

Web Services and Web Registration at Bucks (WebAdvisor)

WebAdvisor is a powerful web-based computer program that will allow you to do all of the following without a trip to campus

- Run and print your Program Evaluation for academic advising
- View your grades (both mid-term and final)
- Register, add or drop courses for Fall 2007
- Check seat availability and course offerings for Fall courses
- View your schedule
- View your student account balance and pay your bill

REGISTERING OVER THE WORLD WIDE WEB

As a BCCC student, you already have a WebAdvisor account. {New students should apply (free of charge) to BCCC online at www.bucks.edu.} Your WebAdvisor Username is your 7-number BCCC ID with a lower-case 's' in front (ex. s0491234). Unless you changed it yourself, your Password is a lowercase "bd" followed by your birth date in month-day-year format (ex. bd070487 for July 4, 1987). You will be forced to replace your 'birth date Password' the first time you log into WebAdvisor. Your new Password must contain at least one number and/or one letter and be 6 to 9 characters long (ex. lucky77 is acceptable, 1234567 or luckyme are not.) *Please decide now on a memorable Password, 6 to 9 characters long, that contains both letters and numbers.*

If you have used WebAdvisor within the past four months, you must use the Password you created when you last logged on. If you have problems with your Password, you may e-mail webadvisor@bucks.edu or call 215-968-8472 for assistance.

Fall 2007 Web registration continues through August 17. View the *Fall 2007 Registration Guide* at for details.

Payment for courses is due by August 1, 2007 or within 3 days of your registration if you register after August 1. (Use WebAdvisor's make-a-payment option to ensure that we receive your payment on time.)

To register over the Web, point your web browser to <http://www.bucks.edu/>, and click on **WebAdvisor**. Instructions for Web registration are available on-screen by clicking 'WebAdvisor Guide for Students' You also may pull up advising information on-line. You may access Web registration using your home PC or any available Bucks PC (in the Library or open-access computer labs on any campus). Internet connection is required. ***By using your Password, you are signing a registration form. In addition, you are responsible for registering yourself correctly.***

WHO MAY USE WEB REGISTRATION?

New students (those who have applied and are enrolling for the first-time this Fall) must complete or be waived from Placement Testing before registering. This applies to full and part-time students. Details at <http://www.bucks.edu/testing/assessment.html>.

If you are a **Full-time student**, *the College requires that you meet with an academic advisor before registration.* To use Web registration, an advisor-approval code is required (see below). Visit <http://www.bucks.edu/advising/index.html> for advising information.

If you are a **Part-time student in good academic standing**, advising is optional. If you were enrolled for the Spring 2007 term, you are automatically eligible to register over the Web; if not, you may request web registration access by downloading and submitting a Web Registration Access Request at <http://www.bucks.edu/admission/webreg.pdf>.

If your academic status is currently "**Academic Warning**" (12 credit limit) or "**Academic Probation**" (7 credit limit), you may register over the Web only with advisor approval. (This holds true whether you are full or part time.) This means that an advisor-approval code must be added to your record (see below).

Please understand that the advisor-approval code is not a password. It is an entry that is added to your student record for you by either your advisor or the Admission Office. This code may be added to your record in one of two ways. First, your advisor may enter the code for you. Second, you may submit a registration form or a note, *signed by your advisor*, to either the Admissions Office (Pemberton Hall) or the Evening Director's Office (Founders) and this code will be entered for you within 24 hours.

The following conditions and restrictions pertain to Web registration

- You are responsible to ensure your registration 'went through'. Check 'My Class Schedule' after you register or drop/add!
- You may not register for courses requiring special written permission (ex. Independent Study or Co-op Education).
- Prerequisites (course-based or test-based) must be present on your BCCC academic record.
- You may not register if you have any overdue balance with the College. To view your account balance, click on 'Account Summary' under the 'Financial Information' heading. If you pay a previous overdue balance in person, *allow 5 days for your account to be cleared for registration.* If you use WebAdvisor's on-line credit card payment option, your account is updated immediately and you may register sooner.
- If your mailing address has changed, please submit written notice to Admissions (Pemberton Hall; Fax: 215-968-8110).
- If your major is not listed correctly, please complete a 'Change of Major' form and submit it to the Admissions Office.