Bucks County Community College
Priority Registration Guide
Fall 2011

Register Now for the Best Selection!

Priority Registration Dates: April 25 to May 6
Tuition due-date: July 13, 2011
Fall 2011 Term: August 24, 2011 to December 15, 2011

Very Important Notice
You MUST open and read your student BucksMail email with the subject line 'Fall 2011 Priority Registration’ for information specific to you. That email includes:
- The first day you are eligible to register,
- How to find advisors for your major,
- How to access your Spring 2011 mid-term grades (withdrawal ends April 5, 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
Part-time students (enrolling for 11 or fewer credits in Fall 2011) may register in-person and over the Web without advisor approval.

Full-time students (enrolling for 12 or more credits in Fall 2011) 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.

You may:
(1) schedule an in-office advising appointment (many faculty post sign-up sheets on their office doors) -or-
(2) visit an advising center near you -or-
(3) visit the Newtown office of the Academic Department that offers your major to request an advising appointment.

Newtown 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

Click here for advising details for all campuses.

Placement Testing Information
For details and holiday closings: (215) 968-8466 or www.bucks.edu/testing.

Preparing For Advising/Registration
- Print your 'Program Evaluation' from WebAdvisor and bring it to your advising session. Click here for a tutorial on how to do this.
- Obtain a Fall 2011 registration brochure on or after April 8 or view courses on WebAdvisor after April 4 using Search for Sections (under the Students Menu).
- 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 registration advising code.
Web Registration (using WebAdvisor)

Web registration is available April 25, 2011 to August 30, 2011. The same by-credit seniority rules apply between April 25-29 (see registration schedule below).

If you do not know your account name, go to WebAdvisor at www.bucks.edu and click on MAIN MENU then click on the Account Information link. Your initial password is set to “bd” followed by your birth date in mmddyy format. (Ex.: bd042390 for 4/23/90). Details are available online.

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 a mailed or hand-delivered payment. Keep the pink copy for your records.)

During this period (April 25 - May 6), 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 Spring 2011 Final Grades will not be mailed to you unless you submit a written and signed request to the Admissions Office. You may view your grades online via WebAdvisor after May 23, 2011.

FALL 2011 IN-PERSON PRIORITY REGISTRATION SCHEDULE

ALL Registration is conducted by seniority according to this schedule:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Credits Completed (see your email)</th>
<th>Day</th>
<th>Location</th>
<th>Evening Hours</th>
<th>Evening Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>4/25</td>
<td>42 or more</td>
<td>9am-2pm</td>
<td>The Hub</td>
<td>4:30-6:30pm</td>
<td>The Hub</td>
</tr>
<tr>
<td>T</td>
<td>4/26</td>
<td>30 or more</td>
<td>9am-2pm</td>
<td>The Hub</td>
<td>4:30-6:30pm</td>
<td>The Hub</td>
</tr>
<tr>
<td>W</td>
<td>4/27</td>
<td>18 or more</td>
<td>9am-2pm</td>
<td>The Hub</td>
<td>4:30-6:30pm</td>
<td>The Hub</td>
</tr>
<tr>
<td>TH</td>
<td>4/28</td>
<td>12 or more</td>
<td>9am-2pm</td>
<td>The Hub</td>
<td>4:30-6:30pm</td>
<td>The Hub</td>
</tr>
<tr>
<td>F</td>
<td>4/29</td>
<td>1 or more</td>
<td>9am-2pm</td>
<td>The Hub</td>
<td>*** NO EVENING HOURS ***</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>5/2</td>
<td>1 or more</td>
<td>9am-2pm</td>
<td>The Hub</td>
<td>4:30-6:30pm</td>
<td>The Hub</td>
</tr>
<tr>
<td>T</td>
<td>5/3</td>
<td>1 or more</td>
<td>9am-2pm</td>
<td>The Hub</td>
<td>4:30-6:30pm</td>
<td>The Hub</td>
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<tr>
<td>W</td>
<td>5/4</td>
<td>1 or more</td>
<td>9am-2pm</td>
<td>The Hub</td>
<td>4:30-6:30pm</td>
<td>The Hub</td>
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<tr>
<td>TH</td>
<td>5/5</td>
<td>1 or more</td>
<td>9am-2pm</td>
<td>The Hub</td>
<td>4:30-6:30pm</td>
<td>The Hub</td>
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<tr>
<td>F</td>
<td>5/6</td>
<td>1 or more</td>
<td>9am-2pm</td>
<td>The Hub</td>
<td>*** NO EVENING HOURS ***</td>
<td></td>
</tr>
</tbody>
</table>

Web registration (using WebAdvisor) is available through August 30, 2011 (except for 8/18/11). Advising and registration is available by appointment at both Upper and Lower Bucks Campuses. Those planning to use a Senior Citizen Tuition Waiver may not register during this period.

Payment

If you register by May 6, the amount due will be written on your Registration Form (if you register in person) and/or may be viewed on WebAdvisor.

Your payment must be received or deferred by the Student Accounts Office no later than Wednesday, July 13, 2011. If you are receiving Financial Aid, you must be officially deferred by July 13 or make payment.

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 Registration Form or click here to download a payment form.

Our mailing address is:
Payment may be made in person at:
- **Student Accounts** (The Hub, Newtown campus)
- Student Services (Rollins Ctr., 1st Floor, Newtown Campus)
- **Lower Bucks (Bristol)** and **Upper Bucks (Perkasie)** Campuses

Payment plans are available if you need additional time to pay your tuition. You must complete a Financial Extension Agreement Form at the Student Accounts Office, The Hub or click here for the online Payment Plan Request. You must register for 6 or more credits and there is a fee for this service. For details, call 215-968-8035.

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

The College may, at its discretion, drop all Fall 2011 courses of those students who fail to pay or officially defer payment by the deadline of July 13, 2011. Click here for payment options.

If you decide not to take some or all of your 2011 Fall courses, you must drop unwanted courses by using your WebAdvisor account or by submitting a written and signed request to the Admissions Office. Drops can NOT be accepted by telephone. Admissions Fax number: 215-968-8110. 100% refund through 8/23/11; 50% refund period begins on 8/24/11.