Welcome to Bergen Community College
As you begin your journey… We have some interesting information for you to follow

If you are a new student:
Congratulations on your acceptance to Bergen Community College!

Next steps to check:
1. Take your basic skills placement test — the Accuplacer. Visit www.bergen.edu/current-students/testing/placement-test-schedule for times and dates.
2. Attend College Orientation New Student Orientations are offered all summer! Please visit www.bergen.edu/orientation to select a date.
3. File your Free Application for Federal Student Aid. To apply visit https://fafsa.ed.gov/ Any questions, please contact us financialaid@bergen.edu.
4. Register for your Fall courses! Assistance with registering for courses will be provided at New Student Orientation and The Academic Advisement Center in Room A118.

For office hours please visit us www.bergen.edu/new-students/getting-started-at-bergen/academic-advising

ONE-STOP UPDATE

The One-Stop Shop is almost here… we anticipate an opening in early August. Look for details coming soon at bergen.edu/onestop.

QNOMY is coming — a system designed to help you get prompt service.
Laura Hoyos

Passion is contagious. When you are determined to make a difference and pursue what you truly want the possibilities are endless. My name is Laura Hoyos and I am the President of the Student Government Association at Bergen Community College. I was born and raised in the small city of Manizales, Colombia and I migrated to the United States at the age of eight. When I arrived in the U.S. I was introduced to a mixture of cultures, a new language, and a completely different lifestyle. Although, I experienced difficulties adjusting to the changes that were occurring in my life, I learned to take every journey as a learning experience and to embrace the lessons that life presents to you along the way.

Having the opportunity to transition from one culture to another, taught me the importance of maintaining community wherever I may find myself. Having a sense of community is what truly led me to join the Student Government Association. We are composed of a group of students that as a democracy represent the power and legitimacy of the student voice by bringing student needs into fruition through active collaboration with staff, faculty, and administration. The members of the Student Government Association have an understanding that simple involvement is not what drives students to success; it is passion that ignites a student to invest into their college experience and in their community. I am extremely thankful for all the opportunities and blessings that I have received while at Bergen, as well as the support, guidance and strength my family has given me. I look forward to exercising my leadership and the blessings that I have received while at Bergen, as well as the support, guidance and strength my family has given me. I look forward to exercising my leadership and cultivating my community as President of the Student Government Association and as a Bergen student. As a political science major I aspire to attend American University in Washington DC where I will continue my education. I know that my journey at Bergen is preparing me to take on all the challenges and adventures that I encounter as I grow as a student and as an individual.

The X-Change: Food Pantry

Pitkin Education Center, Room B-105
Lisa Pitz, CFA Pantry Coordinator

CFA hours:
Tuesday, 9 a.m. - 1 p.m.; Thursday, 2 p.m. - 6 p.m.

Student Xchange hours:
Monday - Friday, 8:30 a.m. - 6:30 p.m.
X-Change number: 201-879-7223
Email: xchange@bergen.edu

Confidential appointments by referral; Aretha McMillan and counseling staff will refer students to CFA intake. This program is available to Students, Staff and Faculty.

Students who live at home with their parents/guardians who need assistance for their family will be referred to the appropriate CFA site.

Screening and Intake process
• Proper Bergen Community College identification, social security card and proof of income will be necessary to receive food package. If student does not have proof of income at initial visit, they may receive a package, but must bring all needed documentation for future assistance. To receive a family package, student must also provide names and social security numbers for each of their dependent children receiving assistance.
• Income eligibility to receive food assistance is 300% of federal poverty level please refer to the chart for more information.
• Aretha McMillan and counselors will refer students to Lisa Pitz of CFA
• Lisa Pitz will set appointments with students on either Tuesdays or Thursdays
• At appointment, intake form will be completed and necessary documentation obtained
• Student will receive initial student food package and be assessed for additional needs (e.g., food stamps, WIC, rental assistance, etc). If services other than food package are needed, student and/or their family will be referred to an appropriate CFA site for further assistance.
• All rental or utility assistance cases will be handled at the appropriate CFA site.
• All student information will be kept confidential in a locked file cabinet in the Student Exchange center.
**Payment Information**

**Bill Due Dates**
Account Information by term is available online through the portal at my.bergen.edu under financial information for students. Tuition and fees payment will be due on the posted deadline dates.

**Methods of Payment**

**Online**
- Payment in full can be made at my.bergen.edu with MasterCard, Visa, Discover or American Express.

**By Mail**
- Mail your bill to the Bursar’s Office along with a check or money order for the full amount. Include the student’s college ID number on the check or money order.
- By Visa, MasterCard, Discover, American Express or Debit Card.

**In-Person**
- Bring your bill/schedule to the Bursar’s Office (Room L-127). You may pay in cash.
- By check or money order for the full amount. Include the student’s college ID number on the check or money order.
- By Visa, MasterCard, Discover, American Express or Debit Card.

**By Visa**
- Mail your bill to the Bursar’s Office along with a check or money order for the full amount. Include the student’s ID number on the check or money order to: Bursar’s Office (Room L-127)
- Bergen Community College
- 400 Paramus Road
- Paramus, New Jersey 07652-1595

**How to Activate Your Portal**

**Web Registration**
- All currently enrolled students have a username and password and are eligible to use Portal at my.bergen.edu for looking up their academic information. Students who are in good academic standing may register via Portal.
- Forgotten username? Select What’s my user ID on the student menu.
- To get your temporary password, select What’s my password on the student menu and it will be sent to your email address on file.
- If you wish to change your email address, go to the Registration Service Window during office hours with your student ID card, driver’s license or state issued ID.
- New students who are not seeking a degree use the first two letters of your last name, with the first letter UPPERCASE, followed by SIX (6) numbers of your student ID number (do not include the leading 0).

**For example:**
- Last name Smith and student ID# 0123456
- Initial password = Sm123456

**Parking Decal and ID Card**
- Parking decals and student ID cards (including ID updates) can be obtained at Public Safety, Room L-154, Monday through Saturday, while classes are in session. Individual identification is required.

**Online and Partially Online Courses**
- ONLINE COURSES (indicated by a suffix of WB, WL, or WH, e.g., SOC-101-098WB) These courses may be applied to Bergen degrees or certificates, taken as electives or for general interest, or taken for professional development.
- How do online courses work?
  - All course information and materials are online. However, typically textbooks need to be purchased. You can access this material any time of the day from an internet-connected computer. Students participate in course discussions and interact with the instructor and other students. Some courses have online or proctored tests. Office hours also can be arranged.

**Partially Online Courses**
- (Indicated by a suffix of HY, HL, or HH, e.g., WRT-101-005HY) These courses combine classroom and online learning by meeting fewer times per week than a traditional face-to-face class, as well as reduce travel and parking problems for students. At least one meeting time per week is replaced by coursework to be completed online via the Internet. These courses require that students have access to a computer (or time to spend in our free-time computer labs) and are organized, disciplined individuals who like to work independently. Students must be willing to meet with their classes for the time period specified in the master schedule. Face-to-face class time is required and an attendance policy will be enforced.

For more information, please visit: www.bergen.edu/dlearning

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**Student Health Insurance for 2014-15 Academic Year**

On July 5, 2013, Governor Chris Christie signed into law a bill that no longer mandates full time students in institutions of higher education in the State of New Jersey to carry health insurance. With effect from the fall 2013 semester, students who wish to purchase individual health insurance may do so at the State of New Jersey website:
- www.state.nj.us/dobi/division_insurance/ihcs-eh/shop_ihc.htm
- Students are encouraged to explore and obtain health insurance coverage from other insurance providers.

**Immunization Requirement**
Bergen Community College requires that each full-time student born after 1956 must submit proof of two MMR vaccines (measles, mumps, rubella), or laboratory proof of immunity to measles, mumps and rubella. The first MMR immunization must have been administered on or after the student’s first birthday.
- Full-time students, regardless of age, must complete the Hepatitis B series of immunizations. Students who have already been vaccinated must submit proof of completing the HepB series. Students who have NOT completed the HepB series must complete the series within 9 months of starting classes OR submit laboratory proof of immunity to Hepatitis B.

You are exempt from these immunization requirements if:
- You submit a signed statement to the College nurse explaining why immunization conflicts with your religious beliefs.
- You submit a written statement from a physician to the College nurse explaining why immunization is medically contraindicated.
- No exemptions for Nursing and Health Professions students

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**Why Attend Bergen?**
It’s simple. Bergen provides high-quality and affordable education with plenty of opportunities for student engagement through campus activities and student organizations. At Bergen each student is an individual, not a number. That’s the Bergen advantage. Call Admissions and Recruitment at (201) 447-7200 to become a member of the Bergen community.