Bucks County Community College  
Priority Registration Guide Spring 2012

Priority Registration Dates: November 21 to December 8
Tuition due-date: December 14, 2011

**VERY IMPORTANT NOTICE** You MUST open and read your student BucksMail email with the subject line 'Spring 2012 Priority Registration' for Advising/Registration information. To register between Nov. 21 - 30, you must be enrolled for Fall 2011.

**You may register during this period if...**
- Your Registration Form is signed by an academic advisor **or** your advisor enters a web-registration advising code for you (mandatory only for full-time students).
- You meet Testing requirements (see "Placement Testing" information below).
- You have no overdue financial obligation to the College.

**Academic Advising**  
Click here for your Priority Advising Options.

**Part-time** students (enrolling for 11 or fewer credits in Spring 2012) may register in-person and over the Web without advisor approval.

**Full-time** students (enrolling for 12 or more credits in Spring 2012) may register if:
- their advisor clears them by entering the Web registration advising code  
- or-
- they submit their Registration Form or a note **signed by their advisor** at the time of their in-person registration.

You may:
- (1) schedule an in-office advising appointment with a faculty member  
- or-
- (2) visit the office of the academic Department that offers your 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 Bucks & Upper Bucks Campus advising dates**
- Nov. 14 – Dec. 8 (Mon-Thu)  12pm to 2pm
- Nov. 14 – Dec. 8 (Mon-Thu)  5pm to 7pm

**Newtown Campus Advising Center (Rollins, 1st Floor)**
- Nov. 14 – Dec. 8 (Mon-Thu)  5pm to 7pm

*Except Nov. 23-25

**Placement Testing Information**
Placement testing is vital to your academic success!  
Click here for the Full Testing schedule.

**Preparing For Advising/Registration**
- Print your 'Program Evaluation' from WebAdvisor and bring it to your advisor.
- Obtain a Spring 2012 registration brochure or view courses on WebAdvisor.
- Check your WebAdvisor student account balance and pay any overdue charges.
- Make an in-office advising appointment. (Advisors will be available at evening in-person registrations only.)
- Have your advisor sign a Registration form or ask him/her to enter a web code.
Web Registration (using WebAdvisor)

Web registration is available November 21, 2011 to January 24, 2012. Details are available online. The same by-credit seniority rules apply (see registration schedule below).

In-Person Registration:

[] Check seat availability on WebAdvisor; create or adjust your schedule accordingly.
[] Present your completed Registration Form. It must be signed by an advisor (or an advising code must be on your student record). **NOTE:** Your first day of eligibility for registration is based on the number of credits you've completed plus those now in progress. 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 for your records.)

During this period (Nov. 21 - Dec. 8), payment will **not** be taken at registration. However, all previous balances must be paid before you register. **For details, please see Payment below.**

SPECIAL NOTE ON FINAL GRADES: Your Fall 2011 Final Grades will not be mailed to you unless you submit a written and signed request to the Admissions Office by 12/16/11. You may view your grades online via WebAdvisor after December 22, 2011.

### SPRING 2012 IN-PERSON PRIORITY REGISTRATION SCHEDULE

ALL Registration is conducted by seniority according to this schedule:

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<th>Day</th>
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<th>Credits Completed (see your Permit)</th>
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<td><strong>T H A N K S G I V I N G B R E A K</strong> (Nov. 23 to 27) <strong>-------------------</strong></td>
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<td>Rollins</td>
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<td>Rollins Center</td>
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Web registration (using WebAdvisor) is available through January 24, 2012 (except for 1/12/12). Advising and registration is available by appointment at both Upper and Lower Bucks Campuses. Those planning to use a Senior Citizen Tuition Waiver must register between Jan. 13 and Jan. 24. Intersession registration accepted, with payment, online and at all campuses. **Deadline is 12/21/11.**

### Payment

If you register by December 8, 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 no later than **Wednesday, December 14, 2011.** If you are receiving Financial Aid, you must be officially deferred by Dec. 14 or make payment. Payment plans (administered through Sallie Mae) must be arranged online at [https://tuitionpay.salliemae.com/tuitionpay/tpphome.aspx?bucks](https://tuitionpay.salliemae.com/tuitionpay/tpphome.aspx?bucks).

Mailing address is:

**Student Accounts Office**

275 Swamp Road

Bucks County Community College

Newtown, PA  18940

### **** IMPORTANT NOTICE ****

The College will, at its discretion, drop all Spring 2012 courses of those students who fail to pay or officially defer payment by the tuition payment deadline of December 14, 2011. For details on payment options and refund policies, please see [www.bucks.edu/studentaccounts/](http://www.bucks.edu/studentaccounts/).