

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 dates 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

No Testing 5/24/08 and 5/26/08.

Placement Testing will be held also at the Lower Bucks Campus (LBCC) and the Upper Bucks Campus (UBCC) on these dates:

LBCC at 3pm: Thursdays
LBCC at 10am: 1st & 3rd Sat. of month

UBCC at 3:00pm: Tuesdays
UBCC at 10am: 2nd & 4th Sat. of month

For details, call (215)968-8466.
Online: www.bucks.edu/testing

Payment

If you register by May 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 **4 p.m., Thursday, July 31, 2008**. If you are receiving Financial Aid, you must be officially deferred by July 31 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 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 in person* at the Student Accounts Office, The Hub. There is a fee for this service. Call 215-968-8035 with any questions.



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

Bucks County Community College



Registration Guide Fall 2008

Everything currently enrolled students need to know to register for the Fall 2008 term

**Current Student
Registration Dates**
April 28 to May 9

Tuition due-date
July 31, 2008

Fall 2008 Term
August 27, 2008
to
December 18, 2008

******* IMPORTANT NOTICE *******

It remains the responsibility of each student to drop any unwanted course(s) by the established refund deadlines.

**For Fall 2008,
100% refund ends 8/26/08
50% refund from 8/27/08 to 9/3/08**

For up-to-date details on payment policies and options, please visit www.bucks.edu/studentaccounts/.

If you decide not to take some or all of your 2008 Fall courses, you must drop unwanted courses by:

- (1) using your [WebAdvisor](#) account
- or-
- (2) submitting a written and signed request to the Admissions Office.

Drops are NOT accepted by telephone.
Admissions Fax number: 215-968-8110.

Register Now for the Best Selection!

VERY IMPORTANT NOTICE

You MUST open and read your student BucksMail email with the subject line 'Fall 2008 Priority Registration' for Advising/Registration information. That email includes:

- ⊙ Your 1st day of registration eligibility
- ⊙ How to find advisors for your major.
- ⊙ How to access your Spring 2008 mid-term grades (withdrawal ends April 8, 2008).

You may register during this period if...

- [] Your Registration Form is signed by an academic advisor or your advisor enters a registration advising code for you.
- [] You meet Testing requirements (see "Placement Testing" information).
- [] You have no overdue financial obligation to the College.

Academic Advising

Part-time students (enrolled for 11 or fewer credits in Spring 2008) may register in-person and over the Web without advisor approval.

Full-time students (enrolled for 12 or more Credits in Spring 2008) 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 point of in-person registration.

Students may:

- (1) schedule an in-office advising appointment (many faculty post sign-up sheets on their office doors) **-or-**
- (2) visit the **Advising Center** in the Rollins Ctr., Solarium. Hours are:
April 21 through May 9
 Mon-Fri 9:00 a.m.-2:00 p.m. **-and-**
April 23 through May 6
 Mon-Thu 5:00 p.m.-6:30 p.m.

Lower Bucks & Upper Bucks Campus advising dates:

Lower Bucks Campus (Bristol)

April 16 & 17 from 10:00am to 2:00pm
 May 5 - May 8 from 10:00am to 2:00pm and 5:00pm to 7:00pm

Upper Bucks Campus (Perkasie)

April 14 & 15 from 10:00am to 2:00pm
 May 5 - May 8 from 10:00am to 2:00pm and 5:00pm to 7:00pm

Preparing For Advising/Registration

- [] Print your 'Program Evaluation' from WebAdvisor and bring it with you to your advising session.
- [] Obtain a Fall 2008 registration brochure on or after April 15 or view courses on WebAdvisor (as of April 7) using Search for Sections.
- [] Check your WebAdvisor student account balance and pay any overdue charges.
- [] Make an advising appointment or visit the **Advising Center**. (Advisors will be available at all registrations.)
- [] 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 28 to Sept. 2. The same by-credit seniority rules apply (see 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 birthdate in mmddyy format. (Ex.: bd042385 for 4/23/85). Details are available online.

In-Person Registration:

- [] Check the CLOSED course posting; adjust your schedule accordingly.
- [] Present your completed Registration Form at the check-in station. It must be signed by an advisor.
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 turned in with your payment. Keep the pink copy.

Through May 9, payment will not be taken at registration. However, **all previous balances must be paid before you register.** For details, please see Payments on reverse.

SPECIAL NOTE ON FINAL GRADES: Your Spring 2008 Final Grades will not be mailed to you unless you submit a **written and signed request to the Admissions Office by 5/18/08**. You may view your grades online via WebAdvisor after May 27, 2008.

FALL 2008 REGISTRATION SCHEDULE FOR CURRENT STUDENTS							
ALL Fall Registration is conducted by seniority according to this schedule:							
Day	Date	Credits Completed (see your Permit)	Day Hours	Day Location	Evening Hours	Evening Location	
M	4/28	42 or more	9am-2pm	Rollins	5pm-6:30pm	Rollins Center	
T	4/29	30 or more	9am-2pm	Rollins	5pm-6:30pm	Rollins Center	
W	4/30	18 or more	9am-2pm	Rollins	5pm-6:30pm	Rollins Center	
TH	5/1	12 or more	9am-2pm	Rollins	5pm-6:30pm	Rollins Center	
F	5/2	1 or more	9am-2pm	Rollins	NO EVENING	- - - - -	
M	5/5	1 or more	9am-2pm	Rollins	5pm-6:30pm	Rollins Center	
T	5/6	1 or more	9am-2pm	Rollins	5pm-6:30pm	Rollins Center	
W	5/7	1 or more	9am-2pm	Rollins	5pm-7:00pm	Upper Bucks Campus	
TH	5/8	1 or more	9am-2pm	Rollins	5pm-7:00pm	Lower Bucks Campus	
F	5/9	1 or more	9am-2pm	Rollins	NO EVENING	- - - - -	

- ◆ Advising and registration available by appointment at both Upper and Lower Bucks Campuses.
- ◆ Summer registration accepted, with payment, online and at all campuses.