Bucks County Community College
Priority Registration Guide
Spring 2011

Register Now for the Best Selection!

Priority Registration Dates: November 22 to December 9
Tuition due-date: December 15, 2010
Spring 2011 Term: January 19, 2011 to May 17, 2011

VERY IMPORTANT NOTICE You MUST open and read your student BucksMail email with the subject line 'Spring 2011 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 Fall 2010 mid-term grades (withdrawal ends November 2, 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 (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 Spring 2011) may register in-person and over the Web without advisor approval.

Full-time students (enrolling for 12 or more credits in Spring 2011) may register if:
- (a) their advisor clears them by entering the Web registration advising code
- (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)
- (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*

Nov. 10 – Dec. 10 (Mon-Fri) 10am to 2pm
Nov. 29 – Dec. 9 (Mon-Thru) 5pm to 7pm

Newtown Campus Advising Center (Rollins, 1st Floor)*
Nov. 22 – Dec. 7 (Mon-Thru) 5pm to 6:30pm

*Except Nov. 24-26

Click here for advising details.

Placement Testing Information

Placement testing is vital to your academic success!
Testing is available in Room 100 of the Rollins Center on these days and times:
Mondays: 9:30am through 6:00pm
Tuesdays: 10:00am through 1:00pm
Wednesdays: 9:30am through 6:00pm

Placement Testing will be held also at the Lower Bucks Campus (LBC, Rm. 108) and the Upper Bucks Campus (UBC, Rm. 020) on these days and times:

- LBC at 2:00pm: Thursdays
- UBC at 2:00pm: Tuesdays

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 Spring 2011 registration brochure on or after November 5 or view courses on WebAdvisor 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 November 22, 2010 to January 25, 2011. 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; 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 your payment. Keep the pink copy for your records.)

During this period (Nov. 22 – Dec. 9), 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 Fall 2010 Final Grades will not be mailed to you unless you submit a written and signed request to the Admissions Office by 12/16/10. You may view your grades online via WebAdvisor after December 22, 2010.

**SPRING 2011 IN-PERSON PRIORITY REGISTRATION SCHEDULE**

ALL Registration is conducted by seniority according to this schedule:

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<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Credits Completed</th>
<th>Day</th>
<th>Day</th>
<th>Evening</th>
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<td>11/22</td>
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<td>9am-2pm</td>
<td>Rollins 5pm-6:30pm</td>
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<td>9am-2pm</td>
<td>Rollins 5pm-6:30pm</td>
<td>Rollins Center</td>
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Web registration (using WebAdvisor) is available through January 25, 2011 (except for 1/13/11). Advising and registration is available by appointment at both Upper and Lower Bucks Campuses. Intersession registration 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 December 9, 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 Wednesday, December 15, 2010. If you are receiving Financial Aid, you must be officially deferred by December 15 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)  
Student Services (Rollins Ctr., 1st Floor)  
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 [http://www.bucks.edu/catalog/exten.php](http://www.bucks.edu/catalog/exten.php). 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 Spring 2011 courses of those students who fail to pay or officially defer payment by the tuition payment deadline of December 15, 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 2011 Spring 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 1/18/11. 50% refund 1/19/11 through 1/29/11; 25% refund 1/30/11 through 2/10/11

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

215-968-8100  [www.bucks.edu](http://www.bucks.edu)