

# Table of Contents

## General Information

Page	
2	Fall 2016 Registration Calendar
3	Information on Tuition Waiver Registrations
4	Student Affairs at the Meadowlands
5	Residency Requirements
6	Release of Student Information (FERPA)
7-8	Payment Information and Additional Fees
9	Visiting Student FAQ's
10-11	Placement Test Requirements/Immunization Requirements
12	Course Waitlist FAQ's
13	EBS Fact Sheet
14	EBS Accelerated Learning Program
15	Selecting Your Courses
16	Additional Registration Information
17	Courses Approved for General Education
	* <b>Fall Course Schedule</b>
	** <b>Course Descriptions</b>
18	Online and Partially Online Courses
19-22	Set up and Logging into Portal – Student Web Account/Online Registration
23	American Language Program
24-25	Campus Maps/Directions
26-27	College Experience (HS students) Application and Registration Form
28-29	Continuing and Visiting Student Registration Form
*	Links directly to WebAdvisor
**	Links directly to Course Descriptions

# Student Affairs Contact Information

Academic Advising.....	<a href="http://www.bergen.edu/coop">www.bergen.edu/coop</a>
Admissions .....	<a href="http://www.bergen.edu/admissions">www.bergen.edu/admissions</a>
Registration Center.....	<a href="http://www.bergen.edu/registration">www.bergen.edu/registration</a>
Deaf Services.....	<a href="http://www.bergen.edu/ccde">www.bergen.edu/ccde</a>
Center for Student Success .....	<a href="http://www.bergen.edu/coop">www.bergen.edu/coop</a>
Educational Opportunity Fund Counselors.....	<a href="http://www.bergen.edu/eof">www.bergen.edu/eof</a>
Financial Aid Counselors.....	<a href="http://www.bergen.edu/financialaid">www.bergen.edu/financialaid</a>
International Student Center .....	<a href="http://www.bergen.edu/isc">www.bergen.edu/isc</a>
Office of Specialized Services .....	<a href="http://www.bergen.edu/oss">www.bergen.edu/oss</a>
Office of Public Safety .....	<a href="http://www.bergen.edu/publicsafety">www.bergen.edu/publicsafety</a>
Center for Health, Wellness and Personal Counseling .....	<a href="http://www.bergen.edu/hwpc">www.bergen.edu/hwpc</a>

## EMERGENCY SCHOOL CLOSINGS

In the event that any condition threatens to close the College temporarily, listen to the following broadcasting stations for official instruction: 1010 WINS, WABC/77, WCBS/88, WOR/710 and News 12 on Cablevision (check local channel listings) or check the College's website at [www.bergen.edu](http://www.bergen.edu).

# Priority Registration

Priority Registration is the only way to be sure of getting the courses you want.

- Currently enrolled Students with 44 or more degree credits may register starting April 18
- Continuing students with 1- 44 credits may register starting April 25.
- All other continuing and new students may register starting May 2.

(Check calendar pages 2 for dates)

# Enrollment Services Registration Center

## Office Hours \*\*

When classes are in session during any semester:

Monday	8:00 a.m. – 5:30 p.m.
Tues, Wed, Thurs	8:00 a.m. – 7:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.

\*\*The office is closed on Saturdays and Sundays throughout the year.

When classes are not in session, the office closes at 5:30 p.m., on M,T,W,Th, and 5:00 p.m. on Friday unless otherwise noted in Registration Calendar.

# Registration Calendar - Fall 2016 Subject to Change

	Fall 1	Flex 1	Fall 2	Fall 3
Continuing Students Priority Registration:		<i>First 7 weeks</i>		<i>Second 7 weeks</i>
Students with 44 or more degree credits	4/18	4/18	4/18	4/18
Students with fewer than 44 degree credits	4/25	4/25	4/25	4/25
Students not currently enrolled, including new students	5/2	5/2	5/2	5/2
Deadlines: Registrations will be accepted until	8/31	8/31	9/20	10/24 <i>(online 10/25)</i>
Payment Due Dates:				
For registrations completed up to 7/25	7/26	7/26	7/26	7/26
For registrations completed on or after 7/26/16	Immediately	Immediately	Immediately	Immediately
BCC Employees Registration	8/31	8/31	9/20	10/24
Tuition Waiver Registration for: Bergen County Senior Citizens, Bergen County Employees & Unemployed Persons, Volunteer Fire, First Aid & Rescue Squad Members/Family 10:00 a.m. – 4:00 p.m.	8/31	8/31	9/20	10/24
Classes Begin	9/1	9/1	9/21	10/26
College Closed – Labor Day	9/5	9/5	9/5	9/5
Change of Registration (\$10 fee for each occurrence, if applicable)	9/1-9/7	9/1-9/2	9/21-9/24 <sup>^</sup>	10/28-10/29 <sup>†</sup>
Last Day to Receive 100% Tuition Refund	9/7	9/2	9/24	10/27
Last Day to Receive 50% Tuition Refund	9/14	9/9	9/29	11/3
Last Day to Receive 25% Tuition Refund	9/21	9/11	10/6	11/5
Last Day to Request Audit Status	9/8	9/8	9/28	11/2
Official Withdrawal Deadline – No Money Back No Withdrawals After This Date	12/1	10/13	12/8	12/15
Last Day for Students to Make Arrangements with Faculty to Resolve Spring 2016 and Summer Sessions 2016 INC grades	9/23	9/23	9/23	9/23
Last Day for Faculty to Submit Change of Grade forms for Spring 2016 and Summer Sessions 2016 INC grades	9/30	9/30	9/30	9/30
College Closed – Professional Development Day	10/25	10/25	10/25	10/25
College Closed – Thanksgiving	11/23-11/27	11/23-11/27	11/23-11/27	
Classes End	12/21	10/22	12/21	12/21
College Closed – Winter Break	-----12/24/16-1/2/17-----			

<sup>^</sup>9/22-9/23 in person  
<sup>†</sup> 10/28 in person

\*Courses with irregular start and end dates (like American Language) have pro-rated withdrawal deadlines

## Information on Tuition Waiver Registrations

PROGRAM	WHO'S ELIGIBLE?	WHAT'S COVERED?	WHAT'S NOT COVERED?	PROCEDURE
SENIOR CITIZEN	Bergen County residents who have reached their 65th birthday prior to the first day of classes	Tuition and Technology Fee	Must Pay All Other Fees	Students may register on or after the Tuition Waiver Registration Day. *Must present valid proof of age and residency to the Bursar. *(see pgs 2-3 for tuition waiver/registration dates)
UNEMPLOYED	Bergen County residents who have been in the labor market (full-time employment or active pursuit of full-time employment, or a combination of the two) for at least two years and who are unemployed or in receipt of layoff notice are entitled to enroll in credit courses on a tuition-free basis. Enrollment is on a space available basis and registration must occur on the designated days only. See Notes 1 and 2 and 3.	Tuition	Must pay all fees	Students may register on or after Tuition Waiver Registration Day.* Students must exhaust eligibility for financial aid and present a certified Unemployed Persons Job Training Form. You must submit this statement each semester or session, and it must be dated within 30 days of the tuition waiver registration date for that semester or session. See Notes 1, 2 and 3.
NATIONAL GUARD	Degree-Seeking Bergen County residents who are active members of the New Jersey National Guard or a child or spouse of such member who was killed in the performance of duties while on active duty with the NJ National Guard.	Up to 16 credits of tuition	Must pay all fees	Students must exhaust eligibility for financial aid and present valid certification from their unit when registering. May register anytime during registration. See Note 1
VOLUNTEER FIRE, FIRST AID & RESCUE SQUAD MEMBERS & FAMILIES	New Jersey residents who are active members in good standing of a volunteer fire company, first aid or rescue squad, and dependent children and spouse of a volunteer may enroll in a county college.	Tuition credit of up to \$600 per year, not to exceed \$2400 over a four year period. See Note 2.	All fees and tuition in excess of \$600	Students may register on or after Tuition Waiver Registration Day.*
BERGEN COUNTY EMPLOYEE	Person employed by the County of Bergen	6 credits without payment of tuition, provided space is available. See Note 4	Must pay all fees	Registration is conducted in-person on Tuition Waiver Registration Day.*

**Note 1:** Tuition-free enrollment is permitted only to the extent that federal or state financial aid does not cover tuition cost; therefore, you must file the Free Application for Federal Student Aid (FAFSA) by June 1 for the fall semester waiver; October 1 for the spring semester waiver. Contact the Financial Aid Office for additional information.

**Note 2:** The student must pay applicable fees. All registrations under this program are on a space-available basis.

**Note 3:** To be eligible for the tuition waiver, you must submit to Bergen the New Jersey Department of Labor's Unemployed Person Job Training Form (Tuition Waiver Program). **You must submit this statement each semester or session and register in person.** It must be dated within 30 days of the tuition waiver registration date for that semester or session.

**Note 4:** County employee must bring in a letter from their employer. All prerequisites and Basic Skills Testing requirements must be met.

• For Special Registration Dates please see Registration Calendar on page 2.

Registration can be completed on Webadvisor on the designated dates except participants of the tuition waiver program, as verification of NJ Dept of Labor form must be provided in person. Supporting documentation must be presented to the proper office either financial aid and/or bursar.

# Student Affairs at the Meadowlands

1280 Wall Street West, Lyndhurst, NJ 07071

1<sup>st</sup> Floor, Room 116

(201) 301-9699



## Office Hours:

Mondays, Thursdays and Fridays.....8:30 a.m. to 5:30 p.m.

Tuesdays and Wednesday .....8:30 a.m. to 7:00 p.m.

\* Evening hours are scheduled when classes are in session. When classes are not in session, office closes at 5:30pm, unless otherwise noted in the Registration Calendar. The Office is closed on Saturdays and Sundays.

## Offering services in the area of:

- Academic Counseling
- Academic Advisement
- Admissions and Registration
- Career and Transfer Services
- Financial Aid Assistance

Library Services, Room 200  
Testing and Tutoring Center, Room 202

## METHODS OF PAYMENT

To pay your bill, you may utilize PORTAL (online), pay in person at the Paramus location, Room L-127 or pay by mail, 400 Paramus Road, Paramus, NJ 07652.

For additional information, please visit the Bursar's website at [www.bergen.edu/bursar](http://www.bergen.edu/bursar)

## PARKING DECAL AND ID CARD

### Meadowlands Public Safety Office

Parking decals and student ID Cards (including ID updates) can be obtained in Room 101, Monday through Friday, between 7:00 a.m. to 10:30 p.m., while classes are in session.

## Residency Requirements

According to regulations of the State of New Jersey (N.J.A.C.9A:5), tuition charges are determined by the student's permanent place of residency, or domicile(home). A residence established solely for the purpose of attending a particular college cannot be defined as a person's true, permanent domicile.

To be considered a resident of the state, a student must have resided in New Jersey for one year before enrolling at a public college in this state. To be considered a resident of Bergen County, a student must be a state resident as defined above, and must show proof of having a permanent residence in the county. The Office of Registration of Bergen Community College must make a determination of the residency status of students, and as such, reserves the right to require students to show proof of residency prior to enrolling.

### WHEN DO YOU PROVE RESIDENCY?

Residency should be proven at registration or prior to the start of the semester/session. If residency is not proven, students will be charged at the out-of-county or out-of-state rate. Once the semester/session has begun, proof of residency can be submitted for the subsequent semester/session. Tuition charges will not be adjusted for the current or previous semesters/sessions.

### HOW DO YOU PROVE RESIDENCY?

U.S. citizens or permanent residents should submit to the Office of Registration one of the following in the student's name:

- A copy of a valid Driver's License/Permit
- A recent Tax, Water or Utility Bill
- A copy of a current Lease or Deed
- NJ-DMV non-Driver id: [www.nj.gov/mvc/Licenses/NonDriverID.htm](http://www.nj.gov/mvc/Licenses/NonDriverID.htm)

### AND

**If an independent student:** A copy of the most current and previous year's New Jersey 1040 Income Tax form.

### OR

**If a dependent student:** A copy of the parents' or legal guardian's current or previous year's New Jersey 1040 Income Tax form.

All students on non-immigrant visas are charged at a non-immigrant visa rate, which is equivalent to the out-of-county rate. All students will be asked to submit evidence of residency.

Online applicants who cannot bring required proof in person may FAX a copy of required documents to the Registration Office. The fax number is (201) 670-7973. Name, address, telephone number and student's college ID number should be included on all faxes. The College reserves the right to request to see original documents.

# Release of Student Information

## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) governs access to and release of information from student academic records. Under the provisions of the Act and College policy, Bergen Community College grants students the right to inspect and review their education records and to request amendment of records that they believe are inaccurate. As a general rule, the contents of students' educational records will not be released to third parties without the written consent of the student. Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student" and all rights formerly given to parents under FERPA transfer to the student. The Act specifies a number of exceptions to this rule, the most important of which concerns the concept of "Directory Information." FERPA allows schools to disclose those records, without consent to the following parties or under the following conditions (34 CFR 99.31):

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law

Bergen Community College considers the following as public directory information and will share the following student information upon request:

- Name
- Student's institutional email address
- Major field of study
- Degree or certificate received
- Last term of attendance
- Enrollment status

Under the Family Educational Rights and Privacy Act (FERPA), students may withhold permission to disclose this information by notifying the Registration Center in Writing. This notification shall remain in effect for the remainder of the academic year.

For additional information log into [www.ed.gov/ferpa](http://www.ed.gov/ferpa)

# Payment Information

## TUITION and FEES per credit: (except as noted)

Bergen County Residents \$138.50	General Fee	\$26.00
Non-Immigrant Visa Students, Out-of-County Residents* \$285.00	Technology Fee	\$14.00
Out-of-State Residents* \$300.00	Security Fee	\$2.00
	Registration Fee per semester	\$15.00

\* See Residency Requirements. All students on non-immigrant visas are charged out-of-county tuition.

\*\* For other fee information, see page 8.

Certain classes meet for more "contact hours" than their credit value. If the number of hours exceeds the number of credits, an additional course fee of \$75.00 is charged for each unit of difference up to a maximum of \$525.00 per course.

**NOTE: Tuition and Fees subject to approval by the Board of Trustees.**

## Methods of Payment

### BILL DUE DATES

Account Information by term is available online through the portal at [my.bergen.edu](http://my.bergen.edu) under financial information for students. Tuition and fees payment will be due on the posted deadline dates.

### TO PAY ONLINE

Payment in full can be made at [my.bergen.edu](http://my.bergen.edu) with MasterCard, Visa, Discover, American Express or Debit Card.

### TO PAY 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.

### TO PAY 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 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**

### TUITION PAYMENT PLAN (Fall/Spring Semesters only)

You may visit [www.MyCollegePaymentPlan.com/bergen](http://www.MyCollegePaymentPlan.com/bergen) or call (800) 609-8056.

Customer service representatives are available 24/7.

This offers the student the opportunity to make monthly tuition payments interest free. Enrollment must be completed by your semester due date.

### STOP PAYMENT

Students who issue a Stop Payment authorization against checks paid to the College for tuition, fees and other services are held responsible for such payment. A penalty fee for any such Stop Payment authorization also will be assessed.

## OUTSTANDING BALANCES

A bursar hold is placed on student accounts with outstanding balances. Payment must be made in full with guaranteed funds in order to register for future semesters or request a transcript.

## REFUNDS (Fall/Spring Semesters)

**See Calendar on page 2 for actual dates. COURSES THAT DO NOT MEET FOR THE FULL SEMESTER HAVE PRORATED REFUND PERIODS.**

- Students receiving Federal Financial Aid may be subject to a different refund schedule (see Catalog).
- Refunds are made on tuition and course fees only.
- Non refundable fees are general, technology, security and registration.
- Students requesting a refund must process the drop online or complete the appropriate form at the One Stop office.
- Refunds, if granted, will be made at percentages based on the actual date of withdrawal.
- Refunds are based on the official start of each semester and not on the first day of a student's actual date of attendance.

## PROCESSING YOUR REFUND

Tuition refunds are processed at the end of the official add/drop period. Refunds are processed for courses cancelled by the College or dropped by the student. Payments made by check or cash will be refunded by check and all check refunds will be mailed to the student address currently on file with the College. To ensure a quick and smooth refund process, it is the student's responsibility to see that a correct mailing address is on file with the College. You may also sign up for Electronic Refund Payment (Direct Deposit) to your Bank account. It is available and easy to enroll by going to the student portal ([my.bergen.edu](http://my.bergen.edu)). Under Financial Information for students, click on bank information (U.S.) and complete the form.

For credit card payments, refunds will be credited to the credit card account from which the payment was made. All financial aid refunds will be processed after financial aid has been posted to the student account based on the posting date determined by the Financial Aid office.

## Student Health Insurance for 2016-17 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: [http://www.state.nj.us/dobi/division\\_insurance/ihcseh/shop\\_ihc.htm](http://www.state.nj.us/dobi/division_insurance/ihcseh/shop_ihc.htm)

Students are encouraged to explore and obtain health insurance coverage from other insurance providers.

## 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.

## Other Fee Information (Subject to change)

Add Fee per occurrence (during change of registration).....	\$10.00
Drop Fee per occurrence (during change of registration).....	\$10.00
Nursing Fee for NUR 183 .....	\$600.00
Nursing Fee for NUR 281, 282, 284, 285, 290, 291.....	\$300.00
Applied Music Course Fee for all "MUA" Course Sections.....	\$175.00
Horticulture Program Fee for HRT 101, 102, 103, 104, 112, 113, 114, 115, 119, 120, 124, 125, 130, 204, 213, 214, 215, 232, 233, 234, 235, 237.....	\$45.00
Dental Hygiene Program Fee for DHY 101, 201, 202, 203.....	\$100.00
Sonography Program Fee for DMS 102, 218, 220, 221 .....	\$100.00
Medical Office Asst. Program Fee for MOA 241, 243, 244.....	\$50.00
Radiography Program Fee for RAD 182, 282, 286, 289 .....	\$100.00
Respiratory Therapy Program Fee for RSP 121, 225, 231, 235.....	\$100.00
Surgical Tech Program Fee for SUR 102, 201, 202 .....	\$50.00
Radiation Therapy Program Fee for RTT 120, 121, 221, 230.....	\$50.00
Veterinary Tech Program Fee for VET 203, 205, 214, 217 .....	\$50.00
Food Service Program Fee for HRM 103, 110, 202, 206, 212, 213, 220.....	\$100.00
Biology Consum. Fee for all "BIO" Course Sections.....	\$55.00
Chemistry Consum. Fee for all CHM 100, 102, 110, 112, 141, 212, 241, 250, 260, 262 .....	\$36.00
Physics Consum. Fee for all PHY 185, 186, 280, 286, 290, 291 .....	\$25.00
Industrial Consum. Fee for all "MFG, ELC, and TEC" Course Sections.....	\$15.00
Music Technology Fee for MUS 150,151.....	\$50.00
Animation Technology Fee for ART 290, 291, 292, 293, 298 .....	\$50.00
Drafting and Design Technology Fee for DFT 107, 207, 208, 209, 210, 211, 212, 215, 216, 220, 262, 263, 265, 266, 282 .....	\$50.00
Music Equipment Fee for MUS 103, 118, 119, 131, 132, 133, 134, 137, 153, 231, 232, 241, 242, 253 .....	\$50.00
F-1 International Student Fee .....	\$85.00
Early Childhood Education Program Fee for EDU 120, 220, 222, 224.....	\$75.00



## Visiting Students

If you attend another college, and want to take a course/s at Bergen Community College, you may apply as a Visiting Student. To apply as a visiting student, complete the online application at [www.bergen.edu/admissions](http://www.bergen.edu/admissions). You must still show completion of any required prerequisites with an unofficial/official transcript from your home college at time of registration.

## FAQ's for Visiting Students

### WHAT IS A VISITING STUDENT?

A "Visiting Student" is anyone matriculated and in good standing at a college or university other than Bergen Community College. Most visiting students attend during the summer to make up missing credits or catch up on their course load.

### WHAT IS THE ADVANTAGE OF VISITING STUDENT STATUS?

As a Visiting Student you are not asked to take the Accuplacer Test unless you are registering for developmental math/English courses.

### DO I NEED TO APPLY TO BERGEN?

Yes, in most cases if you have never attended the College, you should complete an application online by applying as a non-degree seeking student with visiting student status. Please visit [www.bergen.edu/admissions](http://www.bergen.edu/admissions). A few days after completing the application, you may create your student account by following directions from the most current Registration Booklet's Table of Contents. Our booklet is found on the Home Page, [www.bergen.edu](http://www.bergen.edu).

### WHAT DOCUMENTATION DO I NEED AS A VISITING STUDENT?

It is the visiting student's responsibility to verify that the course/s taken at Bergen will transfer to the home college and that the student has the prerequisites necessary. An unofficial/official transcript from your home college will serve as a prerequisite when registering.

### CAN I REGISTER ONLINE AS A VISITING STUDENT?

You can register for most 100 level courses online. Online registration is not for courses requiring a prerequisite or for developmental courses.

### WHERE CAN I REGISTER FOR COURSES?

If you meet the requirements for registering online, you should register online. You also can register at the Registration Center, Room A-129 at the main campus in Paramus.

### CAN SOMEONE ELSE REGISTER ME?

Anyone can register for you in person, however, please make sure that all documents are in their possession. (Registration form-both sides completed and signed, an unofficial/official transcript and payment). You also should give anyone registering you as much flexibility as possible. Example: if a course you wanted is at limit (closed), please give an alternate time and day.

### WHEN IS PAYMENT EXPECTED?

Payment must be received by the payment due date. Payments can be made by cash, check, money order, American Express, Mastercard, Visa, Discover Card or debit card.

For further information concerning registration, please visit our website [www.bergen.edu](http://www.bergen.edu).

# Placement Test Requirements

## Important Information for all Students

### BASIC SKILLS PLACEMENT TEST

- Bergen Community College administers the Accuplacer examination to determine a student's level in English, mathematics, and elementary algebra. The Accuplacer examination is a computerized exam with four untimed multiple choice sections including Reading Comprehension, Sentence Skills, Arithmetic, Elementary Algebra, and a timed written essay.
- The results of this test determine a student's required entry level courses in both English and mathematics.
- You are strongly urged to study for the placement test. Study material can be found on the Office of Testing Services website at: [www.bergen.edu/testing](http://www.bergen.edu/testing), and click the Study Guides tab on the purple menu on the left side of the page.
- There is no fee for this examination.
- Under specific conditions, a student may have the placement test requirement waived. Please check below to determine if you can be waived from the Accuplacer examination.
- The Accuplacer examination is administered on a walk-in basis on the Paramus Campus Pitkin Education Center, in room S127. Please pick a current test date from the calendar located on the Office of Testing Services website located at [www.bergen.edu/testing](http://www.bergen.edu/testing). Come prepared to take the exam with a pen, a valid government issued picture I.D., and know your Social Security number. **No test will be administered without proper identification.**

### WHO MUST TAKE A BASIC SKILLS PLACEMENT TEST?

- All full-time and part-time students in a degree or certificate program are required to test before registering for all courses.
- All full-time and part-time non-degree seeking students who wish to enroll in English or mathematics courses.
- All full-time and part-time non-degree seeking students who have accumulated eleven (11) attempted credits (based on completed courses earning one of the following grades: A, B, C, D, R, E, W, AU, Q, N, or INC).

### ENGLISH LANGUAGE PROFICIENCY TEST

- Bergen Community College administers the Accuplacer ESL examination to determine a student's proficiency in reading, writing, and listening skills and may place students in the American Language Program (ALP) also referred to as the ESL program.
- International students or students whom English is not their native language may be required to take the Accuplacer ESL examination.
- Students placed into the ALP/ESL program are required to complete this program before registering for courses in their chosen curricula.
- Students who complete the ALP/ESL program or who have tested out of the program through the Accuplacer ESL examination are then required to take the mathematics portion of the Accuplacer examination.
- There is no fee for this examination.
- Under specific conditions, a student may have the placement test requirement waived. Please check below to determine if you can be waived from the Accuplacer examination.
- The Accuplacer ESL examination is administered on a walk-in basis on the Paramus Campus Pitkin Education Center, in room S127. Please pick a current test date from the calendar located on the Office of Testing Services website located at [www.bergen.edu/testing](http://www.bergen.edu/testing). Come prepared to take the exam with a pen, a valid government issued picture I.D., and know your Social Security number. **No test will be administered without proper identification.**

## WHO MUST TAKE THE ACCUPLACER ESL EXAMINATION?

- International students.
- Non-native English speakers who have resided in the United States for less than eight (8) and have not received formal English training.
- Non-native English speakers who have completed fewer than three (3) years in an American High School.
- Non-native English speakers who passed the General Educational Development Examination (GED) or High School Equivalency Examination (HSE) in a language other than English.

## WHAT CONDITIONS CAN WAIVE THE PLACEMENT TEST REQUIREMENT?

- I have a Bachelor's, Master's, or Doctoral degree from an accredited college or university in the U.S.
- I have already completed college-level English and/or a college-level mathematics course in the U.S.
- I have taken the Accuplacer or Companion test at another institution.
- I have taken the SAT examination within the past 5 years. A score of 530 or above on the Math SAT will waive you from the Math portion of the Basic Skills Test. A score of 540 or above on the Critical Reading SAT will waive the English portion of the Basic Skills Test.
- I have taken the ACT examination within the last 5 years. A score of 23 or above on the Math ACT will waive you from the math portion of the Basic Skills Test. We **do not** accept the English ACT scores.
- I have taken the AP examination and have received a score of 3 or above in English and/or math.
- My college/university degree is from a country other than the U.S. Please note: A degree from a country other than the U.S. must be evaluated through an approved evaluation service found on the following website under current members: <http://www.naces.org/members.html>, and you may be required to take the English Language Proficiency Test also referred to as the Accuplacer ESL examination.
- I have taken the TOEFL examination within the past 2 years and based on a review of your examination scores.
- I have taken the IELTS exam (academic version) within the past 2 years, and have a score of 6.5 or higher.

If any of the above conditions apply, please complete the waiver form online on the Office of Testing Services website [www.bergen.edu/testing](http://www.bergen.edu/testing) and click on the Forms tab in the purple menu. Uploaded documents to the waiver form will not be visible in the final PDF file. However, we will be able to access your attachments. Please allow a minimum of 1-2 business days for waiver processing.

## 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 how 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

**YOUR REGISTRATION WILL BE AFFECTED IF YOU DON'T SATISFY THIS REQUIREMENT**

# Course Wait List FAQ's

## Do all class sections have a course wait list?

No, not all classes have a course wait list. Classes such as Nursing, Health Career, Co-op, and courses that require special permission to register do not offer course wait lists. These courses require specialized program admission and permission to enroll. When viewing WebAdvisor, if you do not see wait list available next to the class availability or if you do not receive the message to add yourself to the wait list for a closed class section that means that there is not a course wait list available to add. For classes without a wait list, you will need to check WebAdvisor for class availability.

## How do I add myself to a wait list?

Using Portal, you can add, register, or remove yourself from a wait-listed course.

Here's how:

1. Log-in to Portal using your User ID and password.
2. Select "Register for Sections" from the student menu.
3. Select "Search and register for sections" or "Express registration", depending on whether or not you have the course section information needed to register or if you are searching for classes. Next, enter the class section information and click "Submit."
4. The class section status will be listed as wait-listed if the class is full and seats are open on the wait list. Place a check mark in the box under "Select" and click "Submit".
5. From the drop-down menu next to the class, select "Wait list" and click "Submit".
6. You will then see, on the final results screen, that you have been wait-listed for the selected class section.

## I am currently registered for one class section, but would like to add myself to the wait list for another section of the same class. Is that possible?

Yes, you can add yourself to the wait list for another section of the same class for which you are registered. However, you are not permitted to register for two sections of the same class. If you are granted permission to register for the wait list course, you will not be able to add the class from the wait list until you drop the same class that you are registered for.

## How will I be notified if I have been granted permission to register for a course from the wait list?

You will receive an e-mail at your Bergen email address from the Registration Office notifying you that you have been granted permission to register for the wait-listed class, and instructions on how to register for the course.

## How long do I have to register for the wait-listed course once I am notified that I have been granted permission to register?

You will have 24 hours to register for the wait-listed class once you are granted permission. The permission expiration date and time will be listed in the notification e-mail. If you do not register for the course by the expiration date and time, you will lose your wait list registration permission and will be removed from the wait list.

## Can I take myself off of a wait list?

Yes, you can remove yourself from a wait list at anytime. To do so, log-in to Portal, click on Students, click on Manage My Waitlist, then select Remove from the drop down menu, and then click submit.

## Will I be charged the registration fee and tuition charges for classes that I have wait-listed for, but not yet registered?

No, you will not be assessed registration and tuition fees until you are actually registered in the course(s).

## What happens if I add a class after I have submitted my financial aid award letter?

You will want to speak with a Financial Aid Advisor anytime you make a change to your schedule to discuss how those changes might impact your Financial Aid Award.

# EBS Fact Sheet

*A description of EBS course offerings and explanation of how students proceed through the EBS program to college-level English*

English Placement Cut Scores	
0-159	AIMS EBS 011*
160-199	EBS 011
200-234	EBS 021
235-239	EBS 033 + WRT 101*
240-249	EBS 041 + WRT 101
250-360	WRT 101

\*AIMS EBS 011 is the same as EBS 011, except it is offered in an AIMS learning community.

\*EBS 033 is a new offering for acceleration.

**EBS 011: Developmental Skills I** (5 cr.) is the first course of a two-course basic skills sequence designed to improve fundamental academic skills in the areas of reading, writing, and critical thinking. Class instruction emphasizes the development of writing skills, literal and interpretive comprehension of reading texts, sentence structure, grammar and punctuation, and vocabulary. At least 50 minutes per week of this five-hour course meets in a computer lab where there is opportunity for individualized instruction.

**EBS 012: Developmental Skills II** (5 cr.) is the second course of a two-course basic skills sequence designed to improve fundamental academic skills in reading, writing, and critical thinking for students who have not demonstrated mastery in all skill areas introduced in Developmental Skills I. Class instruction emphasizes the development of paragraph and essay writing skills, reading comprehension, sentence structure, grammar and punctuation, and vocabulary. At least 50 minutes per week of this five-hour course meets in a computer lab where there is opportunity for individualized instruction.

**EBS 021: English Skills** (5 cr.) is a one-semester course designed to improve fundamental academic skills in reading, writing, and critical thinking. Class instruction emphasizes the development of paragraph and essay writing skills, reading comprehension, sentence structure, grammar and punctuation, and vocabulary. At least 50 minutes per week of this five-hour course meets in a computer lab where there is opportunity for individualized instruction.

**EBS 033: Directed Studies in Writing II** (2 cr., 3 hours a week co-requisite with WRT 101) provides the opportunity for students who are co-enrolled in WRT 101 to learn various strategies and specific skills that will help them succeed in their WRT 101 course. Students enrolled in the course will receive instruction in critical thinking strategies, critical reading strategies, close reading, summary, paraphrase, direct quotation, essay organization, essay coherence, grammar, MLA style, and word processing.

**EBS 041: Directed Studies in Writing** (1 cr. Co-requisite with WRT 101) provides individual prescriptive programs to support and develop language skills necessary for college level performance. As a supplement to English Composition I, this course offers computer-assisted, interactive practice in designated areas of English grammar and punctuation, research writing, critical reading skills to reinforce classroom instruction.



# EBS Accelerated Learning Program

**Good Grades = Faster Progress**

Grade	Exit Exam	Next Course
A	7	WRT101
B and professor recommendation	6	WRT101 and EBS033

For more information, contact Iris Bucchino, EBS acceleration coordinator, at [ibucchino@bergen.edu](mailto:ibucchino@bergen.edu) or visit L-332.

## Selecting Your Courses

For help in choosing your courses, you can call the Center for Academic Planning and Student Success, Room A-118. Call (201) 447-7211/7171 for an appointment.

## How To Read Placement Test Results

Your Accuplacer Test report lists any required basic skills courses. If there are courses listed, these courses must be taken as follows:

- If any English Basic Skills courses (EBS) are listed, the first pair must be taken in your first semester.
- If you have any English Basic Skills courses required, you will be limited in the number of credits you may take your first semester, as  
EBS011 – 14 credits;  
EBS021 – 15 credits;  
WRT101/EBS033 – 15 credits;  
WRT101/EBS041 – 18 credits.
- It is recommended that required basic skills math or algebra be started your first semester. All required math skills courses must be completed, **one each semester**, starting with the lowest numbered course, before you can take any other math courses.

**Note:** If you have completed required prerequisites at another college, you will have to register in person. See Visiting Students, page 9.

## Web Registration

All currently enrolled students have a username and password and are eligible to use Portal for looking up their academic information. Students who are in GOOD academic standing may register via Portal.

If you have forgotten your 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 may register online or in person. To get a username and password fill out the online non-degree application on the Bergen general Web site [www.bergen.edu/admissions](http://www.bergen.edu/admissions) click on **Apply Online** then scroll down to the bottom and click on **NON-DEGREE PROGRAM**. Once your online application has been processed you will be able to obtain your Portal account information, following the above steps.

## Building Your Schedule



Bergen Community College has three (3) campuses and (4) buildings on the main campus. Students should allow at least (1) hour between classes when traveling to-or-from our Lyndhurst and Ciarco sites. A minimum of 20 minutes should be allowed to travel between Ender Hall, classrooms labeled (E) and the Main or West Hall buildings, classrooms labeled (S), (B), (G), (C), (A), (T) and (W).

Totally Online classes (sections ending in WB) are available 24-hours-a-day on the Internet, providing maximum flexibility. All course information and materials are online. However, textbooks may need to be purchased.

Some courses have proctored tests

(on-campus or as arranged) while others have online tests. There are no scheduled classroom times for these classes. Hybrid classes meet fewer times per week than regular classes but still need to be scheduled appropriately. Part of these classes are taught online, so computer access, either on-or-off campus, is required.

## Registration Information

Further assistance can be provided by the Office of Registration, [www.bergen.edu/registration](http://www.bergen.edu/registration) or by calling (201) 447-7218.

## Priority Online Registration for Continuing Students!

All students **MUST** register online except:

- If you are not in GOOD academic standing.
- If you are registering for a course that requires prerequisites and you have not transferred those courses or taken them at Bergen.

All holds and violations **MUST** be cleared prior to registering.

Billing and payment information is accessible online. See pages 7-8 for payment information.

College Basic Skills Placement Test requirements must be satisfied. See pages 10-11.

**Note: You can use the Web Registration system to search for open course sections even without a password. Go to [go.bergen.edu](http://go.bergen.edu) and select Search for Classes.**

### WHY WE URGE YOU TO REGISTER ONLINE

- The Web registration process has a *great* search feature and you can take your time choosing your courses.
- With online registration, you know what's open and what's closed immediately.
- If you cannot register online and you cannot register in person, you can ask a friend or family member to register for you.

## Prerequisites

Courses that require prerequisites list the prerequisite under the course title. Prerequisites will be strictly enforced:

- You must already have passed or currently be enrolled in a prerequisite in order to register for a higher level course.
- If you fail to pass a prerequisite course that you are currently taking, you will be dropped from the higher level course.
- If you have completed prerequisites at another college or university, you will have to register in person. Bring a transcript or grade report when you come in to register.
- If you acquire written permission from a Bergen dean to take a higher-level course without completion of the prerequisite, please attach the approval to the registration form.

- 
- Courses are listed alphabetically by department abbreviation.
  - A class meets on all the days and at all of the times listed between the lines.
  - The "Room" column indicates where a class will meet. If it is a letter followed by a number, the letter indicates the wing that the room is located; however, "E" means Ender Hall, "W" means West Hall, "TEC" is the Tech Building.

**The College reserves the right to change courses, days, times and instructors, and to withdraw courses without notice.**



# Courses Approved For General Education

The following courses approved for the purposes of general education at Bergen Community College are regarded as general education courses at many, but not all, other colleges and universities in New Jersey and other states. To determine which of the following courses will meet general education requirements at New Jersey colleges or universities, see NJ Transfer ([www.njtransfer.org](http://www.njtransfer.org)). Students interested in transferring to out-of-state schools should consult the catalogs and websites of those institutions.

The development of critical thinking and writing skills is essential to a student's success in the Bergen Community College General Education Program. Therefore, the College's general education courses provide students with the opportunity to develop these skills through a variety of appropriate critical thinking and writing assignments.

Students are advised to review the specific general education requirements in their respective programs of study.

## I. COMMUNICATION

COM100	Speech Communication
COM102	Public Speaking
WRT101	English Composition I
WRT201	English Composition II
WRT202	Technical Writing (for AAS degree programs only)

## II. COMPUTER SCIENCE

CIS158	Intro to Computer Science
CIS165	Fundamentals of Programming

## III. HUMANITIES

### ARTS AND MEDIA

ART101	Introduction to Art and Visual Culture
ART102	History of Art and Visual Culture to 1400
ART103	History of Art and Visual Culture, 1400 to 1900
ART104	Modern Art, 1890-1940
ART107	History of Photography
ART110	Contemporary Art since 1940
MUS101	Music Appreciation
MUS105	History of Jazz in America
MUS106	World Music
MUS107	Music History I
MUS108	Music History II
MUS/THR109	History of Musical Theatre
MUS110	Music, Art, and Drama
THR101	Introduction to Theatre
THR/CIN140	Introduction to Cinema

### HISTORY

HIS101	History of Western Civ to the Reformation
HIS102	History of Western Civ since the Reformation
HIS105	Women in History
HIS106	History of Modern Europe to the French Revolution
HIS107	History of Mod Europe since the French Revolution
HIS111	US History to Reconstruction
HIS112	US History since Reconstruction
HIS113	History of 20th Century US to World War II
HIS114	History of 20th Century US since World War II
HIS116	Women in American History
HIS121	Modern Asian History
HIS124	African American History
HIS126	Modern African History
HIS130	Latin American History to Independence
HIS131	Latin American History since Independence
HIS132	Spanish Speaking Caribbean and Central Am. since 1898

### LITERATURE

LIT201	American Lit to 1880
LIT202	American Lit, 1880-Pres
LIT203	World Lit to 1650
LIT204	World Lit, 1650-Present
LIT205	English Lit to 1800
LIT206	English Lit, 1800-Pres
LIT210	Intro to the Short Story
LIT215	Black Literary Voice in America
LIT218	American Ethnic Lit
LIT221	Shakespeare
LIT226	Intro to the Novel
LIT227	Intro to Poetry
LIT228	Women in Literature
LIT229	Myth and Literature

## PHILOSOPHY AND RELIGION

PHR100	Reasoning
PHR101	Introduction to Philosophy
PHR102	Contemporary Moral Issues
PHR103	Introduction to Logic
PHR106	Eastern Philosophy
PHR107	Intro to the Philosophy of Art
PHR110	Intro to Ethics
PHR111	Social & Political Philosophy
PHR120	Introduction to Religion
PHR121	Religions of the World

## WORLD LANGUAGES AND CULTURES

LAN170	American Sign Lang I
LAN270	American Sign Lang II
LAN271	Intermed Amer Sign Lang I
LAN272	Intermed Amer Sign Lang II
LAN115	Arabic I
LAN255	Arabic II
LAN256	Intermediate Arabic I
LAN257	Intermediate Arabic II
LAN116	Chinese (Mandarin) I
LAN276	Chinese (Mandarin) II
LAN277	Intermed Chinese (Mandarin) I
LAN278	Intermed Chinese (Mandarin) II
LAN110	French I
LAN200	French II
LAN201	Intermediate French I
LAN202	Intermediate French II
LAN203	French Conversation
LAN111	German I
LAN210	German II
LAN211	Intermediate German I
LAN212	Intermediate German II
LAN213	German Conversation
LAN180	Hebrew I
LAN280	Hebrew II
LAN144	Irish I
LAN244	Irish II
LAN245	Intermediate Irish
LAN112	Italian I
LAN220	Italian II
LAN221	Intermediate Italian I
LAN222	Intermediate Italian II
LAN223	Italian Conversation
LAN120	Japanese I
LAN260	Japanese II
LAN261	Intermediate Japanese I
LAN262	Intermediate Japanese II
LAN165	Korean I
LAN265	Korean II
LAN266	Intermediate Korean I
LAN119	Latin I
LAN289	Latin II
LAN114	Russian I
LAN240	Russian II
LAN241	Intermediate Russian I
LAN242	Intermediate Russian II
LAN113	Spanish I
LAN230	Spanish II
LAN231	Intermediate Spanish I
LAN232	Intermediate Spanish II
LAN233	Spanish Conversation
LAN228	Elementary Spanish for Heritage Speakers
LAN229	Intermediate Spanish for Heritage Speakers

## IV. TECHNOLOGICAL COMPETENCY

INF101	Intro to Information Tech
INF102	Intro to Computing

## V. MATHEMATICS

MAT130	Contemporary Mathematics
MAT150	Statistics I

MAT155	Finite Mathematics
MAT180	Pre-calculus
MAT223	Calculus for Managerial and Social Sciences
MAT250	Statistics II
MAT280	Calculus I
MAT281	Calculus II
MAT282	Calculus III

## VI. NATURAL SCIENCES

### BIOLOGY

BIO101	General Biology I*
BIO103	The Human Body*
BIO104	Microbiology*
BIO107	Intro to Human Biology*
BIO108	Intro to Environmental Bio*
BIO109	Anat & Physio I*†
BIO209	Anat & Physio II*†
BIO130	People-Plant Relations
BIO131	General Botany*
BIO203	General Biology II*
BIO217	Sustainability in Nature

### CHEMISTRY

CHM100	Intro to Chemistry*
CHM102	Chemistry in Context*
CHM112	College Chem*
CHM140	Gen Chem I*
CHM141	Gen Chem I-Lab*
CHM240	General Chem II*
CHM241	General Chem II-Lab*

### PHYSICS & PHYSICAL SCIENCES

PHY100	Energy and Society
PHY111	Astronomy*
PHY112	Climatology*
PHY113	Geology*
PHY114	Meteorology
PHY185	Intro to Physics*
PHY186	General Physics I*
PHY280	Physics I*
PHY286	General Physics II*
PHY290	Physics II*
PHY291	Physics III*

## VII. SOCIAL SCIENCES

### ANTHROPOLOGY

ANT100	Intro to Anthropology
ANT101	Cultural Anthropology

### ECONOMICS

ECO101	Principles of Macroeconomics
ECO102	Principles of Microeconomics

### GEOGRAPHY

GEO101	World Geography
GEO102	Human Geography

### POLITICAL SCIENCE

POL101	American Government
POL102	International Relations
POL103	Mod Political Ideologies
POL104	State and Local Govt.

### PSYCHOLOGY

PSY101	General Psychology
PSY106	Developmental Psych
PSY201	Child Psychology

### SOCIOLOGY

SOC101	Sociology
SOC103	Soc of the Family
SOC113	Social Problems
SOC120	Soc of Gender Roles
SOC222	Ethnic and Minority Group Relations

## VIII. DIVERSITY COURSES

### ANTHROPOLOGY

ANT100	Intro to Anthropology
ANT101	Cultural Anthropology

### ARTS and MEDIA

CIN101	Women in Cinema
MUS105	History of Jazz in America
MUS106	World Music

### COMMUNICATION

COM114	Intercultural Communication
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### GEOGRAPHY

GEO101	World Geography
GEO102	Human Geography

### HISTORY

HIS105	Women in History
HIS116	Women in American History
HIS121	Modern Asian History
HIS124	African American History
HIS126	Modern African History
HIS130	Latin American History to Independence
HIS131	Latin American History since Independence
HIS132	Spanish Speaking Caribbean and Central America since 1898
HIS146	Genocide and Holocaust

### LITERATURE

LIT203	World Lit to 1650
LIT204	World Lit, 1650-Present
LIT215	Black Literary Voice in America
LIT218	American Ethnic Lit
LIT223	Contemporary Latin American Literature
LIT228	Women in Literature
LIT231	Lit & Environmental Issues

### PHILOSOPHY and RELIGION

PHR106	Eastern Philosophy
PHR121	Religions of the World
PHR122	Women and Religion
PHR124	Christian Scriptures
PHR125	Hebrew Scriptures
PHR126	Islamic Scriptures
PHR127	Buddhist Scriptures

### POLITICAL SCIENCE

POL103	Mod Political Ideologies
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### PSYCHOLOGY

PSY110	Psychology of Sexuality
PSY123	Cross-Cultural Psychology
PSY207	Psychology of Women
PSY210	Social Psychology

### SOCIOLOGY

SOC101	Sociology
SOC103	Sociology of the Family
SOC113	Sociology Problems
SOC120	Soc of Gender Roles
SOC121	Changing Roles of Women
SOC222	Ethnic and Minority Group Relations

\* Lab Science Elective. To receive full gen ed credit for CHM140, a student must also take CHM141, and for CHM240, a student must also take CHM241.

† Some colleges may require both BIO109 and BIO209 before transfer credit is awarded.

## Online and Partially Online Courses

**ONLINE COURSES** (indicated by a suffix of **WB, WL, or WH**, e.g., SOC-101-098**WB**) These courses may be applied to Bergen degrees or certificates, taken as electives or for general interest, or taken for professional development.

Online courses require that you:

- Have access to a computer and the Internet
- Be organized
- Be self-disciplined
- Enjoy working alone

Computer skills needed:

- Surfing the web
- Using a word processor
- Sending and receiving email
- Working with email attachments

### 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.

### What do you do after you register for an online course?

*Online courses begin on the first day of the semester. (There are multiple start dates to the semester based on the length of the course; please check WebAdvisor). Do not expect to hear from your instructor or try to log on to your course site before this date.* You will receive complete instructions for accessing your course via email. All Bergen online courses are in moodle, a web-based course management system. If you do not receive instructions by the first day of class, please email [citl@bergen.edu](mailto:citl@bergen.edu).

### What is a typical online class like?

When you take a course online, you connect with the instructor and the other students through the Internet. You take tests, write papers, complete homework assignments, ask and answer questions, and join in discussions all from your computer. Most of the courses require online exams; some courses require students to take **proctored exams** at a local college.

## PARTIALLY ONLINE COURSES

(indicated by a suffix of **HY, HL, or HH**, e.g., WRT-101-005**HY**)

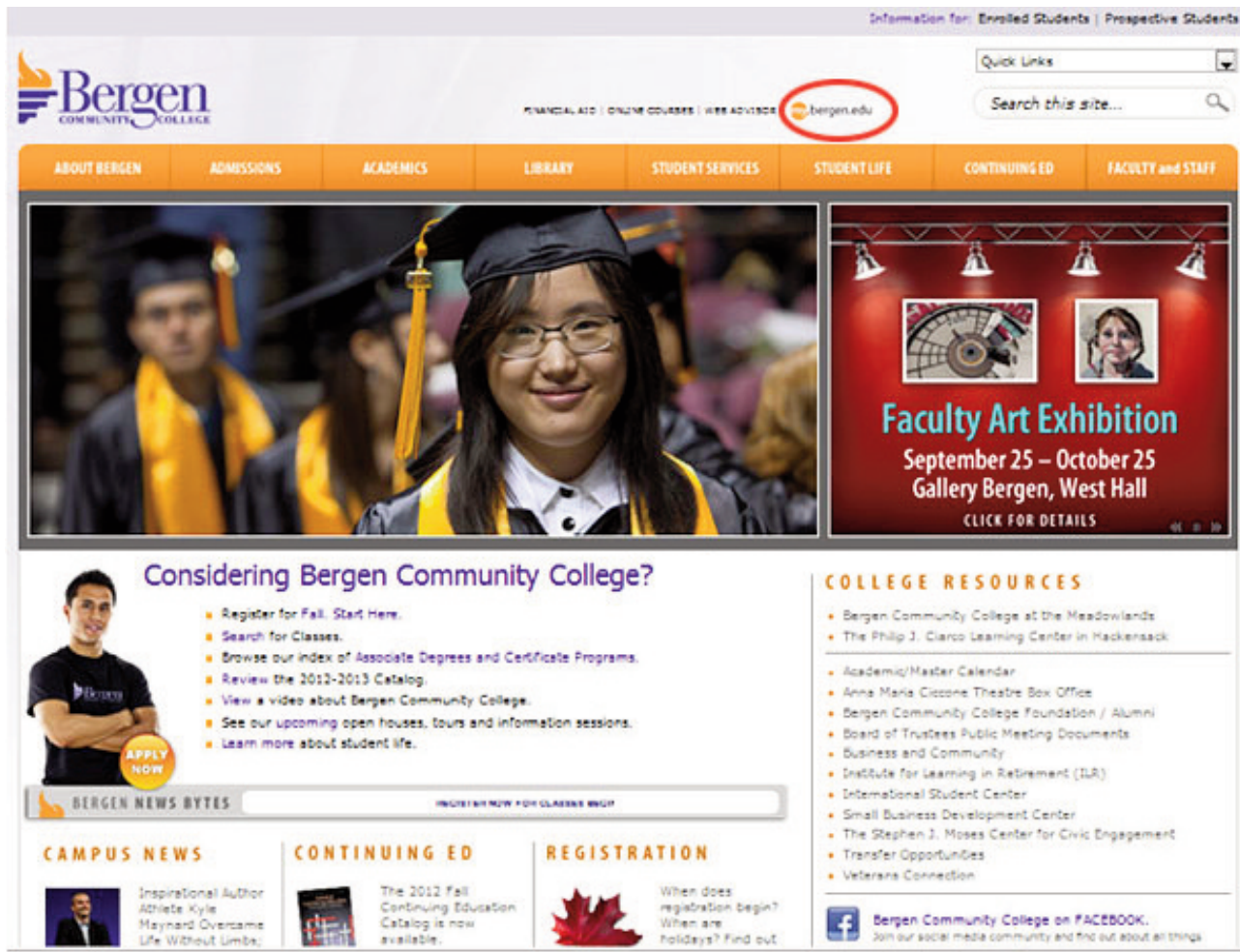
These courses combine classroom and online learning by meeting fewer times per week than a traditional face-to-face class, as well as reduce travel and parking problems for students. At least one meeting time per week is replaced by schoolwork to be completed online via the Internet. These courses require 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 on Distance Learning please visit:  
[www.bergen.edu/dlearning](http://www.bergen.edu/dlearning)



# Logging into Portal

1. Click on the “my.bergen.edu” link at the top of the Bergen Community College homepage ([www.bergen.edu](http://www.bergen.edu)) or alternatively go directly to the portal at <http://my.bergen.edu>



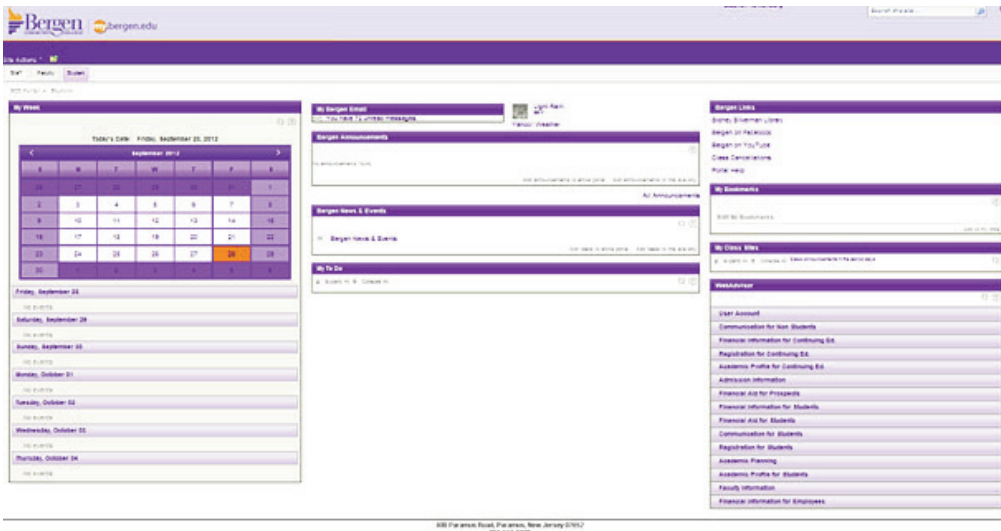
2. This will bring you to the portal login page

[Forgot My Password](#) | [What's My User ID](#)  
[Portal Help](#)

3. Before you can log into portal you need to know your user name and password. If you do not know your username and / or password go to “What’s my User ID” and or “What’s my Password?” below.
4. Once you have entered your user name and password click “Log On”

# Logging into Portal

5. You should now have access to the portal. Your portal home page should look like this:

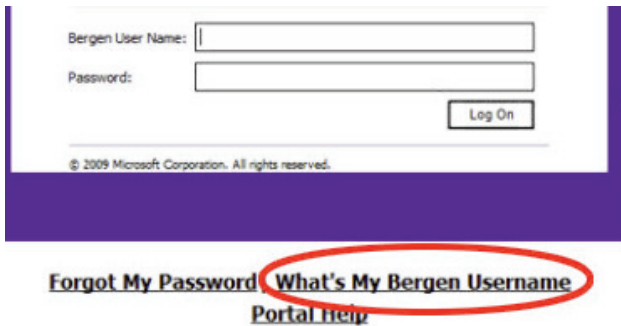


If you cannot log into portal please contact the Student Service Desk in A205 in Paramus or call (201) 301-9693.

# Logging into Portal

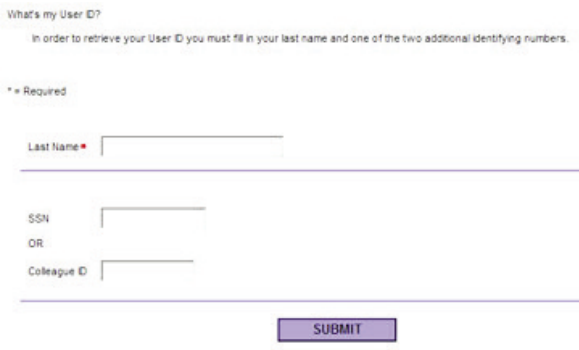
## What's my Bergen User Name?

To find your user name click on "What's my Bergen Username" on the portal log in page.



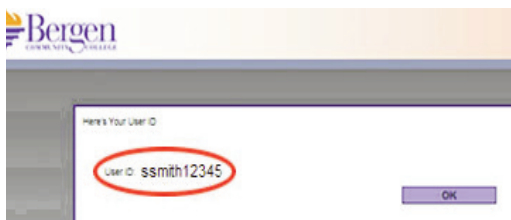
A screenshot of a login page with a purple header. It contains two input fields: "Bergen User Name:" and "Password:". Below the password field is a "Log On" button. At the bottom left, there is a copyright notice: "© 2009 Microsoft Corporation. All rights reserved." Below the login area, there are three links: "Forgot My Password", "What's My Bergen Username" (circled in red), and "Portal Help".

1. At this screen you will need to enter your last name and either your social security number or your student ID and click "SUBMIT"



A screenshot of a form titled "What's my User ID?". Below the title is a note: "In order to retrieve your User ID you must fill in your last name and one of the two additional identifying numbers." Below this is a section labeled "\* = Required". There are three input fields: "Last Name \*", "SSN", and "OR Colleague ID". At the bottom of the form is a purple "SUBMIT" button.

2. Your user name is displayed in the location indicated in the example below.



A screenshot of a user ID display screen. At the top left is the Bergen Community College logo. Below it is a box titled "Here's Your User ID". Inside the box, the text "User ID: ssmith12345" is displayed, with "ssmith12345" circled in red. To the right of the box is an "OK" button.

If you receive the following error you either incorrectly entered some information or you are not in the system.

If you are certain you have entered the required information correctly and you are still getting this message, you will not be able to log into portal. Please contact the Student Service Desk in A205 in Paramus or call (201) 447-7109.

3. Close the browser and return to the portal login.

# Logging into Portal

## What's my Password?

If you do not know your password you are either a first time user or you have forgotten your password.

1. If you are a first time user your initial password follows the following formula:

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).

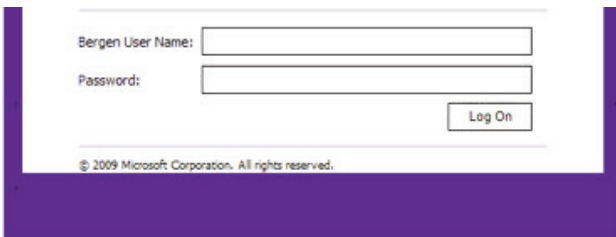
For example:

Last name Smith and student ID# **0123456**

**Initial password = Sm123456**

2. If you have forgotten your password you can re-set it

a. From the portal login page click the "Forgot My Password" link.



A screenshot of a login form with two input fields: "Bergen User Name:" and "Password:". Below the fields is a "Log On" button. At the bottom left, there is a copyright notice: "© 2009 Microsoft Corporation. All rights reserved."

[Forgot My Password](#) | [What's My User ID](#)  
[Portal Help](#)

b. Click "RESET PASSWORD"



The screenshot shows the "Bergen Password Manager" interface. At the top left is the Bergen Community College logo and the text "Bergen Password Manager". Below this is a header "Bergen Password Manager: Welcome" and a language selection dropdown set to "English". The main content area contains a blue box with instructions: "Bergen Password Manager is a convenient tool to manage your user account. Please bookmark this page for quick access in case of emergency." Below this are two sections: "Enroll" with a pencil icon and text "First-time users must enroll into the system. Enrollment is a one-time process and takes only a few minutes. [Enroll](#) or [Re-Enroll](#)." and "Reset" with a circular arrow icon and text "If you have forgotten your password, you can reset it and unlock your account if needed. [Reset Password](#)". The "Reset Password" link is circled in red. At the bottom, there is a footer: "Copyright 2006-2012 by NetWrix Corporation. All rights reserved. IT Help Desk Phone: (201) 447-7109 [Help](#)".

c. Follow instructions. Please note you will need your bergen username and student ID number.

# American Language Program

The American Language Program (ALP) at Bergen is for English language learners who have received the majority of their education abroad and have been in the US for fewer than eight years. The program prepares students for college level coursework in English.

## Levels and Courses

The ALP is divided into four levels: Foundations (low beginner), Level 1 (high beginner), Level 2 (intermediate), and Level 3 (advanced).

Each level is composed of four courses: Grammar (Parts A and B), Reading, Writing and Speaking/Listening.

ALP courses do not earn college credit, but the grades achieved remain on the student's record and are reflected in the student's grade point average.

## Placement

Students are placed into a level of the ALP from their scores on the Accuplacer ESL examination. This test measures proficiency in grammar, reading, writing, and listening. Students placed in the ALP must register for these courses before they are eligible to register for college courses in other subjects.

## Full-time and Part-time Status

A student may register full-time or part-time in the program. A complete pattern is composed of 15 credits: 6 credits for Grammar A and B and 3 credits each for Reading, Writing, and Speaking/Listening.

Students, who do not register for the entire pattern in one semester, may register for 3, 6, 9 or 12 credits. However, there is a system of prerequisites and corequisites. Part-time students must take Grammar and Speaking/Listening at a new level first. Then they may take Reading and Writing.

- Students wishing to take **three credits** only should take **Speaking/Listening**.
- Students wishing to take **six credits** are advised to take **Grammar A and B**.
- Students who want to take **nine credits** should take **Grammar A and B and Speaking/Listening**.
- Those wishing to take **12 credits** should take **Grammar A and B, Reading and Writing**.

## Other Courses

**American Language Pronunciation** - Students at any level may take this speech course.

**American Language 3 Online Courses** - Level 3 students may take the Reading and/or Writing course online.

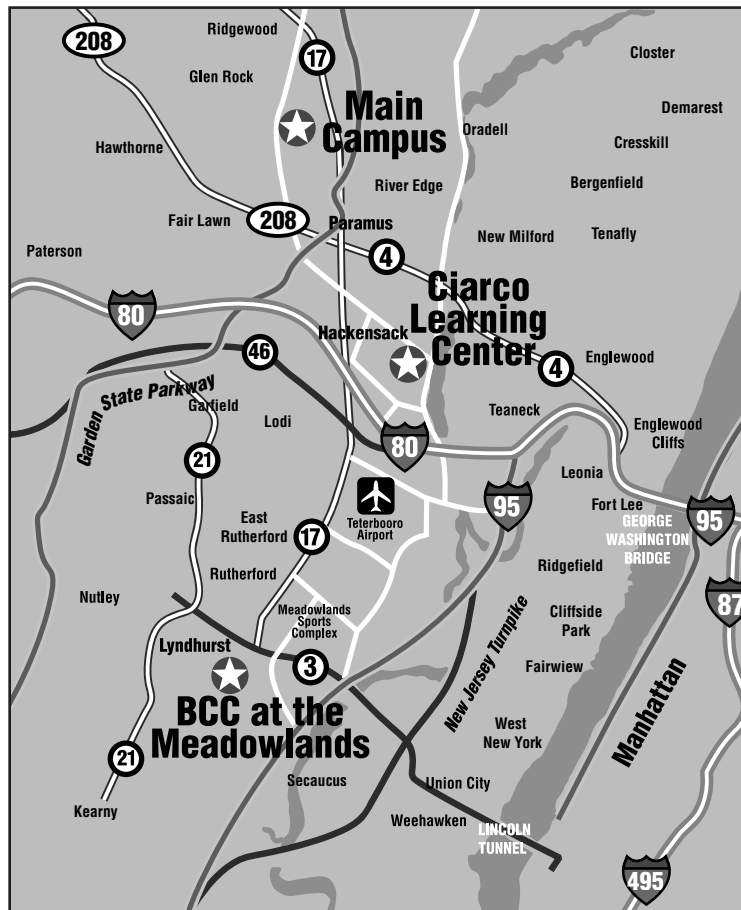
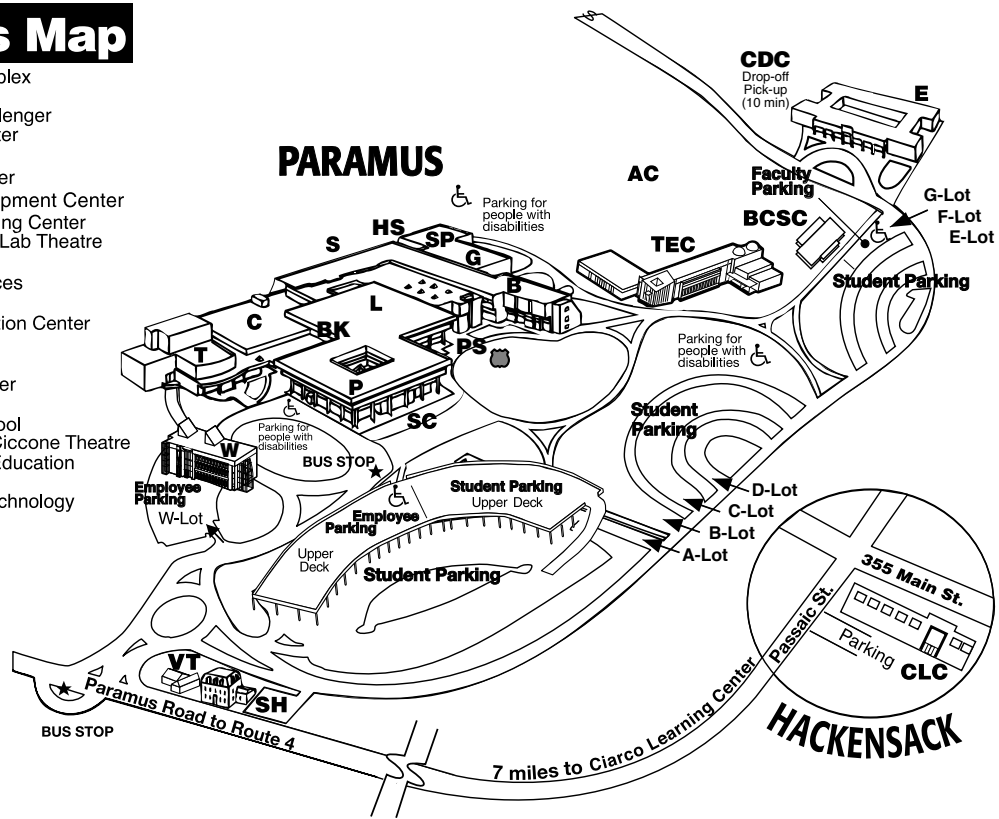
**Directed Studies in American Language 3** - Students in Level 3 can take this course for intensive supplemental instruction in grammar and writing skills.

**For information on ALP levels and courses visit:**  
*[www.bergen.edu/esl](http://www.bergen.edu/esl)*

# Bergen Community College Site Locations and Paramus Campus Map

## Campus Map

- AC** Athletic Complex
- B** Business
- BCSC** Buehler Challenger Science Center
- BK** Bookstore
- C** College Center
- CDC** Child Development Center
- CLC** Ciarco Learning Center
- E** Ender Hall & Lab Theatre
- G** Gymnasium
- HS** Health Services
- L** Library
- P** Pitkin Education Center
- PS** Public Safety
- S** Science
- SC** Student Center
- SH** Scoskie Hall
- SP** Swimming Pool
- T** Anna Maria Ciccone Theatre
- TEC** Technology Education Center
- VT** Veterinary Technology
- W** West Hall



Our Facilities Are Designed to Accommodate People with Disabilities



# Travel Directions to Bergen Sites

## Directions to Main Campus (Paramus) 400 Paramus Road, Paramus, New Jersey

### FROM THE NORTH

*(Via Garden State Parkway)* – Take Exit 165, turn right (west) on Ridgewood Road, then right onto Ridgewood Avenue (crossing over Route 17) and continue to Paramus Road. Turn left onto Paramus Road and continue approximately 2 miles to College, proceed around jug handle to main entrance.

*(Via Route 17)* – Turn right off Route 17 onto Ridgewood Avenue (west) to Paramus Road. Turn left onto Paramus Road and continue as above.

### FROM THE EAST

Take Route 4 (via George Washington Bridge from New York City) to Paramus Road, Paramus. (From the east, Paramus Road is approximately 3/4 miles past Route 17 intersection). Turn right onto Paramus Road and proceed north for approximately 2 miles to College entrance on right side of Paramus Road.

### FROM THE SOUTH

*(Via Garden State Parkway)* – Take Exit 160 (Passaic Street). Turn left onto Passaic Street. Continue over Route 4 onto Paramus Road (Passaic Street becomes Paramus Road north of Route 4 overpass). Continue north about 2 miles on Paramus Road to College entrance on right.

*(Via Route 17)* – Take Century Road, second exit to the right, proceed around clover leaf over Route 17 onto Century Road (west). Continue to Paramus Road and turn right onto Paramus Road to College entrance on right.

### FROM THE WEST

Take Route 4 to Paramus Road, Paramus (exit under overpass). Turn right onto Paramus Road and proceed north for approximately 2 miles to College entrance on right side of Paramus Road.

## Directions to Meadowlands (Lyndhurst) 1280 Wall Street West, Lyndhurst, New Jersey

### PUBLIC TRANSPORTATION:

NJ TRANSIT Bus Routes #192, Clifton-NY; #76, Hackensack-Newark

### FROM WEST

I-287 North. Take Exit 41A to merge onto I-80 E toward New York City. Take Exit 53 to merge onto US-46 E toward Wayne/Clifton/Lincoln Tunnel/Meadowlands Sports Complex/RT-3. Slight right at RT-3 (signs for New Jersey Turnpike/Garden State Pkwy S/Lincoln Tunnel/RT-3).

Take the RT-17 S Exit toward Lyndhurst. Keep left at the fork, follow signs for Service Road and merge onto Polito Ave. Turn left at Wall St. West.

### FROM NORTH

Rt.-17 S/St Hwy 17. Continue to follow RT-17 S. Take the Service Road Exit. Turn left at Service Road. Continue on Edwin L. Ward SR Memorial Hwy. Turn left at Wall St. West.

### FROM SOUTH

Garden State Pkwy. N. Take Exit 129 for I-95 N. Follow signs for Trucks-Buses/Cars and merge onto I-95 N/New Jersey Turnpike N. Take Exit 16W to merge onto RT-3 W toward Rutherford. Take the Service Road Exit; turn right to Edwin L. Ward SR Memorial Hwy. Turn left at Wall St. West.

### FROM EAST

RT-3 W (signs for New Jersey Turnpike/Clifton/Lincoln Tunnel/RT-3 W/RT-495 E). Take the Service Road Exit. Turn right at Edwin L. Ward SR Memorial Hwy. Turn left at Wall St. West.

## Directions to Ciarco (Hackensack) 355 Main Street, Hackensack, New Jersey

### FROM NEW YORK

Take the George Washington Bridge. Cross over the bridge onto Route 80 local. Take Route 80 local until you get to Exit #66 Hudson Street. Go to intersection with light, make a left onto Hudson Street and stay on Hudson Street to County Court House. Continue past County Court House where Hudson then becomes Main Street.

### GARDEN STATE PARKWAY NORTH

Take the Garden State Parkway to Exit 160. At the foot of the exit ramp, make a right on to Passaic Street. Travel three miles (about nine traffic lights) and immediately after State Street, you will see the Parisian Beauty Academy on your right. The driveway just past The Parisian Beauty Academy is the Learning Center's parking lot.

### NEW JERSEY TURNPIKE NORTH

Exit 18 going north, take Route 80 (local lane reads Route 17, Hackensack). Take the first Hackensack Exit #66 to Hudson Street to the end of the ramp and turn left. You are now on Hudson Street. Stay on Hudson Street to County Court House, go three quarters around small circle to Main Street.

# College Experience Program Application Form

The College Experience Program is designed to allow talented high school juniors and seniors at least 16 years of age with an overall GPA of 3.0 or better to take college-level courses. Up to six credits may be taken during a Fall or Spring semester, or 4 credits during Summer sessions. Students wishing to take a Math or English course must take the appropriate Accuplacer Test prior to registering (See Placement Test Requirements, page 10-11). A score of 530 or above on the Math SAT will waive the Math portion of the Basic Skills Test. A score of 540 or above on the Critical Reading SAT will waive the English portion of the Accuplacer Test. Students who take the Accuplacer Test and place into developmental English courses are not eligible for the College Experience Program. This program is not intended to compensate for High School course failure or remedial work.

## Please Print

_____	_____	_____	_____
Last Name	First Name	Middle Initial	Social Security Number or BCC ID #
_____	_____	____/____/____	_____
Address	Date of Birth		Home Phone <input type="checkbox"/> Cell <input type="checkbox"/> (Please <input checked="" type="checkbox"/> one)
_____	_____	_____	_____
City	State	Zip	E-mail Address (required)

Check if this is a change of address

Sex:  Male  Female

## Please Check One:

- Black/Non-Hispanic  Hispanic  Asian/Pacific Islander
- White/Non-Hispanic  American Indian/Alaskan Native

## Bergen Community College reserves the right to require proof of state and county residency as per N.J.A.C. 9A:5

Are you presently a Bergen County resident?  Yes  No

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.? \_\_\_\_\_

## To be completed by your high school principal or guidance counselor:

The above named student has my permission to attend Bergen Community College as a College Experience student. S/he is an outstanding student whose overall GPA is 3.0 or better, and is academically and emotionally ready to take college-level courses.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Phone: \_\_\_\_\_

## To be completed by you and your parent or guardian:

I understand that this form is an application to attend Bergen Community College for one semester as a part-time, non-degree student. I certify that the above information is true and correct to the best of my knowledge. I agree to abide by the policies and regulations of the College, including program and course requirements and prerequisites.

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).

\_\_\_\_\_/\_\_\_\_/\_\_\_\_

# College Experience Program Registration Form – Semester/Year: \_\_\_\_\_

- Only four credits may be taken during the Summer sessions.
- Students wishing to take a math or English course must take the appropriate Accuplacer Test prior to registering (see Placement Test Requirements, page 10-11).
- A score of 530 or above on the Math SAT will waive the Math portion of the Accuplacer Test. A score of 540 or above on the Critical Reading SAT will waive the English portion of the Accuplacer Test.
- Students who take the English Skills Test and place into developmental English courses are not eligible for the College Experience Program.
- All course requirements and prerequisites must be met.
- You must get permission for each semester as a College Experience student.

Name: \_\_\_\_\_ College ID or SS #: \_\_\_\_\_

(Required) E-mail address: \_\_\_\_\_ Location:  Paramus  Meadowlands

ADD/ PREFERRED (CIRCLE ONE)			
Dept Code	Course Number	Section Number	✓ If Audit

DROP / ALTERNATE (CIRCLE ONE)			
Dept Code	Course Number	Section Number	✓ If Audit

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 Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of Parent or Legal Guardian Date

# 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

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Birth

Bergen reserves the right to require proof of state and county residency as per N.J.A.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).

