

Placement Testing Information

Placement testing is vital to your academic success!

Placement Testing is available in Rollins Ctr., Room 100 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 Nov. 26 through Nov. 29.

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

LBC at 3pm: Thursdays (except 11/27)
LBC at 10am: Nov. 1, 15 and Dec. 6

UCC at 3pm: Tuesdays
UCC at 10am: Nov. 8, 22 and Dec. 13

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

Payment

If you register by December 10, 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 by **4 p.m., Wednesday, December 17, 2008**. If you are receiving Financial Aid, you must be officially deferred by December 17 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 the 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)
Admissions (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 Spring 2009

Everything currently enrolled students need to know to register for the Spring 2009 term

**Current Student
Registration Dates**
Nov. 24 to Dec. 10

Tuition due-date
December 17, 2008

Spring 2009 Term
January 21, 2009
to
May 19, 2009

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

The College has re-introduced a policy of canceling the registrations of students who fail to pay or defer payment by the tuition payment deadline.

The College will, at its discretion, drop all Spring 2009 courses of those students who fail to pay or officially defer their payments by the tuition payment deadline of December 17, 2008.

If you decide not to take some or all of your 2009 Spring courses, you must drop unwanted courses by:

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

100% refund ends 1/20/09
50% refund ends 1/28/09.

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 'Spring 2009 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 Fall 2008 mid-term grades (withdrawal ends Nov. 4, 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 in good academic standing are eligible to register in-person and over the Web without an advisor signature.

Full-time students (as well as part-time students on 'Alert' or 'Probation') may register only 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** to Admissions (The Hub)

You 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 Rollins Ctr., first floor. Hours are:

Nov. 19 through Dec. 12 (except Nov. 26-28)

Mon-Fri 9:00 a.m.-2:00 p.m. -and-

Nov. 19 through Dec. 9 (except Nov. 26-28)

Mon-Thu 5:00 p.m.-6:30 p.m.

Lower Bucks Campus & Upper Bucks Campus advising :

Nov. 11 & Nov. 12, from 10:00am to 2:00pm

and

Dec. 1 - Dec. 4, from 10:00am to 2:00pm & 5:00pm to 7:00pm

Advising is also available by appointment at either campus.

Preparing For Advising/Registration

- [] Print your 'Program Evaluation' from WebAdvisor and bring it with you to your advising session.
- [] Obtain a Spring 2009 registration brochure on or after November 7 or view courses on WebAdvisor (as of Oct. 15) 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)

Until you change it, your WebAdvisor password is your birth-date in month-day-year format preceded by 'bd' (i.e. bd070487 for July 4, 1987.) Web registration is available from Nov. 24 to Jan. 20. The same by-credit seniority rules apply (see Schedule below).

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 Dec. 10, 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 Fall 2008 Final Grades will not be mailed to you unless you submit a **written and signed request to the Admissions Office by 12/19/08.** You may view your grades online via WebAdvisor after December 23, 2008.

SPRING 2009 REGISTRATION SCHEDULE FOR CURRENT STUDENTS

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

Day	Date	Credits Completed (see your email)	Day Hours	Day Location	Evening Hours	Evening Location
M	11/24	42 or more	9am-2pm	Rollins	5pm-6:30pm	Rollins Center
T	11/25	30 or more	9am-2pm	Rollins	5pm-6:30pm	Rollins Center
NO IN-PERSON REGISTRATION AVAILABLE NOV. 26 - 28						
M	12/1	18 or more	9am-2pm	Rollins	5pm-6:30pm	Rollins Center
T	12/2	12 or more	9am-2pm	Rollins	5pm-6:30pm	Rollins Center
W	12/3	6 or more	9am-2pm	Rollins	5pm-6:30pm	Rollins Center
TH	12/4	1 or more	9am-2pm	Rollins	5pm-6:30pm	Rollins Center
F	12/5	1 or more	9am-2pm	Rollins	NO EVENING	- - - - -
M	12/8	1 or more	9am-2pm	Rollins	5pm-6:30pm	Rollins Center
T	12/9	1 or more	9am-2pm	Rollins	5pm-6:30pm	Rollins Center
W	12/10	1 or more	9am-2pm	Rollins	5pm-7:00pm	Upper Bucks Campus
TH	12/11	1 or more	NO DAY	NO DAY	5pm-7:00pm	Lower Bucks Campus

- ◆ Advising and registration available by appointment at both Upper and Lower Bucks Campuses.
- ◆ Intercession registration accepted, with payment, online until 12/23 & in Admissions Office through 12/26.