Bucks County Community College
Priority Registration Guide
Fall 2010

Register Now for the Best Selection!

Priority Registration Dates: April 26 to May 7
Tuition due-date: July 28, 2010
Fall 2010 Term: August 25, 2010 to December 16, 2010

VERY IMPORTANT NOTICE
You MUST open and read your student BucksMail email with the subject line 'Fall 2010 Priority Registration' for Advising/Registration information.

That email includes:
- The first day you are eligible to register,
- How to find advisors for your major,
- How to access your Spring 2010 mid-term grades (withdrawal ends April 13, 2010).

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.
- You meet Testing requirements (see "Placement Testing" information below).
- You have no overdue financial obligation to the College.

Academic Advising

Part-time students (enrolled for 11 or fewer credits in Spring 2010) may register in-person and over the Web without advisor approval.

Full-time students (enrolled for 12 or more credits in Spring 2010) 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 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
April 21 – May 4 (Mon-Fri)    10am to 2pm
April 21 – May 4 (Mon-Thu)     5pm to 7pm

Newtown Campus Advising Center (Rollins, 1st Floor)
April 26 – May 6 (Mon-Thu)     5pm to 6:30pm

Click here for advising details.

Placement Testing Information

Placement testing is vital to your academic success!
During April and May, Testing is available in Room 100 of the Rollins Center on these days and times:

Mondays:     9:30am through 6:00pm
Tuesdays:  10:30am through 1:00pm
Wednesdays:  9:30am through 6:00pm
Thursdays:  10:30am through 6:00pm
Fridays:     9:30am through 1:00pm
Saturdays:   9:30am only


Placement Testing will be held also at the Lower Bucks Campus (LBC, Rm. 108) and the Upper Bucks Campus (UBC, Rm. 154) on these days and times:

LBC at 2:00pm:  Thursdays
LBC at 10am:  1st & 3rd Sat. of month

UBC at 2:00pm:  Tuesdays
UBC at 10am:  2nd & 4th Sat. of month

For details: (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 2010 registration brochure on or after April 9 or view courses on WebAdvisor (as of April 5) using Search for Sections.
[] 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 26 to August 31. The same by-credit seniority rules apply (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; 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. 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, 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 2010 Final Grades will not be mailed to you unless you submit a written and signed request to the Admissions Office by 5/18/10. You may view your grades online via WebAdvisor after May 24, 2010.

FALL 2010 IN-PERSON PRIORITY REGISTRATION SCHEDULE

ALL Fall Registration is conducted by seniority according to this schedule:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Credits Completed (see your Permit)</th>
<th>Day</th>
<th>Hours</th>
<th>Day</th>
<th>Evening Location</th>
<th>Hours</th>
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<tr>
<td>M</td>
<td>4/26</td>
<td>42 or more</td>
<td>T</td>
<td>9am-2pm</td>
<td>Rollins</td>
<td>5pm-6:30pm</td>
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<td>4/27</td>
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<td>W</td>
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<td>Rollins</td>
<td>5pm-6:30pm</td>
<td>Rollins Center</td>
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<td>18 or more</td>
<td>TH</td>
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<td>5pm-6:30pm</td>
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<td>TH</td>
<td>4/29</td>
<td>12 or more</td>
<td>F</td>
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<td>9am-2pm</td>
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<td>Rollins Center</td>
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<td>F</td>
<td>5/7</td>
<td>1 or more</td>
<td>9am-2pm</td>
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Web registration (using WebAdvisor) is available through August 31, 2010 (except for 8/19/10). Advising and registration is available by appointment at both Upper and Lower Bucks Campuses. Summer registration is accepted, with payment, online and at all campuses. Those planning to use a Senior Citizen Tuition Waiver may not register during this period.

**Payment**

If you register by May 7, 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 4 p.m., Wednesday, July 28, 2010. If you are receiving Financial Aid, you must be officially deferred by July 28 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.) Mailing address is:

Student Accounts Office  
275 Swamp Road  
Bucks County Community College  
Newtown, PA 18940

Payment may be made in person at: Student Accounts (The Hub)  
Evening Director (Founders Hall, Lobby)  
Lower (Bristol) and Upper (Perkasie) County 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 online at [https://apps.bucks.edu/admissions/](https://apps.bucks.edu/admissions/). 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 will, at its discretion, drop all Fall 2010 courses of those students who fail to pay or officially defer payment by the tuition payment deadline of July 28, 2010. View details on payment policies/options at [www.bucks.edu/studentaccounts/](http://www.bucks.edu/studentaccounts/).

If you decide not to take some or all of your 2010 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 8/24/10. 50% refund 8/25/10 through 09/1/10

Bucks County Community College  
Office of Admissions, Records and Registration  
275 Swamp Road  
Newtown, PA 18940

215-968-8100  www.bucks.edu