

## **Summer 2007 Web Registration at B.C.C.C. For Undergraduate (academic credit) courses**

### **OVERVIEW**

As a current credit (undergraduate) student or applicant at BCCC, the College creates a password-protected account for you in a web-based program called WebAdvisor. When you access your unique WebAdvisor account, you may view your grades, academic record, program evaluation, account balance, and registered course schedule.

You may also register for and drop courses within the prescribed period, search for course offerings (and availability) and make credit card payments over a secure server.

NOTE: You **must** select “WebAdvisor for Students” to register for credit/undergraduate courses.  
DO NOT select “Continuing Education” if you plan to register for credit/undergraduate courses.

**IMPORTANT NOTE:** Summer Web registration is **not** available between April 23 and 27 (the first week of Fall 2007 priority registration). It resumes April 28.

*Mouse Note: All clicks are SINGLE clicks.*

### **ELIGIBILITY**

#### **Who can register over the Web?**

Returning students who have been enrolled at least once over the past two years (since Spring 2005) still have active WebAdvisor accounts. If it has been more than 2 years since your last enrollment, contact [webadvisor@bucks.edu](mailto:webadvisor@bucks.edu) or call the HelpDesk at **215 968-8472**.

New students who have already applied to BCCC and have a valid BCCC ID number are eligible the day after their application has been processed.

New students who have never applied to BCCC and do not have a valid BCCC ID number are ineligible. These students should use mail-in registration. The registration brochure will be available mid-March and the mail-in registration form may be downloaded from the BCCC website.

#### **Who should register over the web?**

You should consider using web registration only if:

You have the necessary course prerequisites on your BCCC transcript.

You have no overdue balance with BCCC.

You are able to make full payment for your courses within 5 calendar days of your registration

---or---

the Financial Aid Office is able to defer your payment and enter a deferment code onto your student record.

#### **How do I get set up to register over the web?**

First, you must have an application on file with the Admissions Office (former and current students have this already).

New students should apply as soon as possible and request that their BCCC ID number be sent to them. Allow 2-3 days for processing.

Former students who have not attended within the past two years should contact [webadvisor@bucks.edu](mailto:webadvisor@bucks.edu) or call the HelpDesk at **215 968-8472** to have their WebAdvisor accounts re-activated.

## REGISTERING

### How do I register over the web for BCCC Summer credit courses?

Point your web browser to [www.bucks.edu](http://www.bucks.edu). Click on the blue WebAdvisor box on the main page.

**Please click on and read the 'WebAdvisor Guide for Students' carefully before you continue.**

Under the 'main menu' heading, click inside the "Students" box. Now, single-click on the "Log In" tab. After you login in, under the "Registration" heading, click on "Register for Sections". Click on the type of registration method you would like to use. **Questions or problems – email [webadvisor@bucks.edu](mailto:webadvisor@bucks.edu) or call 215 968-8472.**

#### Web Registration (using WebAdvisor) at a glance:

1. You must know your valid 7-digit BCCC ID number as a credit student.
2. You may register for Undergraduate (academic credit) courses only.
3. You must be on the WebAdvisor 'registry' (automatic for recent students and recent applicants).
4. You must have no overdue balance with BCCC.
5. Your BCCC student record must contain the prerequisites required for the courses you want.
6. You must make full payment or obtain a valid deferment within 5 calendar days of your registration or the College may delete all registered courses from your Summer schedule.

### When can I register over the web?

You may begin to register for Summer courses over the web on March 26, 2007. Mail registration starts the same day. *During the week of April 23-27, Summer registration will NOT be available over the web. (Web registration for Summer resumes on April 28.)*

Session I web and mail-in registration for May-starting courses ends on May 2, 2007

Session I web and mail-in registration for June-starting courses ends on June 1, 2007.

Session II web and mail-in registration ends on June 13, 2007.

### How do I view what course are offered and available?

Even without a WebAdvisor account, you may view course offerings and availability.

Go to [www.bucks.edu](http://www.bucks.edu); Click on the blue WebAdvisor box on the main page. Select WebAdvisor for Students, then click on Search for Sections under the Registration heading.

### Does my course require a prerequisite?

A prerequisite is a course, condition or test score that you must have to register for certain courses. Not all courses have prerequisites. For those that do, WebAdvisor will allow registration only if prerequisites are present on your BCCC academic record.

Prerequisites are listed beneath each course in all printed registration materials. On the web, you can view course prerequisites by clicking within the box containing a course's hi-lighted section name and title. This will take you to a page that lists detailed information about the course, including its prerequisites.

### How do I prove that I have the prerequisites for my courses?

Your prerequisite courses are on your record if

- you have successfully completed them at BCCC (or officially transferred them in)
- you are currently enrolled in them at BCCC
- you have a prerequisite waiver on your BCCC record based on coursework or work experience

If you are a *visiting student* with no previous BCCC course-work, transfer credits or testing/prerequisite waivers, you will be unable to register for courses that require specific prerequisites.

You may have waivers entered onto your record by supplying either an official or unofficial transcript or grade report that documents your completion of equivalent course-work along with a letter in which you explain which course(s) you hope to take at BCCC this summer. These proofs of prerequisite should be submitted to the Admissions Office at least 10 business days before you plan to register.

*NOTES: Placement testing result from other colleges cannot be accepted to prove prerequisites.*

*Since transfer credits are evaluated in the order they are received, there will be no ad hoc evaluations just to facilitate summer web registration. Due to the volume of transcripts received in the Office of Admissions, evaluations can take up to and including one month to complete. If students only want their transcript evaluated for waivers (testing/pre-requisites), the Admissions area will try to accommodate them as quickly as they can and always in the order they are received. For some courses, students may contact the Assistant Academic Dean of the offering Department who may be able to post a pre-requisite waiver.*

**Does my Bucks academic standing affect my registration?**

Yes. Students on Academic Alert may take no more than six credits per summer session. Those on Academic Probation may enroll for no more than 3 credits per summer session.

**How do I know if my registration went through?**

You should check your schedule by clicking on My Class Schedule (the final item under Academic Profile). We urge you to view and to print both your class schedule and your Account Summary immediately after you register. If you don't see your course(s) and a bill, you did not register successfully!

**How and when can I add and drop courses over the web?**

You may add and drop courses over the web through the end of the registration period for each session:  
Session I web registration and drop/add for May-starting courses ends on May 2, 2007  
Session I web registration and drop/add for June-starting courses ends on June 1, 2007.  
Session II web registration and drop/add ends on June 13, 2007.

Once the web registration period ends, you must submit a signed request to drop courses to Admissions. To qualify for 100% refund, this request must be received no later than the business day before the Summer session begins.

For Session I, this date is Friday, May 18. For Session II, this date is Friday, June 29.

This request may be mailed or delivered in person to the Admission Office or faxed to 215-968-8110.

## **PAYING**

**How do I know the amount due?**

You may check your balance by logging into your WebAdvisor account and clicking on "Account Summary" under the heading "Financial Profile". Ideally, you will do this immediately after you register.

**When is my payment due?**

Your full payment must be received by the College within five calendar days of your web registration.

**How do I make payment?**

We strongly recommend that you use your WebAdvisor account to make a credit card payment (Visa, MasterCard or Discover) over our secure site at the same time that you register. While logged into your WebAdvisor account, " under the heading "Financial Profile" click on "Make a payment" and follow the on-screen instructions.

If you pay by check or money order, you may mail your payment (within 3 calendar days of your registration) directly to the Student Accounts Office. Please print your WebAdvisor "Account Summary" page and include it with your payment.

You may also pay in person (within 5 calendar days of your registration) at the following offices. (Naturally, cash payments must be made in person.)

Office of Admissions	Mon-Fri, 8am to 4pm	Pemberton Hall	215-968-8101
Student Accounts	Mon-Fri, 9am to 4pm	Tyler Hall, Rm 209	215-968-8035

**What if I am receiving financial aid or veteran's benefits and will not be making payment myself?**

To ensure that you do not lose your courses for non-payment:

- (1) If you choose to register over the web, it is your responsibility to ask the Financial Aid Office to enter a deferment code onto your student record that verifies that your payment has been deferred.
- (2) If you are a veteran using a VA deferment, you must contact Mrs. Laible at 215-968-8119.

**How do I know whether my payment was received?**

Again, you should check your current student account balance in WebAdvisor by clicking on "Account Summary" under the heading "Financial Profile".

**What happens if I don't pay?**

The College may cancel all of your registered Summer courses if you do not make full payment within seven calendar days of your web registration.

Please do not make a partial payment and assume that 'someone' will know which course(s) you wish to keep. It is your responsibility to drop any unwanted courses to reduce your bill.

**SUMMARY**

1. Get your WebAdvisor account in order to prepare for registration over the web.
2. Submit any proof of course prerequisites that may be missing from your B.C.C.C. record.
3. Register for your courses.
4. View your schedule (My Class Schedule) and your bill (Account Summary) online and print them for yourself.
5. Make your payment within seven calendar days of your registration (see above for payment options).

Best of luck with your registration and your Summer classes!