**Intersession 2014 Registration Guide**

**Term dates:** December 26, 2013 to January 15, 2014  
**Term designator:** 14/IN  
**Note:** All Intersession courses are offered online.  
**Special Note:** All College Offices are closed between 12/21/13 and 01/01/14.

The Intersession is a highly concentrated and intense academic term. Please visit [www.bucks.edu/welcome](http://www.bucks.edu/welcome) to view course requirements before registering.

*Enrollment is limited by academic standing as follows:*

- **SATISFACTORY STANDING:** Maximum of TWO Intersession courses.  
- **ACADEMIC WARNING:** Maximum of ONE Intersession course.  
- **ACADEMIC PROBATION:** NO Intersession courses may be taken.

The College strongly recommends that you register online using your WebAdvisor account. Online registration continues through December 19.

**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](http://www.bucks.edu); click on WebAdvisor. Click the “Students” box, then click on *Search – Credit Sections* under the Registration heading (no login is required).

[Click here for Term Calendar and a text-only version of our course offerings.](#)

**WebAdvisor (online registration)**

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 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.

To access WebAdvisor, go to [www.bucks.edu](http://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 *Students* box then **LOG IN** by entering your User ID and Password.

[Click here to view a tutorial for online registration.](#)

*Problems?* Please contact the Helpline at **215-968-8191** or [webadvisor@bucks.edu](mailto:webadvisor@bucks.edu). When emailing, please include your name and birth date. *To change or recover a password, use Password Manager.*

**Payment**

◊ *Your payment is due when you register. Payment plans are not available for Intersession.*

◊ Check your balance in WebAdvisor by clicking on "Account Summary" under the heading "Financial Profile". We 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, print your name and student ID number on it and include it with your payment.
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
4. View your schedule (My Class Schedule) and your bill (Account Summary) online via WebAdvisor.
5. Make your payment online or mail or deliver your payment to Student Accounts immediately.

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

ELIGIBILITY

Who can register online?

• Returning students who have been enrolled over the past three year (since Spring 2011).
• New students who have already applied
• But, New students who have never applied to BCCC please click here to apply online now.

REGISTERING

Proving you meet the prerequisite for my course: Click here for information about prerequisite waivers.

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 for Intersession closes on December 27, 2013. 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 Intersession courses.

AFTER REGISTRATION

How and when can I drop courses online? You may drop courses online with 100% refund until December 25, 2013, the day before term begins. (If you have an overdue balance, you will not be able to drop or add courses online.) To qualify for 100% refund, this request must be received no later than December 20, 2013. Once the term begins, you may need to submit a signed request to drop courses to Admissions. 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.

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 periods for 2014 Intersession (December-starting sections)

- 100% refund ends 12/20/13 for in-person drops.
- 100% refund ends 12/25/13 for online and faxed drops.
- 50% refund period: 12/26/13 to 12/29/13.
- Withdrawal period (no refund): 12/30/13 to 1/7/14.

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 when you register. Because of the term's brevity, payment plans are not available. It is your responsibility to drop unwanted courses so that you are not charged for them.

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 after you register) 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 at the following offices. (Cash payments must be made in person.)

Office of Admissions        Mon-Fri, 8:30am to 4:30pm        The Linksz Pavilion, 1st Flr.        215-968-8100
Student Accounts            Mon-Fri, 8:30am to 4:30pm        The Linksz Pavilion, 1st Flr.        215-968-8042
Student Service Center      Mon-Thu, 4:30pm-8:00pm        Rollins Ctr, 1st Flr.        215-968-8081

How do I know whether my payment was received?
Again, please 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.

Late Registration is no longer accepted!

Best of luck with your registration and your classes!

Questions? Comments? Send us some Email or Instant Message us at admissionatbucks