

ACADEMIC ADVISING

SPRING 2009 REGISTRATION

Published by Academic Advising and Counseling Center

NEW STUDENT REGISTRATION

WELCOME TO BERGEN COMMUNITY COLLEGE!



You have applied to the college and taken your placement test—the next step is to register for classes. The Academic Advising Center offers workshops to help new students navigate the process.

IMPORTANT COLLEGE NUMBERS

Academic Advising	201-612-5480	A101
Bookstore	201-447-7174	C108
Bursar	201-447-7105	A229
Career Counseling	201-447-7171	C100
Counseling	201-447-7211	A118
EOF Office	201-447-7139	A126
Financial Aid	201-447-7148	L123
Health Services	201-447-9257	B101
International Center	201-689-7601	A126
Library	201-447-7131	L226
OSS	201-612-5270	S131
Public Safety	201-447-9200	L154
Registration	201-447-7218	A128
Student Life	201-447-7215	A115
Testing Center	201-447-7203	S127
Welcome Center	201-447-7201	A116

IMPORTANT DATES

Continuing Students Summer 2009 Priority Registration: Starts March 30

Official Withdrawal Deadline Spring 2009: April 6

All Students Summer 2009 Registration: Starts April 6

Continuing Students Fall 2009 Priority Registration: Starts April 20

All Students Fall 2009 Registration: Starts May 11

Spring Semester Classes End: May 11

Graduation Commencement: May 14

THE COLLEGE CATALOG



STUDENTS ARE RESPONSIBLE FOR THE INFORMATION CONTAINED WITHIN THE CATALOG:

Failure to read the catalog does not excuse students from the requirements and regulations contained therein.

The Catalog Contains:

- Degree Requirements
- Course Descriptions

- Tuition and Fees
- Student Life Information
- Student Facilities
- Telephone Directory

THE CATALOG CAN BE FOUND ONLINE AT www.bergen.edu/catalog0708

- **Confirm graduation requirements are met:** Admissions Office, A128
- **Petition to walk at graduation:** Office of Student Life, A115
- **Financial Aid:** For information go to: www.bergen.edu/pages/681.asp

TIPS FOR SUCCESS

Advising Center Room A-101

Tel: 201-612-5480

Email:

aacenter@bergen.edu

Bergen Homepage:

www.bergen.edu

Emergency Closing:

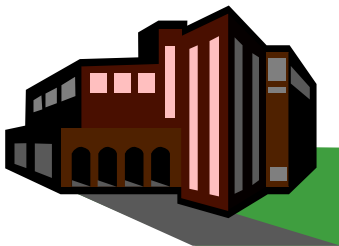
In the event the college will be closed or have a delayed opening. Official notification is available

Online: <http://www.bergen.edu>

Radio: WCB8800/
WOR710, WINS

T.V.: 12NJ,
201-447-7100

- Use an Academic Planner to record your class schedule, assignments, important contacts, appointments and things you need to do.
- Use the Tutoring Center (L125, 201-447-7489). Arrange for a tutor if you need extra help in a course.
- Attend study skills workshops sponsored by the Counseling Center (A118, 201-447-7211).
- Attend personal growth workshops sponsored by the Counseling Center.
- Utilize the Library (L226, 201-447-7131).
- Visit faculty members during office hours to ask questions.
- Choose your best time for studying based on what works best for you.
- Read the college catalog and know the deadlines!
- Register for your next semester class early— as soon as you are eligible to register.
- If you are not understanding something, ask. The Advising Center, room A101, is a great place to start. We can explain the information and, if necessary, direct you.



TEST RESULTS:

- Start a file and save all correspondence and important information from the college.
- Read over your test results and make sure you understand them. If you want to retake the tests, contact the Testing Office, S127.

EBS— English Basic Skills

EBS 014/015 & 016/017— 2 semesters of remedial English (5 credits each, non degree)

EBS 023/024— 1 semester of remedial English (5 credits, non-degree)

EBS 031— 1 credit remedial (non-degree) support class taken with WRT-101

WRT-101— Freshman English Composition

Math Placement Test Results

MAT 011— 1 semester remedial math (3 credits, non-degree)

MAT 031/032— 2 semesters of remedial Algebra (3 credits each, non-degree)

MAT 035— 1 semester remedial Algebra (4 credits, non-degree)

Interested in working on campus?

- There are a variety of ways that students can work on campus. For more information contact the Cooperative Education and Career Development Center.
- Tel: 201-447-7171
- Email: cecd@bergen.edu
- Room C100

ACADEMIC ADVISING CENTER

NEW STUDENT CHECKLIST

Apply to the college either through the Admissions Office. Room A128, or online. Webpage: www.bergen.edu/admissions

Attend Financial Aid workshop and complete Financial Aid forms. Financial Aid Office: Room L123. Webpage: www.bergen.edu/pages/681.asp

Prepare for placement tests. Review study materials.

Webpage: www.bergen.edu/pages/1194.asp

Take Placement Tests. Review and understand the results. Testing Office: Room S127. Webpage: www.bergen.edu/pages/1179.asp

Print out your program requirements. Webpage: www.bergen.edu/pages/2923.asp

Open a WebAdvisor Account. Go to <http://go.bergen.edu>. Select WebAdvisor for students > I'm new to Web Advisor.

Attend New Student Registration Workshop. Academic Advising Center. Room A101. Webpage: www.bergen.edu/pages/680.asp

Pay Bill at Bursar's Office. Room A229. Webpage: www.bergen.edu/pages/2936.asp

Get Student ID and parking permit. Room L154

Submit health records of immunizations/MMRS and Hepatitis B to the Health Services Office. Room HS100

Attend Orientation by Student Life. Room A115

Webpage: www.bergen.edu/pages/796.asp

Purchase Books. Bookstore: Room C108

WEB ADVISOR NEW STUDENT LOGIN INSTRUCTIONS

To locate WebAdvisor go to go.bergen.edu and click on **CURRENT STUDENTS**

What's My User ID? – The username assigned to you.

What's My Password? – You will be sent a message to your email to receive a temporary password to help create your own password.

1. Click on **What's My User ID?**
2. Type in **LAST NAME, SOCIAL SECURITY NUMBER** or **STUDENT ID**.
3. Click **SUBMIT** and your user name will be given to you.
4. Click on **What's My Password?**
5. Click on **I'm New to WebAdvisor, Set Up My Password.**
6. Type in **LAST NAME, SOCIAL SECURITY NUMBER,** or **STUDENT ID** then click **SUBMIT.**
7. Click the drop down menu and select your email address on file.
8. Click **SUBMIT** and a temporary password will be sent to your email address.
9. Minimize the **WebAdvisor** screen, open another Internet screen and log into your email.
10. Check email for email **From- regoffice@bergen.edu Subject- Your WebAdvisor Information.** Open email to obtain temporary password.
11. Once you have received your temporary password, return to the minimized WebAdvisor screen.
12. Click **LOG IN** type in **USERNAME** and **PASSWORD** (Temporary Password). Click **SUBMIT.**
13. **Under User Accounts** click on **Change Password**
14. Type in **USER ID, OLD PASSWORD** (Temporary Password), **NEW PASSWORD** (6-9 characters, letters and numbers) **CONFIRM PASSWORD** (retype new password), **MY PASSWORD HINT** (A reminder of your password).
15. Click **SUBMIT** and you will be logged into your WebAdvisor account.