

Get Started at Bergen: Non-Degree

Steps to Get Started at Bergen

1. Log In to Your Student Portal Account
www.bergen.edu/portalhelp

2. Go to the Self-Service Menu
at my.bergen.edu

3. Click Web Advisor for Students

4. Select Self-Service and then select
Student Planning

5. Go to *Plan and Schedule* and click
Register Now

6. Pay for Your Classes (under the
Student Finance Tab in Self-Service)

Non-degree students are those who do not intend to pursue a degree or certificate at Bergen. Non-degree seekers plan to take courses at Bergen for personal or professional development. If you would like to change your program from non-degree to a degree or certificate, please visit the Office of Admissions in Room A-115 in the Pitkin Education Building at the Paramus campus.

Non-degree seekers can register for up to 11 credits before having to take or waive the college placement tests. See Bergen.edu/testing for details and exceptions. If the course you would like to take requires a pre-requisite, email us a copy of your unofficial transcript to prereqs@bergen.edu. The unofficial transcript must show that you have successfully completed the pre-requisite. *Note: Non-degree seekers should not send official transcripts to BCC; they will not be evaluated.*

If you plan to transfer your Bergen credits to another institution, it is your responsibility to ensure transferability with the receiving institution. **Non-degree seekers are not eligible for financial aid.**

Don't forget

Once you've registered and paid for classes, visit the Office of Public Safety in Room L-154 (Paramus) or Room 101 (Meadowlands) to obtain your student ID card and parking pass.

Students can also register for classes in person at the One Stop window located in the Pitkin Education Center at the Paramus campus or the first floor of the Student Services area at the Meadowlands location.

Questions? Office of Admissions & Recruitment, Room A-115 (Paramus)

(201) 447-7200 • admissions@bergen.edu • www.bergen.edu/admissions

To view this packet online, visit www.bergen.edu/welcome

The information contained in this packet is subject to change without notice.

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