

Summer 2012 Web Registration For Undergraduate (academic credit) courses

The College strongly recommends that you register online using your WebAdvisor account. Summer online registration begins **March 14**. Also, you may report to an in person registration held in the weeks before the start of each session. [Click here for the in-person registration dates.](#)

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 when you register.* 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 within 3 calendar days of your registration 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

1. Get your WebAdvisor account in order to prepare for registration over the web.
2. Submit any proof of course prerequisites that may be missing from your B.C.C.C. record.
3. Register for your Summer courses online starting March 14, 2012.
4. View your schedule (*My Class Schedule*) and your bill (*Account Summary*) online via WebAdvisor.
5. Make your payment online (or confirm your deferment) within three days of your registration **OR**
6. Mail or deliver your payment to Student Accounts within three days of your registration (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 obtain 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.

Mouse Note: All clicks are SINGLE clicks.

ELIGIBILITY

Who can register over the Web?

Returning students who have been enrolled at least once over the past three year (since Spring 2009) 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 to BCCC and have a valid BCCC ID number are eligible the day after their application has been processed.

New students who have never applied to BCCC [please click here to apply online now](#).

Who should register over the web?

You should consider using web registration only if:

- You have the necessary course prerequisites on your BCCC transcript.
- You have no overdue balance with BCCC.
- You are able to make full payment for your courses within 3 calendar days of your registration --or-- the Financial Aid Office or Veteran's Affairs Office can defer your payment.

How do I get set up to register over the web?

First, you must have an application on file with the Admissions Office (former and current students have this already).

New students should apply online as soon as possible (please see the link above). Their BCCC ID number will be sent to them within 48 hours.

Former students who have not attended within the past three years should contact webadvisor@bucks.edu or call the Help Desk at **215 968-8191** to have their WebAdvisor accounts re-activated.

REGISTERING

How do I register over the web for BCCC Summer 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 or obtain a valid deferment within 3 calendar days of your registration or the College may, *at its discretion*, delete all registered courses from your Summer schedule. In any event, **you are responsible** to remove unwanted courses from your schedule before the start date of the Summer session in question. Otherwise, you will be charged for them.

When can I register over the web?

You may begin to register for 2012 Summer courses over the web starting on **March 14, 2012**.

- **Session I** web registration for **May-starting** courses **ends** on May 20, 2012.
- **Session I Late** registration (\$25 Late Fee) for **May-starting** courses **ends** on May 22, 2012.

- **Session I** web registration for **June-starting** courses **ends** on June 17, 2012.
- **Session I Late** registration (\$25 Late Fee) for **June-starting** courses **ends** on June 19, 2012.

- **Session II** web registration (all courses) **ends** on July 8, 2012.
- **Session II Late** registration (\$25 Late Fee) **ends** on July 10, 2012.

How do I view what course 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 student* with no previous BCCC course-work, transfer credits or testing/prerequisite waivers, you will be unable to register for courses that require specific prerequisites until they are part of your BCCC 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 summer. 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 summer 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 Alert** may take no more than six credits per summer session. Those on **Academic Probation** may enroll for no more than three credits per summer session.

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 session. [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* (the final item 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 Summer courses.

How and when can I drop courses over the web?

You may drop courses **online** with 100% refund until the day before the session begins. Once the session begins, you must 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 Summer session begins. This request may be mailed or delivered to the Admission Office or faxed to 215-968-8110.

*Deadline for 100% refund is **May 20** for all **May-starting Session I** courses.
50% refund for **6 week Session I** courses: **May 21 to May 28**
50% refund for **8week Session I** courses: **May 21 to May 31**
50% refund for **12-week Session I** courses: **May 21 to June 6***

*Deadline for 100% refund is **June 17** for **June-starting Session I** courses.
50% refund for **June-starting Session I** courses: **June 18 to June 29.***

*Deadline for 100% refund is **July 6** for **all Session II** courses.
50% refund for **all Session II** courses: **July 7 to July 15.***

[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?

Your full payment should be received by the College within three calendar days of your web registration. **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 (within 3 calendar days of your registration) 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 (within 3 calendar days of your registration) at the following offices. (Naturally, cash payments must be made in person.) **Please note: Deferred payment plans are not available for Summer sessions.**

Office of Admissions	Mon-Fri, 8:30am to 4:30pm	Rollins Ctr., 2 nd Flr.	215-968-8100
Student Accounts	Mon-Fri, 8:30am to 4:30pm	Rollins Ctr., 2 nd Flr.	215-968-8042
Student Service Center	Mon-Thu, 4:30pm-8:30pm	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 Summer 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?

The College **may** cancel all of your registered Summer courses if you do not make full payment within five calendar days of your web registration. Please do not make a partial payment and assume that 'someone' will know which course(s) you wish to keep. **In any event, 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.**

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3. Register for your courses.
4. View your schedule (*My Class Schedule*) and your bill (*Account Summary*) online and print them.
5. Make your payment within three calendar days of your registration (see above for payment options).

Best of luck with your registration and your Summer classes!

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



or Instant Message us at [admissionatbucks](#)

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