Non-Degree Student Registration Information

Non-Degree Students are those who do not intend to pursue a degree or certificate at Bergen Community College. Non degree seekers plan to:
• Take courses at BCC and transfer the credits to another institution (Visiting Students)
• Take courses for personal or professional development

Non-Degree Students:
• Must complete the Non-Degree Registration form.
• May need to provide proof of required prerequisites, an unofficial transcript and course descriptions of completed prerequisites. Those registering for Math or Science courses may be required to obtain a departmental signature. Read the information on How to Register for Math and Science Courses carefully.
• For those registering for a remedial Math or English course, it may be necessary to take the BCC placement test. See www.bergen.edu/testing for testing times. (Make sure to click on the Accuplacer Placement Test Dates.)

Steps for Non-Degree Students
1. Determine which classes you would like to register for by searching go.bergen.edu (Under STUDENTS you can search for Open Sections.)
2. If the course you desire requires a prerequisite, you will need to obtain an unofficial transcript from your home institution or take a BCC placement test to satisfy the requirement. (Note: Some Math and Science courses do require a more detailed review by the Department.)
3. Complete the Registration Form and submit it to the One Stop Registration Area with any proof of prerequisites needed. Bring the completed form to: The One Stop Registration Area (Room A129) in the Pitkin Education Center, 400 Paramus Road, Paramus, NJ 07652 or email it to visitor@bergen.edu. If emailing the form, please check your email within two days as we will send you an email confirming your registration or notifying you of any problems.
4. Pay for classes upon completion of registration. Either let the Registration attendant know that you would like to make a payment so they can queue you into the Bursar line or go to: bergen.edu/bursar.
5. Visit https://my.bergen.edu to look up your BCC username by clicking the “What’s my Bergen Username?” link.

Tips:
• It is the responsibility of the Visiting Student to ensure that classes will transfer to their home institution
• It is the responsibility of the Visiting Student to request an official transcript be sent from Bergen Community College to the home institution upon completion of the course. This can be done at: www.bergen.edu/transcripts.
• Non degree seekers are not eligible for Financial Aid.
• Non degree seekers must bring proof of address (driver’s license or utility bill) for in person registration.
• If someone else is registering on your behalf, that person MUST bring the Registration Form, a copy of your ID and a signed letter from you stating the name of the person registering on your behalf. Your designee must also have ID.
For those registering for MATH, CHEMISTRY and PHYSICS classes, please read carefully:

Many Math and some Science courses do require departmental signatures and proof of prerequisites. The Math Department is located in A-325 and the Science Department is located in Room S-131. If you cannot come in person, please call: Math Department (201) 447-7975 or Science Department (201) 447-7140.

**MATH**

Students who wish to register for: MAT-130, MAT-150, MAT-155, MAT-160 must complete the developmental algebra requirement (through course work, sufficient SAT score, or examination in the testing center) or by showing evidence (transcripts and course description) of having successfully completed a college level mathematics course.

Students who wish to register for: MAT-180 Precalculus*, MAT-280 Calculus I, MAT-281 Calculus II, MAT-282 Calculus III, MAT-283 Differential Equations or MAT-286 Linear Algebra MUST complete the BCC prerequisite or its equivalent at another school with a grade of C or better.

Students who wish to register for MAT-285 Discrete Mathematics must complete MAT-280 Calculus I with a grade of C or better or an equivalent course at another college; completed an AP Calculus course with an AP exam grade of 3 or better.

Students who wish to register for MAT-223 Calc. Manag./Soc. Sci and MAT-286 Linear Algebra must complete MAT-160 Intermediate Algebra with a grade of C or better, passed the proficiency exam for MAT-160 (Testing Center), or completed an equivalent course at another College/University.

**CHEMISTRY**

**CHM-140/141 General Chem I/General Chem I Lab** – must complete CHM-100 Intro to Chemistry as prerequisite or a passing grade on the Proficiency exam and the completion of algebra. A visiting student must show a transcript showing the completion of Algebra.

**CHM-240/241 General Chem II/General Chem II Lab** – students must provide a transcript showing they have passed General Chem I with a C or better as well as syllabus to be sure that the topics covered are equivalent to topics covered at BCC.

**CHM-260 Organic Chem I** – Students must provide a transcript showing they had completed General Chem II with lab.

**CHM-262 Organic Chem II** – Students must provide a transcript showing that they have completed Organic I with lab and provide a syllabus of the topics covered in the course they took.

**PHYSICS**

**PHY-186 General Physics I** – Students must provide a transcript showing they have completed Intermediate Algebra with a C or better.

**PHY-286 General Physic II** – Students must provide a transcript showing they had completed the first semester (mechanics) of General Physics I with a C or better and a syllabus for the course they took to be sure the same topics were covered as in BCC’s General Physics I.

**PHY-280 Physics I** – Students must provide a transcript showing they had completed Precalculus with a C or better, have completed or are currently enrolled in Calculus I.

**PHY-290 Physics II** – Students must provide a transcript showing they had completed Calculus I and Physics I (mechanics) with a C or better and a syllabus for the course they took to be sure the same topics were covered as in our Physics I. They must also have completed Calculus II.

**PHY-291 Physics III** – Students must provide a transcript showing they had completed Physics II with a C or better and a syllabus for the course they took to be sure the same topics were covered as in our Physics II. They must also have completed Calculus II.

**PHY-294 Engineering Mechanics** – Students must provide a transcript showing they had completed the equivalent of our Physics I with a C or better and a syllabus for the course they took to be sure the same topics were covered as in our Physics I. They must also have completed Calculus III.

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*Special note for MAT-180 Precalculus if a student has not completed the course or its equivalent at another college/university then they can take the proficiency examination given by the Testing Center. Please see: www.bergen.edu/testing for testing times.*
Registration Form

Please Print

Last Name  First Name  Middle Initial  Social Security Number or BCC ID #

Address  Business Phone  Home Phone  □ Cell  □ (Please ✓ one)

City  County  State  Zip  E-mail Address (required)

☐ Check if this is a change of address

Bergen reserves the right to require proof of state and county residency as per NJA.C. 9A:5

Sex:  ☐ Male  ☐ Female

Please Check One:

☐ Black/Non-Hispanic  ☐ Hispanic  ☐ Asian/Pacific Islander

☐ White/Non-Hispanic  ☐ American Indian/Alaskan Native

Please check all that apply:

☐ GED

☐ Currently attending high school

☐ Expect to graduate high school before the start of the semester/summer session

☐ High school graduate

☐ Attended or graduated college

☐ Visiting college/university student

Country of Citizenship: ________________________________

Non-U.S. Citizens, please check one:

☐ Permanent Resident ("Green Card")  A- _________________

☐ Student Visa

☐ Other Visa Type (non-immigrant): _________________

☐ Refugee

   If non-U.S. Citizen, what date did you enter the U.S.? ____________

Please check one:

Which statement describes your most important educational objective?

☐ To develop or improve job skills.

☐ To complete an Associate’s degree.

☐ To complete a one-year Certificate.

☐ To complete courses for transfer to a four-year college.

☐ For self-improvement or intellectual growth.

☐ I am a visiting student, enrolled at another college or university.

Complete any that apply:

High School

Year of High School graduation or GED diploma: ________________

College (List all that apply)

____________________________________

Year of College Graduation: ________________

Degree Earned: ________________

Services for people with disabilities The Office of Specialized Services (Room L-116) serves students with physical, visual, learning, hearing and psychiatric disabilities. To take advantage of these services, you must contact this office and provide documentation. (201) 612-5270 or (201) 447-7845 (TTY).
Registration Form – Semester/Year:

- For currently enrolled students at Bergen Community College, check the Registration Calendar for specific registration priority dates.
- If you have never attended Bergen you must complete the information included in this packet as well as the registration form. Bring in person to the Registration Center, Room A-129. Check the Registration Calendar for registration dates.
- If you wish to AUDIT a class, please check the box indicated for Audits. (Financial Aid not available for Audit classes).

Name: ____________________________ College ID or SS#: ____________________________

(Required) E-mail address: __________________________________________________________

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Summer I Total Credits / Eight Credits Max

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Summer I Total Credits / Eight Credits Max

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Total Credits either 11-Wk Paramus or Extended Summer Eight Credits Max

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Total Credits either 11-Wk Paramus or Extended Summer Eight Credits Max

I certify that all information I have supplied on this form is accurate and complete. I understand that any misrepresentation of facts may constitute cause for cancellation of my registration and/or dismissal. I acknowledge that I will drop/add classes prior to the start of semester so as not to incur additional fees. Should changes occur to my schedule after the start of the semester, I will be responsible for payment of any and all fees. I am aware of the College’s current payment/refund policies. (This form will be returned to you unless it is signed and dated).

____________________________/_____/______
Signature of Student

____________________________/_____/______
Signature of Parent or Legal Guardian

____________________________/_____/______
Date

____________________________/_____/______
Date