Fall 2013 Registration Guide

Fall 2013 Term: August 28, 2013 to December 19, 2013

For Undergraduate (academic credit) courses

The College strongly recommends that you register online using your WebAdvisor account. Fall online registration begins May 6. Also, you may report to an in person registration held in the weeks before the start of each session. Late registration is no longer accepted! See below for registration deadlines.

REGISTRATION ENDS

Fall 2013 Full term 15 week courses August 26, 2013.
Fall 2013 August starting 9 week courses August 26, 2013.
Fall 2013 September starting 13 week courses September 14, 2013.
Fall 2013 October starting 10 week courses October 5, 2013.

NEW students may click here for their advising/registration schedule.

CURRENT and FORMER students may click here for their advising/registration schedule.

New Students have a WebAdvisor account created for them when they apply. Returning Students who have attended within the last 3 years will have active accounts. If you have been separated from Bucks for more than 3 years or experience other technical problems, please contact the Helpline at 215-968-8191 or webadvisor@bucks.edu. When emailing, please remember to include your name and birth date.

To access WebAdvisor, go to www.bucks.edu and click on WebAdvisor. You may click on the ‘WebAdvisor Guide for Students’ for specifics. To access your account, click on the Current Students box then LOG IN by entering your User ID and Password.

Proof of Prerequisites

You must supply written proof that you satisfy course prerequisites if they are not already present on your Bucks academic record.

At least one week before you plan to register:

1. Submit an unofficial transcript or grade report (or photocopy) that shows the prerequisite course completed with a grade of ‘C’ or better.

   and

2. Email your Prerequisite Waiver Request to transferin@bucks.edu.

Payment Your payment is due by July 17. If you register after July 17, you must either make payment in full or set up a payment plan immediately. (See below for information about Payment plans.) Check your balance in WebAdvisor by clicking on "Account Summary" under the heading "Financial Profile". We strongly recommend that you use WebAdvisor’s "Make a payment" option. If you pay by check or money order, mail your payment directly to the Student Accounts Office. Print your WebAdvisor "Account Summary" page and include it with your payment. If you are receiving financial aid (Financial Aid: 215-968-8200) or veteran's benefits (Veteran’s Affairs Office: 215-968-8490), you should check with those offices before registering.
SUMMARY (The following assumes you have applied and meet testing requirements.)

1. Get your WebAdvisor account in order to prepare for registration online.
2. Submit any proof of course prerequisites that may be missing from your B.C.C.C. record.
3. If you will register for 12 or more credits, meet with an academic advisor to be cleared to register.
4. Register for your Fall courses no later than Monday, August 26, 2013.
5. View your schedule (My Class Schedule) and your bill (Account Summary) online via WebAdvisor.
6. Make your payment online (or confirm your deferment or payment plan) immediately if your registration is after the July 17 tuition deadline OR
7. Mail or deliver your payment to Student Accounts immediately if your registration is after the July 17 tuition deadline (print your Account Summary from WebAdvisor and include it with your payment).

Bucks County Community College
Attn: Student Accounts Office
275 Swamp Road,
Newtown Pennsylvania 18940

OVERVIEW

As a current credit (undergraduate) student at BCCC, the College creates a password-protected account for you in a web-based program called WebAdvisor. When you access your unique WebAdvisor account, you may view your grades, academic record, program evaluation, account balance, and registered course schedule.

You may also:
- Register for and drop courses within the prescribed period,
- Place yourself on waiting lists for filled sections (and later claim offered seats).
- Search for course offerings (and seat availability),
- Make credit card payments over our secure server.

NOTE: You must select “Students” to register for credit/undergraduate courses.

IMPORTANT NOTES:
- To retrieve your user account name:
  - Go to www.bucks.edu and select WebAdvisor
  - Select Account information (top right corner of the screen)
  - Select What’s My User ID?
  - Follow the prompts - (you will need to provide your last name AND your 7 digit student ID number OR your social security #)
  - Your user account name will display on the screen.

To change or recover your password, please use Password Manager.

ELIGIBILITY

Who can register online?

Returning students who have been enrolled at least once over the past three year (since Fall 2010) still have active WebAdvisor accounts. If it has been more than three years since your last enrollment, contact webadvisor@bucks.edu or call the Help Desk at 215 968-8191.

New students who have already applied and have completed placement testing are required to go online to make an appointment for one of our “Start Right” advising and registration sessions. These are held regularly at all campuses. Click her to sign up for your Start Right session!

New students who have applied already but have not completed placement testing should test at their earliest
opportunity. Click here for Placement Testing information.

New students who have attended another college or university may be eligible for placement testing waivers. Click here for testing exemption information.

New students who have never applied to BCCC please click here to apply online now.

Academic Advising

Part-time students (enrolling for 11 or fewer credits in Fall 2013) may register in-person and online without advisor approval.

Full-time students (enrolling for 12 or more credits in Fall 2013) may register if:

(a) their advisor clears them by entering the Web registration advising code
- or-

(b) they submit their Registration Form or a note signed by their advisor at the time of their in-person registration.

REGISTERING

How do I register online for Bucks credit courses?
Point your web browser to www.bucks.edu and click "WebAdvisor" on the home page. Please read the on-screen instructions carefully (WebAdvisor Guide for Students).

Click "Current Students", then click on the Login tab. (Click here for login instructions.) After you are logged in, under the "Registration" heading, click on "Register for Sections". Click on the type of registration method you would like to use. Questions or problems - email webadvisor@bucks.edu or call 215 968-8191.

Click here to view a tutorial for online registration.

Web Registration (using WebAdvisor) at a glance:

1. You may register for Undergraduate (academic credit) courses only.
2. You must be on the WebAdvisor ‘registry’ (automatic for recent students and recent applicants – help is available at webadvisor@bucks.edu or 215 968-8191.)
3. You must have no overdue balance with BCCC.
4. Your BCCC student record must contain the prerequisites required for the courses you want.
5. You must make full payment, initiate a payment plan or obtain a valid deferment immediately if your registration is after the July 17 tuition deadline. In any event, you are responsible to remove unwanted courses from your schedule before the start date of the Fall term. Otherwise, you will be charged for them.

When can I register online?
You may begin to register for 2013 Fall courses starting on May 6, 2013. See the top of this document for specific registration deadline. Remember, late registration will no longer be accepted.

How do I view what courses are offered and available?
Even without a WebAdvisor account, you may view course offerings and availability. Go to www.bucks.edu; click on WebAdvisor. Click the “Students” box, then click on Search – Credit Sections under the Registration heading (no login is required).

Does my course require a prerequisite?
A prerequisite is a course, condition or test score that you must have to register for certain courses. Not all courses have prerequisites. For those that do, WebAdvisor will allow registration only if prerequisites are present on your BCCC academic record.
Prerequisites are listed beneath each course in all printed registration materials. On the web, you can view
course prerequisites by clicking within the box containing a course’s hi-lighted section name and title. This will take you to a page that lists detailed information about the course, including its prerequisites.

**How do I prove that I have the prerequisites for my courses?**

Your prerequisite courses are on your record if

- you have successfully completed them at BCCC (or officially transferred them in)
- you are currently enrolled in them at BCCC
- you have a prerequisite waiver on your BCCC record based on coursework or work experience

If you are a visiting/guest student with no previous BCCC course-work, transfer credits or testing/prerequisite waivers, you will be unable to register for courses that require prerequisites until they are on your Bucks record.

You may have waivers entered onto your record by supplying either an official or unofficial transcript or grade report that documents your completion of equivalent course-work along with a letter in which you explain which course(s) you hope to take at BCCC this Fall. These proofs of prerequisite should be submitted to the Admissions Office at least 5 business days before you plan to register. **REMINDER:** New students must apply online first in order to create a student record to which these prerequisite waivers can be attached.

**NOTES:** Placement testing result from other colleges cannot be accepted to prove prerequisites.

*Since transfer credits are evaluated in the order they are received, there can be no on-the-fly evaluations just to facilitate fall web registration. Due to the volume of transcripts received in the Office of Admissions, evaluations can take up to and including one month to complete. If students only want their transcript evaluated for waivers (testing/pre-requisites), the Admissions area will try to accommodate them as quickly as they can and always in the order they are received. For some courses, students may contact the Assistant Academic Dean of the offering Department who may be able to post a pre-requisite waiver.*

**Does my Bucks academic standing affect my registration?**

Yes. Students on Academic Warning may take no more than twelve credits during the Fall semester. Those on Academic Probation may enroll for no more than seven credits during the Fall semester.

**What can I do if my course-section is filled?**

The moment that a section fills, a waitlist is automatically activated. You may place yourself on a waitlist via WebAdvisor and must use its “Manage My Waitlist” option (found under the Register for Sections heading) to claim any seat that becomes available. The waitlisting period closes on the last day of drop/add for the course. **Click here for details about waitlisting.**

**How do I know if my registration went through?**

You should check your schedule in your WebAdvisor account by clicking on My Class Schedule (found under Academic Profile). We urge you to view and to print both your class schedule and your Account Summary immediately after you register. If you don’t see your course(s) and a bill, you did not register successfully! **Note:** You will NOT receive a mailed schedule for your Fall courses.

**How and when can I drop courses online?**

You may drop courses online with 100% refund until the day before the term begins. Once the term begins, you may need to submit a signed request to drop courses to Admissions. To qualify for 100% refund, this request must be received no later than the business day before the Fall session begins. This request may be mailed or delivered to the Admission Office or faxed to 215-968-8110.

**What is the difference between a ‘drop’ and a ‘withdrawal’?**

To drop a course, you must do so within the established refund period for the term (see above). If you drop a course, the course will not appear on your academic transcript. Courses may be dropped either online or by submitting a written and signed request by mail, fax (215-968-8110) or in person to the Admissions Office. To withdraw from a course once the refund period ends, you must submit a signed request to Admissions. **Withdrawals cannot be completed online. There is no refund for a course withdrawal and a grade of “W” will appear on your academic transcript. Withdrawal deadlines are listed below.**
### REFUND AND WITHDRAWAL DEADLINES FOR FALL 2013 COURSES

<table>
<thead>
<tr>
<th>Refund Percentage</th>
<th>Course Duration</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>Full term 15 week</td>
<td>Aug. 27</td>
</tr>
<tr>
<td>50%</td>
<td>Full term 15 week</td>
<td>Aug. 28 to Sept. 7</td>
</tr>
<tr>
<td>25%</td>
<td>Full term 15 week</td>
<td>Sept. 8 to Sept. 18</td>
</tr>
<tr>
<td>Withdrawal period</td>
<td>Full term 15 week</td>
<td>Sept. 19 to Nov. 5</td>
</tr>
<tr>
<td>100%</td>
<td>August starting 9 week</td>
<td>Aug. 27</td>
</tr>
<tr>
<td>50%</td>
<td>August starting 9 week</td>
<td>Aug. 28 to Sept. 2</td>
</tr>
<tr>
<td>25%</td>
<td>August starting 9 week</td>
<td>Sept. 3 to Sept. 9</td>
</tr>
<tr>
<td>Withdrawal period</td>
<td>August starting 9 week</td>
<td>Sept. 10 to Oct. 8</td>
</tr>
<tr>
<td>100%</td>
<td>September starting 13 week</td>
<td>Sept. 15</td>
</tr>
<tr>
<td>50%</td>
<td>September starting 13 week</td>
<td>Sept. 16 to Sept. 24</td>
</tr>
<tr>
<td>25%</td>
<td>September starting 13 week</td>
<td>Sept. 25 to Oct. 3</td>
</tr>
<tr>
<td>Withdrawal period</td>
<td>September starting 13 week</td>
<td>Oct. 4 to Nov. 12</td>
</tr>
<tr>
<td>100%</td>
<td>October starting 10 week</td>
<td>Oct. 6</td>
</tr>
<tr>
<td>50%</td>
<td>October starting 10 week</td>
<td>Oct. 7 to Oct. 13</td>
</tr>
<tr>
<td>25%</td>
<td>October starting 10 week</td>
<td>Oct. 14 to Oct. 20</td>
</tr>
<tr>
<td>Withdrawal period</td>
<td>October starting 10 week</td>
<td>Oct. 21 to Nov. 19</td>
</tr>
</tbody>
</table>

Click here for a complete list of refund deadlines.

### PAYING

**How do I know the amount due?**
You may check your balance by logging into your WebAdvisor account and clicking on "Account Summary" under the heading "Student Financial Info". Ideally, you will do this immediately after you register.

**When is my payment due?**
Payment is due by July 17. If you register after July 17, you must make full payment or set up a payment plan immediately. It is your responsibility to drop unwanted courses so that you are not charged for them.

**Is a payment plan available?**
Yes. The college has partnered with Sallie Mae to administer tuition payment plans for students. Benefits of this plan include manageable payments, no interest, and 24-hour access to your account by phone or online. Please click here for details about this payment plan.

**How do I make payment?**
We strongly recommend that you use your WebAdvisor account to make a credit card payment (Visa, MasterCard, Discover or American Express) over our secure site at the same time that you register. While logged into your WebAdvisor account, under the heading "Financial Profile" click on "Make a payment" and follow the on-screen instructions.

If you pay by check or money order, you may mail your payment (immediately if registration is after the July 17, deadline) directly to the Student Accounts Office. Please print your WebAdvisor "Account Summary" page.
and include it with your payment. You may also pay in person (immediately if registration is after the July 17, deadline) at the following offices. (Naturally, cash payments must be made in person.)

<table>
<thead>
<tr>
<th>Office of Admissions</th>
<th>Mon-Fri, 8:30am to 4:30pm</th>
<th>The Linksz Pavilion, 1st Flr.</th>
<th>215-968-8100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Accounts</td>
<td>Mon-Fri, 8:30am to 4:30pm</td>
<td>The Linksz Pavilion, 1st Flr.</td>
<td>215-968-8042</td>
</tr>
<tr>
<td>Student Service Center</td>
<td>Mon-Thu, 4:30pm-8:00pm</td>
<td>Rollins Ctr, 1st Flr.</td>
<td>215-968-8081</td>
</tr>
</tbody>
</table>

**What if I am receiving financial aid or veteran's benefits and will not be making payment myself?**
(1) It is your responsibility to follow through with the Financial Aid Office (215-968-8200) about the status of your deferment before the Fall session begins.
(2) If you are a veteran using a VA deferment, you must contact Ms Watts at 215-968-8490.

**How do I know whether my payment was received?**
Again, you should check your current student account balance in WebAdvisor by clicking on "Account Summary" under the heading "Financial Profile".

**What happens if I don't pay?**
*It is your responsibility to drop any unwanted courses by the established refund deadlines. Do not assume that the College will drop your courses and remove your charges if you fail to pay.*

**SUMMARY**

1. Get your WebAdvisor account in order to prepare for registration online.
2. Submit any proof of course prerequisites that may be missing from your Bucks record.
3. See an academic advisor if you intend to register for 12 or more credits (full-time status).
4. Register for your courses.
5. View your schedule (My Class Schedule) and your bill (Account Summary) online and print them.
6. Make your payment or set up your payment plan by July 17. If you register after July 17, you must do this immediately after you register.

**PLEASE NOTE :** Registration for full-term Fall 2013 courses ends August 26.

Web registration (using WebAdvisor) is available through August 26, 2013. **Late registration will not be accepted!** However, students who have registered by the August 26 deadline will be permitted to adjust their schedules through Sept. 3 (the drop/add period). A limited number of late-starting course-sections will be available for registration after the first week of the Fall term. Details will be available online.

Those planning to use a **Senior Citizen Tuition Waiver** must register on Friday, August 23. (Those unable to register that day may still enroll until August 26.)

**Late Registration is no longer accepted!**

Best of luck with your registration and your Fall classes!

Questions? Comments? Send us some [Email](mailto:admission@bucks.edu) or Instant Message us at admission@bucks.edu