

Placement Testing Information

Placement testing is vital to your academic success!

Placement Testing is available in Rollins Ctr., Room 100 on these dates and times:

Mondays: 9:30am through 6:00pm
Tuesdays: 10:30am through 1:00pm
Wednesdays: 9:30am through 6:00pm
Thursdays: 10:30am through 6:00pm
Fridays: 9:30am through 1:00pm
Saturdays: 9:30am only

No Testing Nov. 25 through Nov. 28.

Placement Testing will be held also at the Lower Bucks Campus (LBCC) and the Upper Bucks Campus (UBCC) on these dates:

LBCC at 2pm: Thursdays (except 11/26)
LBCC at 10am: Nov. 7, 21 and Dec. 5

UBCC at 2pm: Tuesdays
UBCC at 10am: Nov. 14 and Dec. 12

*For details, call (215)968-8466.
Online: www.bucks.edu/testing*

***** IMPORTANT NOTICE *****

The College may, at its discretion, drop all of your registered Spring 2010 courses if you fail to pay or officially defer payment by the tuition deadline of Dec. 16, 2009.

Check your payment status at:

<https://apps.bucks.edu/admissions/>

Click on 'Check your Save Status (for Drop for Non-Payment)'.

If you decide not to take some or all of your 2010 Spring courses, you must drop unwanted courses by:

- (1) using your [WebAdvisor](#) account or
- (2) submitting a written and signed request to the Admissions Office.

100% refund ends 1/19/10

50% refund: 1/20/10 to 1/27/10

Drops are NOT accepted by telephone.

Admissions Fax number: 215-968-8110.

Payment

If you register by December 10, the amount due will be written on your Registration Form and/or may be viewed on [WebAdvisor](#).

Your payment must be received or deferred by the Student Accounts Office by **4 p.m., Wednesday, December 16, 2009**. If you are receiving Financial Aid, you must be officially deferred by December 16 or make payment. (See **IMPORTANT NOTICE** at left.)

You may pay online by credit card using [WebAdvisor](#) (select 'Make a Payment' under your 'Financial Profile'). If you register in person, submit the **YELLOW** copy of your Registration Form with your payment or pay online via [WebAdvisor](#).

You may mail payment if you pay by Check, Money Order (payable to B.C.C.C.) or by Visa, MasterCard, American Express or Discover credit card. Complete the credit card information on the Registration Form.

Mailing address is:

Bucks County Community College
Student Accounts Office
275 Swamp Road
Newtown, PA 18940

Payment may be made in person at:
Student Accounts (The Hub)
Admissions (The Hub)
Evening Director (Founders Hall, Lobby)
Lower (Bristol) and Upper (Perkasie)
County Campuses

Payment plans are available. You must complete a *Financial Extension Agreement Form* either In person: at the Student Accounts Office or Online: at <https://apps.bucks.edu/admissions/>.

There is a \$25 fee for this service.
Questions? Call 215-968-8035.



Bucks County Community College
Office of Admissions, Records and Registration
275 Swamp Road
Newtown, PA 18940

Bucks County Community College



Registration Guide Spring 2010

Everything currently enrolled students need to know to register for the Spring 2010 term

**Current Student
Registration Dates**
Nov. 23 to Dec. 10

Tuition due-date
December 16, 2009

Spring 2010 Term
January 20, 2010
to
May 18, 2009

Take advantage of your seniority and Register Now for the Best Selection!

You MUST open and read your student **BucksMail** email with the subject line 'Spring 2010 Priority Registration' for Advising/Registration information. That email includes:

- ⊙ Your 1st day of registration eligibility
- ⊙ How to find advisors for your major.
- ⊙ How to access your Fall 2009 mid-term grades (withdrawal ends Nov. 3, 2009)

You may register during this period if...

- [] Your Registration Form is signed by an academic advisor or your advisor enters a registration advising code for you.
- [] You meet Testing requirements (see "Placement Testing" information).
- [] You have no overdue financial obligation to the College AND you are not using a Senior Citizen or 'Free' Tuition Waiver.

Academic Advising

Part-time students (now enrolled for 11 or fewer credits) may register in-person and over the Web without advisor approval.

Full-time students (now enrolled for 12 or more credits) may register if:

- (a) their advisor clears them by entering the Web registration advising code **-or-**
- (b) they submit their Registration Form **signed by their advisor** at the time of their in-person registration.

Students may:

- (1) schedule an in-office advising appointment (many faculty post sign-up sheets on their office doors) **-or-**
- (2) visit the office of the academic Department that offers their major to request an advising appointment.

Academic Department Offices and Locations

The Arts: Hicks 123

Business Studies: Penn 401

Health/PE/Nursing: GYM 102

Language & Literature: Penn 103

Math, Science & Technology: Founders 114

Social & Behavioral Science: Penn 303

Lower & Upper Bucks Campus Advising

Mon-Thu 11/30 - 12/10 10am-2pm & 5-7pm
Friday 12/4 & 12/11 10am-2pm only

Preparing For Advising/Registration

- [] Print your 'Program Evaluation' from *WebAdvisor* and bring it with you to your advising session.
- [] Obtain a Spring 2010 registration brochure on or after November 6 or view courses on WebAdvisor (as of Oct. 19) using *Search for Sections*.
- [] Check your WebAdvisor student account balance and pay any overdue charges.
- [] Visit www.bucks.edu/advising or use the 'My Advisor' option in WebAdvisor for info about contacting an advisor.
- [] Have your advisor sign a Registration Form or ask him/her to enter a web Registration advising code for you.

Web Registration (using WebAdvisor)

Until you change it, your WebAdvisor password is your birth-date in month-day-year format preceded by 'bd' (i.e. [bd070490](#) for July 4, 1990.) Web registration is available daily from Nov. 23 to Jan. 26. The same by-credit seniority rules apply (see below).

In-Person Registration:

- [] Check the CLOSED course posting; adjust your schedule accordingly.
- [] Present your *completed* Registration Form. You must satisfy all relevant advising requirements (see above).
NOTE: Your first day of eligibility for registration is based on the number of credits you will have completed. For your number, read your recent BucksMail email.
- [] After check in, a technician will process your registration form and return two copies to you.
The yellow copy is your BILL and should be submitted with your payment. Keep the pink copy.

Through Dec. 10, payment will not be taken at registration. However, **all previous balances must be paid before you register.** For details, please see **Payments** on reverse.

SPECIAL NOTE ON FINAL GRADES: Your Fall 2009 Final Grades will not be mailed to you unless you submit a **written and signed request to the Admissions Office by 12/18/09.** You may view your grades online via WebAdvisor after December 23, 2009.

SPRING 2010 IN-PERSON REGISTRATION SCHEDULE FOR CURRENT STUDENTS

ALL Spring Registration is conducted by seniority according to this schedule:

Day	Date	Credits Completed (see your email)	Day Hours	Day Location	Evening Hours	Evening Location
M	11/23	42 or more	9am-2pm	Rollins	5pm-6:30pm	Rollins Center
T	11/24	30 or more	9am-2pm	Rollins	5pm-6:30pm	Rollins Center
-	-	-	NO IN-PERSON REGISTRATION AVAILABLE NOV. 25 - 27			
M	11/30	18 or more	9am-2pm	Rollins	5pm-6:30pm	Rollins Center
T	12/1	12 or more	9am-2pm	Rollins	5pm-6:30pm	Rollins Center
W	12/2	1 or more	9am-2pm	Rollins	5pm-6:30pm	Rollins Center
TH	12/3	1 or more	9am-2pm	Rollins	5pm-6:30pm	Rollins Center
F	12/4	1 or more	9am-2pm	Rollins	NO EVENING	- - - - -
M	12/7	1 or more	9am-2pm	Rollins	5pm-6:30pm	Rollins Center
T	12/8	1 or more	9am-2pm	Rollins	5pm-6:30pm	Rollins Center
W	12/9	1 or more	9am-2pm	Rollins	5pm-7:00pm	Upper Bucks Campus
TH	12/10	1 or more	NO DAY	NO DAY	5pm-7:00pm	Lower Bucks Campus

- ◆ Advising and registration available by appointment at Upper and Lower Bucks Campuses.
- ◆ Spring 2010 web registration is available daily through 1/26/10 (except on 1/14/10).
- ◆ Intersession registration accepted, with payment, until 12/23/09.