

Spring 2014 Credit-course Registration Guide

Spring 2014 Term: January 22, 2014 to May 20, 2014

The College strongly recommends that you register online using your WebAdvisor account. Spring online registration begins **November 25**. 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	
	In-Person	Online
Spring 2014 Full term 15 week courses	1/17/14	1/20/14
Spring 2014 February-starting 12 week courses	2/7/14	2/8/14
Spring 2014 March-starting online courses	2/28/14	3/1/14
Spring 2014 April-starting online courses	3/28/14	3/30/14

[NEW students may click here for their advising/registration options.](#)

[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.

Payment

◇ *Your payment is due by December 18.* If you register after December 18, 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 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.

◇ If you are receiving financial aid (Financial Aid: 215-968-8200) or veteran's benefits (Veteran's Educational Benefits-GI Bill 215-968-8419 or VABenefits@bucks.edu), please check your status 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 Spring courses **in-person** no later than Friday, January 17, 2014.
5. Register for your Spring courses **online** no later than Monday, January 20, 2014.
6. View your schedule (*My Class Schedule*) and your bill (*Account Summary*) online via WebAdvisor.
7. Make your payment online (or confirm your deferment or payment plan) immediately if your registration is after the December 18 tuition deadline *OR*
8. Mail or deliver your payment to Student Accounts immediately if you register after the December 18 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 Spring 2011) 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 should set up an appointment with an Educational Planner for advising and registration at one of our campuses. [Click here to view your advising/registration options.](#)

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 Spring 2014) may register in-person and online without advisor approval.

Full-time students (enrolling for 12 or more credits in Spring 2014) 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.

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 December 18 tuition deadline. In any event, **you are responsible** to remove unwanted courses from your schedule before the start date of the Spring term. Otherwise, you will be charged for them.

When can I register online?

You may begin to register for 2014 Spring courses starting **November 25, 2013**. See the top of this document for specific registration deadlines. **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). [Click here for text-only versions of our course offerings.](#)

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

[Click here for information about prerequisite waivers.](#)

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. **REMINDER:** New students must apply online first in order to create a student record to which these prerequisite waivers can be attached. **NOTE:** *Placement testing result from other colleges cannot be accepted to prove prerequisites.*

Does my Bucks academic standing affect my registration?

Yes. Students on **Academic Warning** may take no more than twelve credits during the Spring semester. Those on **Academic Probation** may enroll for no more than seven credits during the Spring 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 Spring 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 Spring 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 SPRING 2014 COURSES

100% refund for	Full term 15 week courses	ends January 21
50% refund for	Full term 15 week courses	Jan. 22 to Feb. 1
25% refund for	Full term 15 week courses	Feb. 2 to Feb. 13
Withdrawal period	Full term 15 week courses	Feb. 14 to April 8
100% refund for	February-starting 12 week	ends February 9
50% refund for	February-starting 12 week	Feb. 10 to Feb. 18
25% refund for	February-starting 12 week	Feb. 19 to Feb. 27
Withdrawal period	February-starting 12 week	Feb. 28 to April 9
100% refund for	March-starting 9 week	ends March 2
50% refund for	March-starting 9 week	March 3 to March 9
25% refund for	March-starting 9 week	March 10 to March 16
Withdrawal period	March-starting 9 week	March 17 to April 16
100% refund for	April-starting 6 week	ends March 31
50% refund for	April-starting 6 week	April 1 to April 4
25% refund for	April-starting 6 week	April 5 to April 8
Withdrawal period	April-starting 6 week	April 9 to April 28

[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 December 18. If you register after December 18, 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 December 18, 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 December 18, deadline) at the following offices. (Naturally, 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, 1 st Flr.	215-968-8081

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 Spring session begins*.

(2) If you are a veteran using a VA deferment, you must contact our VA liaison at 215-968-8419 or VABenefits@bucks.edu.

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. Be aware that the College reserves the right to drop students from their courses if payment has not been made or officially deferred. **However, 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 December 18. If you register after December 18, you must do this immediately after you register.

PLEASE NOTE: In-person Registration for full-term Spring courses ends Jan. 17.

Online registration (using WebAdvisor) is available through January 20, 2014 but with limited technical support available between 1/18 and 1/20. **Late registration will not be accepted!** However, students who have registered by the January 20 deadline will be permitted to adjust their schedules through Jan. 28 (the drop/add period). A limited number of late-starting course-sections will be available for registration after the first week of the Spring term. Details will be available online.

Those planning to use a [Senior Citizen Tuition Waiver](#) must register on Thursday, Jan. 16. (Those unable to register that day may still enroll on January 17.)

Late Registration is no longer accepted!

Best of luck with your registration and your Spring classes!

Questions? Comments? Send us some [Email](#)



or Instant Message us at [admissionatbucks](#)