How to Get Certified as an NJ STARS Student at Bergen Community College

*All links are clickable. To play videos, wait for Play icon to appear.

Pictures taken of NJ STARS students in April, 2017
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What is the NJ STARS Program & How Will it Benefit Me?

[Link to Bergen.edu site]

www.bergen.edu/njstars
Listen to what NJ STARS Students have to say: why they attended Bergen Community College as students in the NJ STARS program, what they like about the college, and if they feel they made the right choice.
What is the NJ STARS Program & How Will it Benefit Me?

The New Jersey Student Tuition Assistance Reward Scholarship (NJ STARS) Program is an initiative created by the State of New Jersey that provides New Jersey’s highest achieving students with free tuition at their home county college. Congratulations!!

• The NJ STARS award covers the cost of tuition, less any State and/or Federal grants and scholarships.

• Eligible NJ STARS students will receive an NJ STARS award for up to 18 credits per semester up to 5 semesters of continuous full-time enrollment in a degree program.

• Students receiving NJ STARS scholarships pay only the cost of fees and books.

• Out-of-county students may attend another New Jersey county community college only if their desired program of study is not offered at their home county college or their program is oversubscribed for at least one year. Out-of-county students must complete chargeback procedure by both college’s deadlines.

• Students have five semesters following high school graduation to enroll.
NJ STARS Program
Eligibility Requirements

www.njstars.net
How do you Qualify for NJ STARS?

To qualify, you must meet the following eligibility requirements. See NJ STARS Fact Sheet for 2018 High School Graduates:

Academic
- You must be in the top 15% at the end of your high school class at the end of your junior or senior year.
- You must be college ready to be eligible for the NJ STARS program.

Residential
- You and your parents must be U.S. citizens or legal non-citizens and New Jersey residents for at least 12 consecutive months immediately prior to high school graduation.
- You must be a Bergen County resident unless the major you desire is not offered at your home county college or it is oversubscribed for a year or more. Next, you must complete the chargeback procedure to receive approval from both colleges.

Financial Aid
- You must file apply for federal financial aid (FAFSA) and state-based financial aid (HESAA) each year, and provide all requested information to HESAA and Bergen Community College’s Office of Financial Aid in order to be considered complete within all established deadlines.
What is College Readiness?

College readiness is a student’s ability to take college-level courses in a particular subject. College readiness at Bergen Community College in English and Math is determined by:

* SAT Scores: 450+ Critical Reading, 500+ Math  
or  
* ACT Scores: 19+ English, 21+ Math  
or  
College courses in English or math taken at another accredited institution

*Scores above are for tests taken after March 2016

If you are eligible to be waived from part or all of the Accuplacer Tests, click here to fill out the Waiver Form and upload qualifying test results.** Upon receipt, the Office of Testing Services will enter the information into the database so you can register for your classes.

**Students in a degree program requiring the math sequence for pre-calculus and calculus may involve an additional developmental level course. Students can take an additional placement test to potentially waive out of the course, use pre-calculus or calculus CAP courses, AP scores or pre-calculus or calculus taken at another accredited institution (C or higher required). This is required only for students whose degree requires this math sequence.
What if I am Not College Ready?

The NJ STARS clock starts ticking when you are full-time and college ready. If you do not meet all or part of the above requirements, you will need to take the applicable Accuplacer Tests before registering for your classes.

- Students who take the Accuplacer tests and fail one or more sections can challenge and retake the tests. Any students who fails one or more section twice is not considered college ready and must take and pass remedial classes before they are considered college ready students.

- Students who graduate from high school and do not demonstrate college readiness have until September 1\(^{st}\) the year following high school graduation to gain the skills they need to become college ready.

- Students who do not demonstrate college readiness by September 1\(^{st}\) of the year following high school graduation are no longer eligible for NJ STARS.

- NJ STARS scholarships do not cover the cost of remedial coursework.

- Please access the excellent practice tests and study guides at the websites below:

  - [http://accuprep.pccc.edu/](http://accuprep.pccc.edu/) - This website helps you prepare for all of the Accuplacer Tests. The Math and Algebra sections have “Show Me How” and “Solution” videos if you are having trouble getting the answer.

  - [https://accuplacer.collegeboard.org/sites/default/files/accuplacer-sample-questions-for-students.pdf](https://accuplacer.collegeboard.org/sites/default/files/accuplacer-sample-questions-for-students.pdf) - This pdf has sample questions/answers for all of the Accuplacer Tests.

  - [https://bergen.edready.org/home](https://bergen.edready.org/home) - EdReady lets you test yourself in math, then helps you with a customized study path. Click “Get Started” and fill in the form to activate your account. You will get an email with an authentication link to activate your account. Login with the username and password you registered with and enter the key “bergen_8”. There is a Student Quick Start Guide video at the bottom of the screen.
The NJ STARS Application Process at Bergen Community College

www.bergen.edu/njstars
Follow and complete the steps listed on the NJ STARS Application Process Checklist. All purple and orange links on the checklist are clickable. Be sure to read “important” notes and tips for valuable information:

As you complete each step on the checklist, check off that you have completed that step on the corresponding section of the NJ STARS Application/Contract.

• Apply to Bergen Community College.

• Self-Identify to Catherine Krostek, NJ STARS Representative, as an NJ STARS Student.

• Complete your FAFSA. Your FAFSA must be filed annually by the State deadlines listed on the NJ STARS Fact Sheet, the HESAA website and Bergen Community College’s Financial Aid webpage. The HESAA due date depends on whether or not students have been awarded financial aid.

• Register on the HESAA NJ FAMS website. Click the To Do List on the Home Menu and click the link to Answer the Additional New Jersey Application Questions if you haven’t done so. Print a copy for your records.

• Activate and explore your Bergen Community College student portal and email account.
NJ STARS Application Process & the NJ STARS Application/Contract– Part 2

- Provide documents to be Waived from Accuplacer Tests, or take Accuplacer Tests.
- Meet with an Academic Advisor and register your courses. Pay only the fees portion of your semester bill at the Bursar’s Office in Room L-127.
- Meet with an Academic Counselor who will go over your major and registered courses, and sign the Academic Counselor Approval section of your contract.
- Schedule an appointment with the NJ STARS Representative and bring your **Completed** NJ STARS Application/Contract to be signed, or attend an NJ STARS Workshop or other NJ STARS event for help completing your contract. Completed Contracts can be signed at NJ STARS Workshops and NJ STARS events.
- Provide a final, official **signed** and **sealed** transcript with class rank and class size included to Catherine Krostek in person or by mail but be sure high school includes her name and Room A-128A on the envelope. High schools that do not include ranking information on transcripts must send a letter with the information. The letter must be on school letterhead, signed by the Guidance Director, Principal or Vice Principal, and sealed with the school seal.
Complete All Steps on the NJ STARS Application Process Checklist & the NJ STARS Application/Contract

my.bergen.edu
www.fafsa.ed.gov
https://njfams.hesaa.org/NJFAMS
Complete your FAFSA (Free Application for Federal Financial Aid) each year.

- Use 2016 tax returns for 2018-2019 FAFSA. Be sure to use the IRS Retrieval Tool. If you are selected for Federal Verification, your tax transcript will have already been provided to the college which will save time and effort.

- Bergen Community College must be listed as one of your college choices. The school code is #004736.

- If you need help, attend one of the 2018-2019 FAFSA Workshops at Bergen Community College, or view the “7 Easy Steps to the FAFSA” Video Tutorial.

- Periodically check your BCC student email to see if the Office of Financial Aid emailed you advising you were selected for Federal Verification.

- Check your Financial Aid status in the new Self Service section of WebAdvisor to be sure you aren’t missing any documents and that your financial aid review process is complete, and if so, review and accept your Financial Aid Award Package.

- Login with your BCC username and password and scan all required documents via the Office of Financial Aid scanners in Room A-128. You should receive an email confirmation within an hour advising that your documents were successfully scanned.

For detailed instructions, please access Federal Financial Aid Review Process (FAFSA): PowerPoint presentation or PDF version.

To view the presentation, click “Enable Editing”, then click “Enable Content”. All links in the presentation and pdf version are clickable and videos are playable.
BCC Email & Student Portal

Go to my.bergen.edu or click the my.bergen.edu logo in the purple bar at the top of the home page to login to your student portal.
Logging in for the First Time

Activate your student email address and student portal with your assigned username and password, change password and login in to your Bergen Community College student portal.

- Your username can be found in your acceptance letter from the Admissions Office. If you haven’t received your letter yet and want to sign in, go to the student portal login screen and click Retrieve Username. Enter your last name and social security number or last name and student ID# and click Submit. Your username will appear on the next screen.

- Your initial password is the first two letters of your last name, with the first letter UPPERCASE, followed by the last 6 numbers of your Student ID number (do not include the first zero). Your 7-digit Student ID number can also be found in your acceptance letter, or on the back of your Student Identification Card.

- If you already changed your password and forgot it, you can click I Forgot My Password and you will be prompted to answer 3 questions.

- For assistance, go to www.bergen.edu/portalhelp, or call the Help Desk at 201-447-7109 and select Option 3 for student help.
BCC Student Portal Home Page

A. My Calendar (top left)
B. My Bergen Email (center)
C. My Notifications (center, below my Bergen email, when present)
D. Bergen Announcements (center, below my Bergen email, or My Notifications, when present)
E. My To Do (center, below Bergen Announcements)
F. Bergen Links (top right)
G. My Class Sites (center right)
H. Self Service Menu: WebAdvisor for Students/Self Service (bottom right)

*Click only on Self Service, our new user-friendly area for personalized Financial Aid, Academic Planning, Billing & More. (Links below Self Service will be removed in the near future.)
My Notifications: NJ STARS Protects/Holds

**Prospective NJ STARS Students** - Protection is placed on prospective NJ STARS students’ records to prevent their classes from being dropped. Students who do not see **NJSTARS Student** followed by the date applied to their record in the My Notifications section of their student portal sometime at the end of May in Fall semesters and at the end of October in Spring semesters should notify the NJ STARS representative so it can be added.

Protection is temporary and will be extended as long as the NJ STARS Application/ Contract is completed and signed before the first NJ STARS semester begins.

**NJ STARS Students** - Once students are certified as NJ STARS students, protection will be placed on the records of all students in good standing every semester at approximately the end of May ending in November in the Fall semesters, and the end of October ending in April in Spring semesters.

**Holds** will be placed on all students’ records beginning the day after add/drop week to prevent students from dropping courses without permission which may cause permanent loss of NJ STARS eligibility.
New Self Service Area in Web Advisor for Students

Browse through our **new Self Service** area in **WebAdvisor for Students** in your BCC student portal to check your billing and financial aid information; plan and register your classes; access your class schedule, grades, GPA, and more.

[Image of WebAdvisor interface]

[Click here to play video in PDF Version.]
How to Check if the Office of Financial Aid is Missing Required Documents

In the example below, the financial aid review has not begun because the student was selected for Federal Verification and an action is needed. The student must provide required documents requested by the Office of Financial Aid before the review process can begin, login to one of the Financial Aid scanners in Room A-128 using their student username and password, and scan the required documents as soon as possible.

This student/parent did not use the IRS Data Retrieval Tool.
How do I know if My Financial Aid Review is Complete?

In the example below, the financial aid review is complete and this student must review and accept their financial aid package, and accept or reject student loans.

Students who are offered and accept loans must complete entrance counseling and sign a master promissory note.
HESAA Application for State-Based Aid
(Higher Education Student Assistance Authority)

Complete the Application for State-Based Financial Aid. The application is considered the Additional New Jersey Application Questions. If you answered the questions at the end of the FAFSA, your application was already received by HESAA and is being processed. To check:

• Create a Student Login on the HESAA NJ FAMS Student Portal.

• Click “To Do List” on the Home Menu and select the appropriate year in the drop down box if the current academic year is not listed.

• Check to see if your FAFSA has been received by HESAA. There will be a green checkmark in the box preceding the Free Application for Federal Student Aid (FAFSA) if it was received.

• If you didn’t answer the Additional New Jersey Application Questions at the end of the FAFSA, the box will be unchecked, but you can click the link to answer the questions and complete the HESAA application. Print a copy for your records.

• For detailed instructions, please access State-Based Financial Aid Review Process (HESAA): PowerPoint presentation or PDF version.

All links in the presentation and the pdf version are clickable and the videos are playable. To view the presentation, click “Enable Editing”, then click “Enable Content”.
**HESAA Student Portal: To Do List**

- Click “To Do List” on the Home page menu.
- Be sure that all boxes proceeding all tasks on the “To Do List” contain a green checkmark as shown below. If not, the task or tasks were either not received or are still incomplete.
- Students selected for State Verification, will see an unchecked box or boxes on the “To Do List” asking for more information that must be provided.

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**Welcome to NJFAMS!**

Check your To Do List for additional information we need to process your grant or scholarship.

- To Do List
- View and Update Your School
- Apply Online for Scholarships
- Award and Eligibility Information
- Notifications
- View And Update Your Contact Information
- Edit Your Profile

Your FAFSA for academic year 2017-2018 has been received.
Your FAFSA for academic year 2018-2019 has been received.

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**To Do List for 2017-2018**

Select a Year: (2017-2018)

Note: If a year is not displayed in the drop down, it means you have currently completed all tasks for that year. Failure to respond by established deadlines will result in the loss of your Tuition Aid Grant (TAG). Additional tasks may be added at a later date.

- Items with ☑ have been received. Items with ☐ are not received or incomplete.
- All requested information or documents pertain to the 2015 tax year. For example, for “Tax Transcript” you should submit the tax transcript for 2015.

**Online**

- Free Application for Federal Student Aid (FAFSA)
- NJ Additional Application Questions

**Electronic or By Mail**

If you have documents listed below please click NHERSA Forms to complete and submit the documents requested. Once you have completed your documents visit NHERSA.org, click on “Electronics Document Collection” to electronically submit your documents via Napping Xpress.

To upload the following documents: click here.

- ☐ NHERSA Review Needed - TAG
- ☐ Proof on New Jersey residency

Your To Do List is a summary of the items required for the academic year displayed at the top of the screen. Items may be shown more than once if required for more than one program.
Click “View & Update Your School” on the student portal Home Menu. Colleges listed here are the colleges you chose on your FAFSA. If Bergen Community College is not listed, click Add a School in the appropriate academic year, choose Bergen Community College from the dropdown list and click add, and update your FAFSA as well.

Click “Award and Eligibility Information” on the Home Menu for Award Status. See icon key at the top of the page for description of icons.
NJ STARS Award

- Students who are awarded enough federal and/or state-based financial aid to pay the tuition portion of their bill are considered “unfunded” NJ STARS students. Unfunded NJ STARS students are not awarded NJ STARS scholarships, however the federal and state financial aid process must be completed each academic year by posted deadlines to qualify for NJ STARS II scholarships.

- NJ TAG (New Jersey Tuition Aid Grant) is a state-based financial aid award, and NJ STARS (New Jersey Student Tuition Assistance Reward Scholarship) is a merit based award. Some students may receive both but they are two totally different awards.

- Students who are awarded NJ TAG must complete their FAFSA and the New Jersey Additional Application Questions by April 15th each year or they may temporarily or permanently become ineligible for NJ STARS scholarships. New and continuing students who did not receive NJ TAG have more time to complete the process but should still do so early in case any issues arise.

- As long as the financial aid review process is complete for both federal and state financial aid, and students are in good standing, students who are not awarded financial aid, and students who are awarded only partial federal and/or state financial aid will see an Estimated NJ STARS award in the financial aid section of their BCC student portal.

- Estimated awards will not be shown until all NJ STARS students are certified on HESAA Roster which is usually sometime in late November during Fall semesters, and sometime in late April during Spring semesters.

- Once an estimated award appears in the BCC student portal, you should also see the award in the HESAA student portal. It will first show as unpaid but when a green dollar sign appears, the NJ STARS payment has been made to Bergen Community College.

- Students who receive NJ STARS scholarships will first see an “Estimated” NJ STARS award in their student portal. Please do not accept estimated awards. Once applied to your bill, the award will no longer show as estimated.
Register Your Courses

• NJ STARS students must register 12 or more credits per semester.

• NJ STARS scholarships will pay for up to 18 credits per semester. If students have financial aid but it does not cover all of the tuition, NJ STARS will cover the balance of the tuition.

Add Courses to Timeline Using Course Plan  Add Courses Using My Progress

Use the Course Catalog to Search & Add Courses

Click the links to play videos in PDF versions.
Meet with the NJ STARS Representative with Completed NJ STARS Application/Contract

- Complete all steps including registering your courses and meeting with an Academic Counselor to go over your program/courses and sign off on your contract.

- If everything on the NJ STARS Application/Contract is **100% complete**, please email or call the NJ STARS Representative to make an appointment to have your contract signed. Email ckrostek@bergen.edu or call 201/689-7055.

- When you meet, the NJ STARS Representative will check to be sure everything is completed at which point you will both sign contract. You will be given a copy of your contract as well as several important NJ STARS documents that will be explained to you.

- The NJ STARS will change your college record from a prospective NJ STARS student to an NJ STARS student, and extend the temporary protection on your account until your tuition has been paid.

- If you aren’t sure if everything on your contract is complete, please attend an NJ STARS workshop or other event where the NJ STARS Representative will answer questions and go over specific areas of the contract. If your contract is complete at the event, the NJ STARS Representative and you will both sign your contract and follow the steps above.
Maintaining Your NJ STARS Status

www.bergen.edu/njstars
How to Maintain Your NJ STARS Status

• **TIP:** Check your email sent to your Bergen email address which is your the primary email address. Emails are sent when important information is due, when classes are cancelled in the event there aren’t enough students registered, or when holds are put on students accounts for not complying with requests.

• You must file a FAFSA and answer the New Jersey additional application questions for HESAA each year, and as before, submit all requested information within established deadlines.

• You must take at least 12 college-level credits each semester. The NJ STARS scholarship will pay for up to 18 credits.

• You must maintain continuous full-time enrollment in an Associate’s Degree program (AS, AA, AFA) at your home county college. Some career degrees such as nursing and IT degrees are acceptable since they will transfer to four-year colleges. You may take a leave of absence but it must be approved before the end of the semester you are seeking to take a leave of absence.

• You must attain a cumulative GPA of 3.0 or higher by the start of the third semester as a full-time, college ready student to continue as an NJ STARS student.

• You must earn your Associate's Degree at a community college with a 3.25 cumulative GPA or greater within five semesters to qualify for NJ STARS II scholarships.
NJ STARS II Benefits & Colleges

www.njstars.net
NJ STARS II Benefits

- NJ STARS students who earn their Associate's Degree at a community college with a 3.25 GPA or better are eligible for up to a $2,500 per year NJ STARS II scholarship at any New Jersey public or independent NJ TAG-participating four-year college or university.

- The State funds 100% of the NJ STARS II award, while students will be responsible for any remaining balance.

- NJ STARS II students have up to four semesters to complete their Bachelor’s Degree.

- NJ STARS II students must maintain a 3.25 grade point average in their junior year to receive the scholarship in their senior year.

- Students whose family income exceeds $250,000 will not be eligible for NJ STARS II.
Four-Year Colleges and Universities Participating in NJ STARS II

**Independent:**
- Berkeley College
- Bloomfield College
- Caldwell College
- Centenary College
- College of Saint Elizabeth
- DeVry University
- Drew University
- Fairleigh Dickinson University
- Felician College
- Georgian Court University
- Monmouth University
- Rider University
- Saint Peter's University
- Seton Hall University
- Stevens Institute of Technology

**Public:**
- The College of New Jersey
- Kean University
- Montclair State University
- New Jersey Institute of Technology
- New Jersey City University
- Ramapo College of New Jersey
- The Richard Stockton College of New Jersey
- Rowan University
- Rutgers University
- Thomas Edison State College
- William Paterson University of New Jersey
Honors Programs & Associations

www.bergen.edu/honors
Judith K. Winn School of Honors

Please consider taking **Honors courses.** Why?

- Honors courses have the almost the same curriculum, smaller class sizes, highly motivated peers, and the most scholarly faculty, honors advising, and conference opportunities.

- Any new, transfer or continuing student with a GPA of 3.4 or higher can enroll in the program and take Honors classes without a waiting period of any kind. Honors students are also members of the Honors Association, a student run organization supporting the School of Honors’ mission.

- Complete 18 credits of Honors classes and maintain an overall GPA of 3.4 or higher and receive an Honors Diploma with the Presidential Seal. Students graduating with an Honors Diploma wear a red sash, red and gold cords and tassel at graduation, and receive special recognition at commencement. Honors students who are also Phi Theta Kappa (PTK) members receive dual Diploma Gold Seals.

- Many scholarship opportunities are available to PTK and honors students including: Columbia University, School of General Studies; New York University, Steinhardt School (CCTOP); New Jersey Institute of Technology and William Paterson University.

[Click here](#) to [Register for the JKW School of Honors](#). Fill out the online form to apply for the School of Honors. Once you are entered into the system, you can register for Honors classes.

Please consider joining other national honor societies such as **Alpha Mu Gamma** (foreign language), **Psi Beta** (psychology) and **Sigma Chi Eta** (communication). For more information, please visit [www.bergen.edu/honors](http://www.bergen.edu/honors).
Alpha Epsilon Phi Chapter of Phi Theta Kappa (PTK)

If you receive an invitation to become a member of Alpha Epsilon Phi, Bergen Community College’s Chapter of Phi Theta Kappa (PTK), please consider joining. Why?

• PTK was founded in 1918, and is the oldest, largest, and most prestigious honor society serving two-year colleges around the world. Students are invited to join and are inducted in a special ceremony at the college. Nearly $90 million in scholarships and more than $37 million in exclusive PTK transfer scholarships are available to PTK students.

• Many scholarship opportunities are available to PTK and honors students including: Columbia University, School of General Studies; New York University, Steinhardt School (CCTOP); New Jersey Institute of Technology and William Paterson University.

Click here to play video in PDF Version

NJ STARS Resources

www.bergen.edu/njstars
NJ STARS Contacts at Bergen Community College

NJ STARS Representative
Catherine Krostek (ckrostek@bergen.edu) (new student certification)

Academic Advisors/Counselors
Room A-118

Bursar’s Office
Tabatha Tucker ttucker@bergen.edu (questions about your bill)

Office of Financial Aid
Charlmaine McKinney cmckinney@bergen.edu (financial aid certification)
Resources for NJ STARS Students

Bergen Community College’s NJ STARS Webpages at www.bergen.edu/njstars
- Information for High School Students and Graduates
- Eligibility Requirements for New and Transfer Students
- How to Apply to the NJ STARS Program
- Contact NJ STARS Representative
- Current Students
- Events
- FAQs
- News and Social Media
- NJ STARS II
- Resources
- RSVP for NJ STARS Events
- Student Testimonials

BCC NJ STARS Documents
- NJ STARS Program - New Student Application/Contract-Fall 2018/Spring 2019
- BCC NJ STARS Brochure

NJ STARS Official NJCCC Website

Step-by-Step Guides to Complete Financial Aid Process
- Federal Financial Aid Review Process (FAFSA)
- State-Based Financial Aid Review Process (HESAA)

FAFSA- Federal Financial Aid
- FAFSA website (Free Application for Federal Student Aid)
- 7 Things You Need Before You Fill Out the 2018-2019 FAFSA(Department of Education)
- 7 Easy Steps to the FAFSA Video Tutorial

HESAA (Higher Education Student Assistance Authority) - State-Based Financial Aid
- HESAA Student Portal/website (NJFAMS)
- Additional HESAA Forms and Instructions
- HESAA NJ STARS Brochure
- NJ STARS Fact Sheet for 2018 High School Graduates
- NJ STARS Fact Sheet for 2017 High School Graduates
- NJ STARS Fact Sheet for 2016 High School Graduates

NJ STARS of Bergen Community College Social Media
- Facebook (@bccnjstars): Register for NJ STARS Events and Like page and receive notifications for early registration, etc.
- Twitter (@njstarsofbcc): Follow us on Twitter and receive notifications for early registration, etc.
- Pinterest (njstarsofbcc): Follow us on Pinterest and get great information such as How to Succeed in College, College Note Taking & Studying, Leadership, Scholarship Opportunities and much more!
- Instagram (njstarsofbcc): Follow up on Instagram to see the latest photos of NJ STARS students at Bergen Community College.
NJ STARS Students at Bergen Community College