



NJ STARS Application Process Checklist for New & Transfer Prospective NJ STARS Students

We are excited that as a prospective NJ STARS student, you are eligible to apply to Bergen Community College's NJ STARS program. As a certified NJ STARS student, you will be awarded full tuition for up to five semesters.

IMPORTANT: It is of the utmost importance that all financial aid and HESAA paperwork and information requested is completed by stated deadlines. Compliance will ensure continuous enrollment in Bergen Community College's NJ STARS Program. Failure to complete all documents and provide all requested information may result in an unfunded semester, or possible loss of NJ STARS eligibility.

Complete The Following Steps	Instructions	Due Date
<p>Apply Online to Bergen Community College in a Degree Seeking Program</p> <p><i>Tip: Your acceptance letter will include your student username and password.</i></p>	<p>Go to www.bergen.edu and click Apply Now at the top of the home page. Applicants will receive acceptance package within two weeks.</p> <p>Go to www.bergen.edu/new-students/getting-started-at-bergen and complete Steps 1-6.</p> <p>For more information, visit the Office of Admissions, Pitkin Education Center - Room A115, or call 201-447-7195/7196.</p>	<p>Open Enrollment Submit Test Scores (see below)</p> <p>Submit final official signed and sealed high school Transcript to the NJ STARS Representative (see reverse side for address)</p>
<p>Self-identify with the NJ STARS Representative at Bergen Community College</p>	<p>Contact Catherine Krostek at ckrostek@bergen.edu or call (201) 689-7055 to communicate your interest in attending Bergen as an NJ STARS student.</p>	<p>As soon as possible - you will be identified as a Prospective NJ STARS student in your student record</p>
<p>Part 1: Complete your FAFSA (Free Application for Federal Student Aid)</p> <p><i>Tip: Using IRS Retrieval Tool helps to shorten the review process.</i></p>	<p>To apply for Federal Student Aid, go to www.FAFSA.ed.gov and complete your FAFSA. <i>Bergen Community College must be one of the college choices on the FAFSA</i> (school 004736).</p> <p>On FAFSA confirmation page, click Start your state application to apply for state-based financial aid.</p>	<p>Returning students with TAGApril 15</p> <p>New students, and Returning students without NJ TAGSeptember 15</p>
<p>Part 2: Federal Financial Aid</p> <p>⚠ <i>Federal financial aid eligibility must be reviewed and completed by Bergen's Office of Financial Aid to be certified as an NJ STARS student.</i></p> <p><i>Financial Aid Review is complete after you review/accept your Financial Aid Award Package in your student portal.</i></p>	<p>The Office of Financial Aid may request additional information if you are selected for Federal Verification. Regularly check your BCC student email and WebAdvisor for Students in your student portal to see if you are missing documents. Click on Self Service, then Financial Aid.</p> <p>To be sure all steps were completed, go to www.bergen.edu/njstars, click Resources and click to review Federal Financial Aid Review Process (FAFSA).</p>	<p>Go to www.bergen.edu/fa and click Dates & Deadlines</p> <p>⚠ <i>Scan all requested documents at the One Stop scanners in Room A129. Within an hour, you will receive an email confirming that your documents were scanned successfully.</i></p>
<p>Part 1: State-Based Financial Aid</p> <p>Create Your Student Login to Activate HESAA Student Portal and Answer the NJ Additional Application Questions</p> <p><i>Tip: Email notifications will be sent to the email address given.</i></p>	<p>Go to https://njfams.hesaa.org/NJFAMS to create your student login and activate your HESAA student portal.</p> <p>⚠ If you didn't answer the NJ Additional Application Questions on the FAFSA confirmation page, on the Home Menu, click To Do List, (be sure the correct FAFSA year is displayed) and click the link to answer the questions required to complete the State-based financial aid process.</p> <p>⚠ Be sure that the boxes preceding all tasks on the To Do List contain a green checkmark. If not, the task or tasks were either not received or are incomplete.</p>	<p>After completing your FAFSA</p> <p>⚠ <i>On the Home Menu of your student portal, click View & Update Your School, then click Add and choose Bergen Community College from the dropdown list if it is not listed.</i></p> <p>On the Home Menu, click Award & Eligibility Information and scroll down for award status.</p>
<p>⚠ Part 2: State-Based Financial Aid</p> <p><i>State-based financial aid eligibility must be reviewed and completed by HESAA to be certified as an NJ STARS student.</i></p> <p><i>Tip: Contact HESAA at (800) 792-8670 with any questions.</i></p>	<p>HESAA may request additional information if you are selected for State Verification. Periodically check your email and Notifications on the Home Menu of your HESAA student portal.</p> <p>To be sure all steps were completed, go to www.bergen.edu/njstars, click Resources and click to review State-Based Financial Aid Review Process (HESAA).</p>	<p>Go to www.njgrants.org, scroll down and click on the Calendar</p> <p>⚠ <i>Scan all requested documents to your computer and upload to the HESAA website at www.njgrants.org and click Electronic Document Collection.</i></p>

Continued from the Other Side	Instructions	Due Date
Activate and explore your Bergen Student Portal and your Bergen Email Account	Begin checking your Bergen student portal and Bergen email account for important information. For assistance, go to www.bergen.edu/portalhelp , or call the Help Desk at 201-447-7109 and select Option 3.	Before submitting your test scores, or if not required, before registering for classes the first time.
Submit your Test Scores to be waived from Accuplacer Tests Required SAT Scores* • 450+ Critical Reading • 500+ Math Required ACT Scores* • 19+ English • 22+ Math * Tests taken after March, 2016.	Go to www.bergen.edu/testing , and click Forms , then Waiver Form . Login using Bergen username and password, complete Waiver Form and upload SAT, ACT and other scores. Please check for SAT/ACT updated scores and/or scores for tests taken prior to March, 2016 on Waiver form. If you do not have the required scores, take Accuplacer Tests at the Office of Testing Services , Pitkin Education Center - Room S127. Go to www.bergen.edu/testing to access the testing schedule, Accuplacer study guides and challenge tests or email testingoffice@bergen.edu .	As soon as possible after applying to Bergen Community College. Tests must be waived or taken before registering for classes the first time. ! Remedial courses must be taken before completing the NJ STARS Application/Contract. All remedial courses must be completed by Sept. 1st, one year following high school graduation
Meet with an Academic Advisor	Meet with an Academic Advisor in the Pitkin Education Center - Room A118 to learn how to use the student portal, register for classes and read your Program Evaluation.	Before registering for classes for the first time
Register for Classes and Visit an Academic Counselor in A-118	You must register for 12 or more credits. Meet with an Academic Counselor to go over your program/courses and to sign the appropriate section of your NJ STARS Application/Contract.	After Open Enrollment Begins <i>Tip: NJ STARS pays the Tuition for up to 18 credits per semester</i>
Pay <u>Only</u> the Fees Portion of your Semester Bill	! Pay <u>only</u> your fees at the Bursar's Office in the Pitkin Education Center - Room L127. If you have questions, please call 201-447-7105 or email bursaroffice@bergen.edu .	Payment of fees is due upon registration of classes. <i>Tip: Fees cannot be paid online unless arranged at the Bursar's Office</i>
Obtain Student ID and Parking Decal	Student ID: Bring a copy of your Registration Statement as proof of registration to the Public Safety Office, Pitkin Education Center - Room L154. Parking Decal: Complete online Parking Decal Request Form . Login using Bergen username and password and you will be sent an email with instructions.	After registration of classes and payment of fees <i>Tip: If you have never registered for a class before, wait a few days after registering so your record will be in the Public Safety Office database.</i>
Submit your Final Official Signed and Sealed High School Transcript	Mail or bring your final transcript to: Catherine Krostek NJ STARS Representative - Room A128A Bergen Community College 400 Paramus Road Paramus, NJ 07652	As soon as possible after high school graduation <i>Tip: A letter containing your class rank/class size will be required if not shown on your high school transcript.</i>
Make an Appointment or Attend one of the NJ STARS Events to have your NJ STARS Application/ Contract Signed	Contact Catherine Krostek at ckrostek@bergen.edu or call 201-689-7055 to have your contract signed. <i>Tip: Please attend an NJ STARS Workshop if you need help completing the Application/Contract. Completed contracts can be signed at an NJ STARS Workshop. For workshop dates and times, go to www.bergen.edu/njstars and click Events.</i>	As soon after high school graduation as possible but no later than August 31, 2018. ! Application/Contract must be fully completed.
NJ STARS Student!	After your NJ STARS Application/Contract has been signed, you will be flagged as an NJ STARS student at Bergen. As long as you bring in your contact to be signed before the semester begins, your classes will be protected until your tuition has been paid by NJ STARS.	! Your NJ STARS certification is not official until all federal and state financial aid has been fully reviewed and completed.

Academic Counselors

NJ STARS students may meet with any of the Academic & Transfer Counselors in Room A-118 (201-447-7211)

Financial Aid

Charlmaine McKinney
cmckinney@bergen.edu
(Financial Aid processing)

Bursar's Office

Tabatha Tucker
ttucker@bergen.edu
(Billing questions)

Enrollment

Catherine Krostek
ckrostek@bergen.edu
Application/Contract Processing & Transcript Certification