

This notice is intended for students, employees and applicants. Palm Beach State College collects your social security number for use in performance of the College's duties and responsibilities for the following possible purposes: classification of accounts; identification and verification; credit worthiness; billing and payments; data collection; reconciliation; tracking; benefit processing; tax and scholarship reporting; financial aid processing; athletics recruiting; accreditation of programs; and reporting to authorized agencies of the state and federal government. Social security numbers are also used as a unique numeric identifier in certain cases and may be used for search purposes. Federal Law requires that we protect social security numbers from disclosure to unauthorized parties. Students and employees are assigned Palm Beach State identification numbers to assist in protecting their identities.

PROGRAM CODES

Read the short descriptions of the various degrees and certificates on the previous page, for more information, refer to the online Palm Beach State catalog, or speak with an academic advisor.

Associate in Arts (AA)

General Associate in Arts /
Transfer degree 1000

Bachelor of Applied Science degree (BAS)

Supervision and Management Tracks:
Business Administration (BAS) T701
Health Administration (BAS) T702
Public Safety Administration (BAS) T702

Business & Office Management

Accounting Technology (AAS) A042
Accounting Technology (AS) 2050
Accounting Technology (CCC) 6110
Banking Specialist (CCC) 6117
Business Administration
& Management (AAS) A087
Business Administration
& Management (CCC) 6111
Business Operations (CCC) 6481
Business Specialist (CCC) 6480
Food Service Management (CCC) 6115
Health Information Management (AS) 2529
Hospitality & Tourism
Management (AAS) A100
Hospitality (CCC) 6116
Legal Office Management (CCC) 6112
Life/Health/Annuity Agent (PSAV) 5470
Marketing (CCC) 6113
Office Administration (AAS) A521
Office Management (CCC) 6114
Office Software Applications (CCC) 6484
Office Specialist (CCC) 6483
Office Support (CCC) 6482
Paralegal (AS) 2505
Property/Casualty
Insurance Agent (PSAV) 5469
Real Estate Broker (PSAV) 5475
Real Estate Sales Agent (PSAV) 5499

Child Care, Human Services & Teacher Education

Child Care - ECPC (Bilingual) (PSAV) 5371
Child Care - ECPC (Early Childhood
Professional Certification) (PSAV) 5364
Child Care - Family Certif. (PSAV) 5363
Child Care - School Age (PSAV) 5362
Child Care Birth to 5 years (PSAV) 5348
Child Care Center Management (CCC) 6366
Early Child Education - High/Scope
approach (AS) 2360
Early Child Education
- Montessori Track (AS) 2349
Early Child Education (AS) 2358

Educational Assisting (AS) 2369
Educational Assisting (CCC) 6370
Human Services (AAS) A353
Human Services (AS) 2345
Human Services (CCC) 6361
Infant/Toddler Certificate (CCC) 6367
Pre-school Certificate (CCC) 6368
School Age Certificate (CCC) 6365
School Age Prof. Certificate (PSAV) 5373
Teacher Certification Program EPI F225

Computer Science & Information Technology

Cisco CCNA (CCC) 6135
Computer Programming (AAS) A133
Computer Programming (AS) 2126
Computer Security (ATC) 4139
Information Management (CCC) 6136
Internet Services Technology (AAS) A121
Internet Services Technology (AS) 2122
Networking Administrator (AAS) A131
Networking Administrator (AS) 2123
Programming (CCC) 6137
Web Development Specialist (CCC) 6138

Creative Arts & Communications

Graphic Design Technology (AAS) A018
Graphic Design Technology (AS) 2011
Interior Design Technology (AS) 2012
Broadcast and Documentary
Production (AS) 2286
Motion Picture - Post Production
Technology (CCC) 6019
Motion Picture/TV Production
Management Technology (CCC) 6021
Motion Picture/TV Production
Technology (CCC) 6020
Motion Picture/TV Production (AS) 2282
Multimedia Arts (CCC) 6022
Web Design (CCC) 6023

Environmental Science & Horticulture

Environmental Science
Technology (AS) 2216
Landscape & Horticulture
Management (AS) 2191
Landscape & Horticulture
Professional I (CCC) 6220
Landscape & Horticulture
Professional II (CCC) 6221
Landscape & Horticulture
Specialist (CCC) 6219

Health Care

Biotechnology (AS) 2158
Cardiovascular Intervention
Technology (ATC) 4320
Computed Tomography (ATC) 4321
Critical Care Nursing (ATC) 4315
Dental Assisting (PSAV)* 5155
Dental Hygiene (AS)* 2151
Emergency Medical Services (AS) 2449
Magnetic Resonance Imaging (ATC) 4322
Massage Therapy (PSAV) 5232
Medical Assisting (PSAV) 5236
Medical Coder/Biller (ATD) B526
Medical Information
Coder/Biller (CCC) 6528
Medical Transcription (ATD) B525
Nursing (AS)* 2301
Patient Care Assistant (PSAV) 5233
Perioperative Nursing (ATC) 4317
Practical Nursing (PSAV)* 5234
Radiography (AS)* 2303
Respiratory Care (AS)* 2148
Sonography Adult Echo (ATC) 4313
Sonography (AS)* 2313
Sonography (CCC)* 6312
Surgical Technology (PSAV)* 5235

Public Safety

Correctional Officer (PSAV) 5601
Corrections Crossover
to Law Enforcement (PSAV)* 5613
Crime Scene Technology (AS) 2435
Crime Scene Technology (CCC) 6436
Criminal Justice - Corrections
Officer (AS) 2605
Criminal Justice - Law
Enforcement Officer (AS) 2606
Criminal Justice Technology
- Corrections Officer (AAS) A607
Criminal Justice Technology - Law
Enforcement Officer (AAS) A608
Emergency Management
Specialist (CCC) 6437
Emergency Medical Technician
- (EMT-B) (ATD)* B217
Fire Apparatus Operator (PSAV) 5615
Fire Inspector I (PSAV) 5618
Fire Instructor (PSAV) 5616
Fire Investigator I (PSAV) 5619
Fire Officer I (PSAV) 5617
Fire Science Technology (AS) 2195
Firefighter (PSAV)* 5043
Law Enforcement Crossover
to Corrections (PSAV)* 5614
Law Enforcement Officer (PSAV) 5600
Paramedic (CCC)* 6450
Police Recruit, Auxiliary (PSAV)* 5602
Special Fire Safety Inspector (PSAV) 5620

Trade & Industrial

Automotive Service
Technology (PSAV) 5463
Building Construction
Specialist (CCC) 6223
Carpentry (PSAV) 5464
Commercial Vehicle
Tractor/Trailer CDL (PSAV) 5206
Cosmetology (PSAV) 5357
Diesel Technology (PSAV) 5468
Drafting & Construction
Technology (CCC) 6222
Electrical Apprentice 4 year (PSAV) 5170
Electrical Power Technology (AS) 2270
Facial Specialist (PSAV) 5355
Heating, Ventilation, AC
& Refrigeration (PSAV) 5267
Industrial (Operations) Management
Technology - Drafting
and Construction (AAS) A194
Industrial (Operations)
Management Technology
- Building Construction (AAS) A196
Machining Technology (PSAV) 5459
Nails Technician (PSAV) 5356
Plumbing Apprentice 4 year (PSAV) 5174
Professional Pilot - Maintenance
Management (AAS) A161
Professional Pilot
- Operations Track (AAS) A162
Professional Pilot (AAS) A163
Professional Pilot Technology
- Maintenance Track (AS) 2171
Professional Pilot Technology
- Operations Track (AS) 2172
Professional Pilot Technology
- Professional Pilot Track (AS) 2197
Residential & Commercial
Electricity (PSAV) 5465
Sugar Technology
- Milling Certificate (CCC) 6244
Sugar Technology
- Processing Certificate (CCC) 6245
Sugar Technology (AS) 2243
Welding Technology (PSAV) 5460
Post Secondary Adult Vocational
Unknown (PSAV) 5000

Non-Degree

Dual Enrollment - Home Educ. (ND) 3802
Dual Enrollment - Private School (ND) 3801
Dual Enrollment - Public School (ND) 3800
Early Admission - Home Educ. (ND) 3805
Early Admission - Private School (ND) 3804
Early Admission - Public School (ND) 3803
Employment Related (ND) 3407
Personal Improvement (ND) 3408
Transient Student (ND) 3409

* **Limited Access** - these programs have special requirements for admission. Refer to Areas of Study section in the College catalog.

Palm Beach State College is committed to the policy that all persons shall have equal access to its facilities, educational programs, employment or activities without regard to race, color, creed, ethnicity, national origin, gender, sexual orientation, age, religion, marital status, veteran status, or disability.

APPLICATION FOR ADMISSION

Please type or print clearly. Complete both sides of this application.

NOTICE: Applications for admission can take between 2 days to several weeks to process, depending on individual circumstances.

Please understand if you apply close to the first day of classes, there may not be sufficient time to process it and you may not be able to register for the upcoming session.

Refer to the Registration Calendar at www.PalmBeachState.edu/academiccalendar.xml for registration dates. Transient and Transfer student applications often require additional information (such as official transcripts) to complete the application process before class registration is allowed. To expedite the process, check your e-mail (address given on your application) or mail regularly for messages from the College regarding missing/required items.

1. U.S. Social Security Number / Student ID Number _____ - _____ - _____ or Do not have SSN

2. Name _____
Last First Middle Suffix

Please list all previous names under which documents may be sent _____

3. Local Address _____
Number and Street Address City

County (or Province) State Zip Code

4. Permanent Address Check here if same as local address

Number and Street Address City

County (or Province) State Zip Code

5. E-mail address _____

6. Home phone () _____

7. Work phone () _____

8. Cell phone () _____

9. Citizenship*

- U.S. Citizen (C)
- Permanent Resident Alien (P)
- Asylee (A)
- Refugee Alien (R)
- F-1 Visa Student (F)
- Visa Student Other Than F-1 (V)
Visa Type _____
- Other, Non-Citizen (X)

10. Country of Birth _____

11. Date of Birth _____ / _____ / _____
Month Day Year

12. Gender* Female Male

13. Race/Ethnic Data*

Are you Hispanic or Latino? (H)

Yes No

Select one or more races.

- American Indian/Alaska Native (I)
- Asian (A)
- Black/African American (B)
- Native Hawaiian or Pacific Islander (P)
- White (W)

14. Location*

- Belle Glade (3) Boca Raton (5)
- Lake Worth (1) Palm Beach Gardens (2)

15. Admission Date Year 2_____

- Fall (1) Spring (2) Summer (3)

16. Enrollment Status

- High School/GED Graduate (NH)
- Transfer (NT)
- Transient (NT)
- Readmission to Palm Beach State (RH or RT)
- Dual Enrolled High School Student (ND)
- Early Admission High School Student (NE)

17. Student Program Objective

(See previous page for all code numbers)

- BAS degree program code _____
- AA degree program code _____
- AS / AAS / ATC / ATD code _____
- CCC / PSAV code _____
- Non-Degree program code _____
- Dual enrollment/early admit _____

18. Is English your primary language?

(i.e. the language you use more than 50% of the time?)

- Yes
- No _____

What is your primary language?

***INFORMATION IS VOLUNTARY AND WILL NOT BE USED DISCRIMINATIVELY, BUT WILL AID THE COLLEGE IN ITS COMMITMENT TO EQUAL EDUCATION OPPORTUNITY. ALL OTHER INFORMATION IN THIS SECTION IS REQUIRED.**

20. Are you a first generation college student? (Neither of your parents have a four-year college degree) Yes No

21. High School or GED (Please indicate below your high school completion level)

- Standard High School Diploma
- General Education Diploma (GED)
- Special Diploma/Certificate of Completion
- Non HS Grad

Name of School

City/State

Language of GED

Date of Graduation

22. College/University (List all postsecondary colleges or universities you have attended. Omission of any constitutes falsification of records and voids application.)

Name of Institution

City/State

Dates

Degree

Credit

I agree to the release of any transcripts and test scores to this institution, including but not limited to, any SAT, Achievement Test and ACT score reports that this institution may request from other institutions, the College Board or ACT and any state licensing agencies. Palm Beach State College may release copies of my official transcript to other institutions to which I make application. No further authorization is necessary. Students are responsible for all information contained on their application. I understand that falsification or omission of any information may result in my rejection or dismissal by the College.

Student's Signature _____

Date _____

MUST COMPLETE REVERSE SIDE

RESIDENCE CLASSIFICATION: All students must declare a residency status prior to the start of the term.

A Florida "resident for tuition purpose" is a person (or a dependent person whose parent or legal guardian) who has established and maintained legal residence in Florida for at least the last 12 consecutive months. Residence in Florida must be a bonafide domiciliary rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education. Other persons not meeting the 12 month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature [Florida Statue 240.1201(2)(a)]. (Statute subject to change) All other persons are ineligible for classification as a Florida "resident for tuition purposes."

To qualify as a Florida "resident for tuition purpose", you must be a U.S. citizen, permanent resident alien or a legal alien granted indefinite stay by the Immigration and Naturalization Service. Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal resident of the same state as their parents unless one parent has established legal residence in Florida for more than 12 months. Residence in Florida must be for the purpose of establishing a permanent home and not merely incident to enrollment at an institution of higher education. Documents supporting the establishment of legal residence must be dated, issued or filed 12 months before the first day of classes of the term for which a Florida resident classification is sought.

Definitions

DEPENDENT: A person for whom 50 percent or more of his/her support is provided by another as defined by the Internal Revenue Service.

INDEPENDENT: A person who provides more than 50 percent of his/her own support.

(A copy of your and/or your parents' most recent tax return or other documentation may be requested to establish dependence/independence.)

NON-FLORIDA RESIDENTS ONLY

I understand I DO NOT qualify as a Florida resident for tuition purposes for the term for which this application is submitted and that if I should qualify for a future term, it will be necessary for me to file the required documentation prior to the beginning of the term in order to be considered for Florida residency classification.

Signature of Applicant in ink

Date (mm/dd/yy)

FLORIDA RESIDENT FOR TUITION PURPOSES AFFIDAVIT

PRIOR TO THE FIRST DAY OF THE TERM, **YOU MUST HAVE SHOWN PROOF** OF FLORIDA RESIDENCY TO QUALIFY FOR IN-STATE TUITION.
(IF YOU DO NOT QUALIFY AS A FLORIDA RESIDENT, SIGN THE NON-FLORIDA RESIDENT SECTION ABOVE)

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> 1. I am an independent person and have maintained legal residence in Florida for at least the last 12 consecutive months. <input type="checkbox"/> 2. I am a dependent person and my parent or legal guardian has maintained legal residence in Florida for at least the last 12 consecutive months. <input type="checkbox"/> 3. I am a dependent person who has resided for the last five years with an adult relative other than my parent or legal guardian and my relative has maintained legal residence in Florida for at least the last 12 consecutive months. (Documentation Required) <input type="checkbox"/> 4. A Florida public college/university declared me a resident for tuition purposes. Name of institution _____ (Documentation Required) <input type="checkbox"/> 5. I am married to a person who has maintained legal residence in Florida for at least the last 12 consecutive months. I have established legal residence and intend to make Florida my permanent home. (Copy of marriage certificate required and proof of current Florida residency) <input type="checkbox"/> 6. I abandoned my Florida domicile less than 12 months ago, and am now re-establishing Florida legal residence. <input type="checkbox"/> 7. According to the United States Citizenship and Immigration Services, I am a permanent resident alien or other legal alien granted indefinite stay. I have maintained domicile in Florida for at least the last 12 consecutive months. (Copy of USCIS documentation required.) | <ul style="list-style-type: none"> <input type="checkbox"/> 8. I am a member of the armed services of the United States and am stationed in Florida on active military duty pursuant to military orders, or whose home of record is Florida [or I am the member's spouse or dependent child]. (Copy of military paper work required.) <input type="checkbox"/> 9. I am a full-time instructional or administrative employee employed by a Florida public school, community college or Institution of higher education [or I am the employee's spouse or dependent child]. (Copy of employment verification required.) <input type="checkbox"/> 10. I am a qualified beneficiary under the terms of the Florida Pre-Paid Postsecondary Expense Program (S.240.551, F.S.). (Copy of card required.) <input type="checkbox"/> 11. I am living on the Isthmus of Panama and have completed 12 consecutive months of college work at the F.S.U. Panama Canal Branch [or I am the student's spouse or dependent child]. <input type="checkbox"/> 12. I am a full-time employee of a state agency or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training. (Documentation Required) <input type="checkbox"/> 13. I am a full-time student participating in a Linkage Institute. (S.240.137, F.S.) (Documentation Required) |
|--|---|

ATTACH COPIES OF DOCUMENTATION INDICATED ABOVE--ADDITIONAL DOCUMENTATION (e.g., copies of voter's registration, driver license, tax returns, deeds, etc.) may be required by the College in some cases. **ALL DOCUMENTATION IS SUBJECT TO VERIFICATION.** Someone other than the applicant (e.g., parent) should complete this affidavit if the applicant is dependent or seeks to be classified as a Florida resident by virtue of a relationship; otherwise, the applicant must complete this affidavit. **PLEASE PRINT:**

1. Name of Applicant _____ 2. Student ID or SSN: _____
(The **CLAIMANT** is the person who is claiming Florida residency, e.g., the applicant (if independent), parent, spouse or legal guardian. **All of the questions below pertain to the claimant.**)
3. Name of Claimant: _____ 4. Relationship of Claimant to Applicant: _____
5. Permanent Legal Address of Claimant: _____
6. Date Claimant Began Establishing Legal Florida Residence and Domicile: _____ Telephone Number of Claimant () _____
7. Claimant's Voter Registration: State: _____ County: _____ Number: _____ Original Issue Date: _____
mm/dd/yy
8. Claimant's Drivers License: State: _____ Number: _____ Issue Date: _____
mm/dd/yy
9. Claimant's Vehicle Registration: State: _____ Vehicle Information Number (VIN#): _____ Issue Date: _____
mm/dd/yy
10. Claimant's Citizenship: U.S. Citizen Permanent Resident Alien _____ / _____ / _____ (Copy of both sides of card required)
Resident Alien Card Number Date Card Issued: mm/dd/yy
- Asylee or Refugee Alien Other _____

ADDITIONAL DOCUMENTATION MAY BE REQUESTED BY THE INSTITUTION

I do hereby swear or affirm that the above-named applicant meets all requirements indicated in the category checked above for classification as a Florida "resident for tuition purposes". I understand that a false statement in this affidavit will subject me to penalties for making a false statement pursuant to 837.06, Florida Statutes, and that a false statement in this affidavit may subject the above-named student to the penalties for making a false or fraudulent statement.

Signature of Applicant in ink

and of _____
Person Claiming Florida Residency if other than Applicant

Date mm/dd/yy