Bergen Community College

Winter/Spring 2014 Registration
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 November 11-24.
- All other continuing and new students may register (non-priority) starting November 25.

(Check calendar page 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.

While classes are in session. 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.

Student Affairs Contact Information

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

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.
Registration Calendar - Winter/Spring 2014  

Continuing student priority registration for Winter/Spring 2014: Nov. 11 - 17
Currently enrolled student with 44 or more degree credits: Nov. 18 - 24
Any currently enrolled students: Nov. 25
New student registration begins: Nov. 25

HOLIDAY – Thanksgiving
COLLEGE CLOSED - No classes or Academic Services: Nov. 27 - Dec. 1

Payment due dates for registrations: Nov. 11 - Dec. 9
Payment due dates for registrations: Dec. 10 - Jan. 1

Suggested deadline for submitting disability documentation for Winter/Spring 2014: Dec. 1
Degree Application Deadline for May 2014 Graduation: Dec. 2

COLLEGE CLOSED – Winter Recess: Dec. 24 - Jan. 1
Application Deadline for Spring 2014 for International F-1 Transfer students: Jan. 15

Winter Session 2014
For classes that start 1/2, registration will be accepted until Jan. 2
Last day for schedule changes and to receive 100% tuition refund: Jan. 2
Last day to receive 50% tuition refund: Jan. 4
Last day to receive 25% tuition refund: Jan. 6
Official withdrawal date, grade of “W”, no money back: Jan. 9

Spring Sessions 2014
For classes that start 1/21, registration will be accepted until Jan. 17
For classes that start 2/11, registration will be accepted until Feb. 10
For classes that start 3/25, registration will be accepted until Mar. 24

BCC Employee Registration – 8:30-10:30 a.m.
Spring 1 with start date of January 21: Jan. 17
Spring 2 with start date February 11: Feb. 10
Spring 3 with start date March 25: Mar. 24

Tuition Waiver Registrations
Bergen County Senior Citizens, Bergen County Employees
And Unemployed Persons, Volunteer Fire, First Aid and Rescue Squad Members/Family
Spring 1 with start date of January 21: Jan. 17
Spring 2 with start date of February 11: Feb. 10
Spring 3 with start date of March 25: Mar. 24

HOLIDAY – Martin Luther King, Jr.
COLLEGE CLOSED: Jan. 20

2014 Spring Start Dates
Spring 1: Jan. 21
Spring 2: Feb. 11
Spring 3: Mar. 25

Change of Registration Dates
($10.00 fee for each occurrence if applicable)
Spring 1 – for schedule changes and to receive 100% tuition refund: Jan. 21 - 27
Spring 2 – for schedule changes and to Receive 100% tuition refund: Feb. 11 - 14
Spring 3 – for schedule changes and to Receive 100% tuition refund: Mar. 25 - 26

Last Day to receive 100% tuition refund
Spring 1: Feb. 19
Spring 2: Apr. 2
Spring 3: April 4

Last day to request Audit status for Winter/Spring 2014 classes beginning
Winter Session with start date of January 2: Jan. 6
Spring 1 with start date of January 21: Feb. 11
Spring 2 with start date of February 11: Feb. 25
Spring 3 with start date of March 25: Apr. 1

Last day for students to make arrangements with Faculty to resolve Fall 2013 “INC” grades: Feb. 4
Last day for Faculty to resolve Fall 2013 “INC” grades: Feb. 28

Application deadline Fall 2014 Health Profession Programs
GO TO: www.bergen.edu/hprofessions

Spring 2014 Recess: No classes, College open: Mar. 17 - 23

Continuing student priority registration for Summer 2014: Apr. 1 - 14

ALL visiting, new and continuing students may register (non-priority for Summer 2014 starting): Apr. 15

Official Withdrawal Deadline Spring 2014 – All Locations: Apr. 8
No withdrawals after this date: Apr. 8

Last day of Spring 2014 classes for all locations (Spring 1, Spring 2 and Spring 3): May 13
Degree Application Deadline for August 2014 graduation: May 2

Commencement: May 22

HOLIDAY – Memorial Day, College Closed: May 26

Summer I session (Paramus): May 27 - Jul. 3
11-week Summer session (Paramus): May 27 - Aug. 7
Summer II session (Paramus): Jul. 8 - Aug. 7

Summer I session (Meadowlands): Jun. 9 - Jul. 3
Summer II session (Meadowlands): Jul. 14 - Aug. 7
Summer II Extended session (Meadowlands): Aug. 11 - 28

REGISTRATION OFFICE HOURS

When classes are in session:
Monday: 8:00 a.m. - 5:30 p.m.
Tuesday, Wednesday, Thursday: 8:00 a.m. - 7:00 p.m.
Friday: 8:00 a.m. - 5:00 p.m.

When classes are not in session, the office will close as follows, unless otherwise noted:
Monday, Tuesday, Wednesday, Thursday: 8:00 a.m. - 5:30 p.m.
Friday: 8:00 a.m. - 5:00 p.m.

When classes are not in session, the office will close as follows, unless otherwise noted:
## Information on Tuition Waiver Registrations

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>WHO’S ELIGIBLE?</th>
<th>WHAT’S COVERED?</th>
<th>WHAT’S NOT COVERED?</th>
<th>PROCEDURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SENIOR CITIZEN</td>
<td>Bergen County residents who have reached their 65th birthday prior to the first day of classes</td>
<td>Tuition and Technology Fee</td>
<td>Must Pay All Other Fees</td>
<td>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)</td>
</tr>
<tr>
<td>UNEMPLOYED</td>
<td>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.</td>
<td>Tuition</td>
<td>Must pay all fees</td>
<td>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.</td>
</tr>
<tr>
<td>NATIONAL GUARD</td>
<td>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.</td>
<td>Up to 16 credits of tuition</td>
<td>Must pay all fees</td>
<td>Students must exhaust eligibility for financial aid and present valid certification from their unit when registering. May register anytime during registration. See Note 1</td>
</tr>
<tr>
<td>VOLUNTEER FIRE, FIRST AID &amp; RESCUE SQUAD MEMBERS &amp; FAMILIES</td>
<td>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.</td>
<td>Tuition credit of up to $600 per year, not to exceed $2,400 over a four year period. See Note 2.</td>
<td>All fees and tuition in excess of $600</td>
<td>Students may register on or after Tuition Waiver Registration Day.*</td>
</tr>
<tr>
<td>BERGEN COUNTY EMPLOYEE</td>
<td>Person employed by the County of Bergen</td>
<td>6 credits without payment of tuition, provided space is available. See Note 4</td>
<td>Must pay all fees</td>
<td>Registration is conducted in-person on Tuition Waiver Registration Day.*</td>
</tr>
</tbody>
</table>

### 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.

### The Hope Scholarship

**What is the HOPE Scholarship?**

The HOPE Scholarship is actually a tax credit, not a scholarship. Tax credits are subtracted directly from the tax a family owes, rather than reducing taxable income like a tax deduction. A family may claim a tax credit of up to $1,500 per tax year for each eligible dependent. This can be done for up to two tax years. A family may claim up to 100% of the first $1,000 of eligible expenses and 50% of the next $1,000 for a maximum credit of $1,500. For more information, contact a tax adviser.
Student Affairs at the Meadowlands
1280 Wall Street West, Lyndhurst, NJ 07071
1st 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

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

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 day 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: 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
Payment Information

TUITION and FEES per credit: (except as noted)

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bergen County Residents</td>
<td>$130.55</td>
</tr>
<tr>
<td>Non-immigrant Visa Students,</td>
<td></td>
</tr>
<tr>
<td>Out-of-County Residents*</td>
<td>$272.00</td>
</tr>
<tr>
<td>Out-of-State Residents*</td>
<td>$285.00</td>
</tr>
</tbody>
</table>

* 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 under financial information. 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 with MasterCard, Visa, Discover or American Express.

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 https://tuitionpay.salliemae.com/bergen to learn more or call (800) 635-0120 to speak with a Sallie Mae specialist. This offers the student the opportunity to spread tuition payments, interest free over 5 or 4 monthly installments. 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.

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.
- The general and technology fees are not refundable.
- Students requesting a refund must process the drop online or complete the appropriate form at the Office of Admissions and Registration.
- 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 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. 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 2013-14 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 to 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

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

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Fee per occurrence (during change of registration)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Drop Fee per occurrence (during change of registration)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Nursing Fee for NUR 183</td>
<td>$600.00</td>
</tr>
<tr>
<td>Nursing Fee for NUR 281, 282, 284, 285, 290, 291</td>
<td>$300.00</td>
</tr>
<tr>
<td>Applied Music Course Fee for all “MUA” Course Sections</td>
<td>$175.00</td>
</tr>
<tr>
<td>Dental Hygiene Program Fee for DHY 101, 201, 202, 203</td>
<td>$100.00</td>
</tr>
<tr>
<td>Sonography Program Fee for DMS 102, 218, 220, 221</td>
<td>$100.00</td>
</tr>
<tr>
<td>Medical Office Asst. Program Fee for MOA 241, 243, 244</td>
<td>$50.00</td>
</tr>
<tr>
<td>Radiography Program Fee for RAD 182, 282, 286, 289</td>
<td>$100.00</td>
</tr>
<tr>
<td>Respiratory Therapy Program Fee for RSP 121, 225, 231, 235</td>
<td>$100.00</td>
</tr>
<tr>
<td>Surgical Tech Program Fee for SUR 102, 201, 202</td>
<td>$50.00</td>
</tr>
<tr>
<td>Radiation Therapy Program Fee for RTT 120, 121, 221, 230</td>
<td>$50.00</td>
</tr>
<tr>
<td>Veterinary Tech Program Fee for VET 203, 205, 214, 217</td>
<td>$50.00</td>
</tr>
<tr>
<td>Food Service Program Fee for HRM 103, 110, 202, 206, 212, 213, 220</td>
<td>$100.00</td>
</tr>
<tr>
<td>Biology Consum. Fee for all “BIO” Course Sections</td>
<td>$55.00</td>
</tr>
<tr>
<td>Chemistry Consum. Fee for all CHM 100, 102, 110, 112, 141, 212, 241, 250, 260, 262</td>
<td>$36.00</td>
</tr>
<tr>
<td>Physics Consum. Fee for all PHY 185, 186, 280, 286, 290, 291</td>
<td>$25.00</td>
</tr>
<tr>
<td>Industrial Consum. Fee for all “MFG, ELC, and TEC” Course Sections</td>
<td>$15.00</td>
</tr>
<tr>
<td>Music Technology Fee for MUS 150,151</td>
<td>$50.00</td>
</tr>
<tr>
<td>Animation Technology Fee for ART 290, 291, 292, 293, 298</td>
<td>$50.00</td>
</tr>
<tr>
<td>Drafting and Design Technology Fee for DFT 107, 207, 208, 209, 210, 211, 212, 215, 216, 220, 226, 262, 263, 265, 266, 282</td>
<td>$50.00</td>
</tr>
<tr>
<td>Music Equipment Fee for MUS 103, 118, 119, 131, 132, 133, 134, 137, 153, 231, 232, 241, 242, 253</td>
<td>$50.00</td>
</tr>
<tr>
<td>F-1 International Student Fee</td>
<td>$85.00</td>
</tr>
<tr>
<td>Early Childhood Education Program Fee for EDU 120, 220, 222, 224</td>
<td>$75.00</td>
</tr>
</tbody>
</table>
Placement Test Requirements
Important Information for all Students

BASIC SKILLS PLACEMENT TEST
Bergen Community College requires that all degree-seeking students and all non-degree-seeking students who reach their 11th attempted credit take a basic skills placement test in reading, writing, computation and algebra.

WHO MUST TEST?
• All full-time and part-time students in a degree or certificate program are required to test before registering for any courses.
• All full-time and part-time students who are not in a degree or certificate program and who wish to register for an English or mathematics course.
• All full-time and part-time students not in a degree or certificate program who have accumulated 11 attempted credits. Attempted credits are based on all courses when one of the following grades have been issued: A, B+, B, C+, C, D, F, R, E, W, AU, Q, N, or INC.

ENGLISH LANGUAGE PROFICIENCY TEST
International students, or students for whom English is not their native language, may be required to take an English language proficiency test. This test measures proficiency in reading, writing and grammar. The results of this test may place students into the American Language Program (ALP). If you are placed into the ALP, you must complete this program before you may take any other courses. Once you have successfully completed the ALP, you must take the mathematics portion of the basic skills placement test.

WHO MUST TEST?
• International students on the F-1 visa.
• Non-native speakers of English who have completed fewer than three years in a U.S. high school.
• Non-native speakers of English who have been in the U.S. for fewer than eight years without formal English language training.
• Non-native speakers of English who have passed the GED examination in a language other than English.

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
Request for Waiver of the Basic Skills Placement Test and
English Language Proficiency Test

Office of Testing Services, Room S-127
Bergen Community College
400 Paramus Road
Paramus, NJ 07652-1595
Tel: (201) 447-7203 | Fax: (201) 447-2693

Name:  
Address:  
City: ____________________  State: ____________________  Zip: ____________________
Phone: ____________________  College ID No.: ____________________
E-mail address: ____________________

You may not be required to take the College Basic Skills Placement Test at this time if you fit into one of the categories listed below:

Please check the waiver condition that applies in your case, attach the required supporting documents, and mail to the address above. Documentation must be sent to the Testing Office for a waiver to be applied.

- I have a Bachelor’s, Master’s, or Doctoral degree from an accredited college or university in the United States. (ENCLOSE A COPY OF YOUR DEGREE)
- I have already completed college-level English Composition and a college-level Mathematics course. (ENCLOSE A COPY OF YOUR TRANSCRIPT OR GRADE REPORT OF COURSES)
- I have taken a College Basic Skills Placement Test at another college. (ENCLOSE A REPORT OF YOUR SCORES OR HAVE THEM SENT TO THIS OFFICE)
- I have taken the SAT. A score of 530 or above on the Math SAT or 530 or above on the new (3/12/05) 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 Basic Skills Test. (ENCLOSE A COPY OF YOUR SAT SCORE REPORT OR HAVE ONE SENT TO THIS OFFICE).
- 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 the World Education Services in New York City, and you may be required to take the English Language Proficiency Test. If the results of this examination indicate that you may register for English Composition I, then you may be granted a waiver from the College Basic Skills Placement Test. If your placement is in the American Language Program, then you must register for that program before you may take any other courses. (ENCLOSE A WORLD EDUCATION SERVICES EVALUATION REPORT OF YOUR DEGREE)
- I have taken the TOEFL. (ENCLOSE A COPY OF YOUR TOEFL SCORE REPORT)

THIS WAIVER REQUEST MUST BE PROCESSED PRIOR TO REGISTRATION.

Please Note: If your request for a waiver is denied, you will be notified. If your request for a waiver is accepted, you will not be notified.
Visiting Student Permission Form
Office of Registration and Student Information Services

If you are enrolled at another college or university, and you are coming to Bergen to take a limited number of courses, we consider you to be a “visiting student.” As a visiting student you are subject to the same rules and regulations, academic and otherwise as any other student attending the College.

If any of the courses you are taking have prerequisites, you must complete this form. You must register for these courses in person (you may not use Web registration for these courses).

- Visiting students must satisfy the Basic Skills requirement for non-degree seeking students. See page 9 for further information.
- All visiting students need to complete a transcript request form at the time of registration. Upon completion of course/s, a transcript will be sent to Home College/University.
- This form must be submitted with your registration form. A letter of permission or similar form provided by your “home” college/university may be submitted in lieu of this form if it contains the required information.
- Each course you wish to take at Bergen must be co-signed by a Dean, Department Chair, or Registrar of your home college.
- If you are registering for a mathematics course that has a prerequisite listed under the course title, please attach a copy of a transcript or grade report showing your completion of the prerequisite. If you are presently enrolled in the prerequisite course, please bring a copy of your grade report to Registration.

PLEASE PRINT:

Name: ____________________________________________________________

Address: __________________________________________________________

City: __________________________ State: __________________________ Zip: __________________________

Phone: __________________________ College ID No.: __________________________

E-mail address: ______________________________________________________

Home College or University: __________________________________________

Semester/Session in which you wish to enroll (Check one)  ☐ Summer Session  ☐ Fall  ☐ Spring
Course in which you wish to enroll (The department code, course number, title and credits can be obtained from the Bergen course schedule). THIS MUST BE SUBMITTED ALONG WITH THE REGISTRATION FORM PAGE.

<table>
<thead>
<tr>
<th>Dept Code</th>
<th>Course #</th>
<th>Title</th>
<th>Credits</th>
<th>Dean/Chair/Registrar's Signature*</th>
</tr>
</thead>
<tbody>
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*Note: The signature must be obtained from a Dean, Department Head, Chair or Registrar at your home college.

Please read the following statement and sign at the bottom of this form:
I certify that I have completed all prerequisites for the courses listed above.

__________________________________________________________________________  ____________________
Signature                                                                                                                                              Date
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. You must still show completion of any required prerequisites with an unofficial/official transcript or letter of authorization 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 NJ College Basic Skills 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. 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.

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 or letter of authorization 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?
If someone is registering for you, they should be prepared to pay at that time. 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.
Logging into Portal

1. Click on the “my.bergen.edu” link at the top of the Bergen Community College homepage (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

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) 447-7109.
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.

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”

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

If you receive the following error you either incorrectly entered some information or you are not in the system.
*With the information you provided we could not uniquely identify you. Please check the data you entered.*

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.
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.

   b. At this screen you will need to enter your last name and either your social security number or your student ID and click “SUBMIT”
Logging into Portal

c. At this screen you need to select an email address to have your reset password sent to. Then click “SUBMIT”

![Select an email address](image.png)

Send my temporary password to this email address

* = Required

SUBMIT

d. At the next screen click “OK” and then close the browser.

e. Log into the email account that you selected (in step 3) to have your reset password sent to. The email will be from “regoffice”. The content of the email looks like this:

![Email content](image.png)

f. Follow the instructions detailed in the email. The new password location is indicated above.
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.
Online and Partially Online Courses

ONLINE COURSES (indicated by a suffix of WB, WL, or WH, e.g., SOC-101-098WB) 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.

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-101-005HY)

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
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). 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM100</td>
<td>Speech Communication</td>
</tr>
<tr>
<td>COM102</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>WRT101</td>
<td>English Composition I</td>
</tr>
<tr>
<td>WRT201</td>
<td>English Composition II</td>
</tr>
<tr>
<td>WRT202</td>
<td>Technical Writing</td>
</tr>
</tbody>
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(For AAS degree programs only)

### II. COMPUTER SCIENCE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>CIS158</td>
<td>Intro to Computer Science</td>
</tr>
<tr>
<td>CIS165</td>
<td>Fundamentals of Programming</td>
</tr>
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</table>

### III. HUMANITIES

#### ARTS AND MEDIA

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>ART101</td>
<td>Introduction to Art and Visual Culture</td>
</tr>
<tr>
<td>ART102</td>
<td>History of Art and Visual Culture to 1400</td>
</tr>
<tr>
<td>ART103</td>
<td>History of Art and Visual Culture, 1400 to 1900</td>
</tr>
<tr>
<td>ART104</td>
<td>Modern Art, 1890-1940</td>
</tr>
<tr>
<td>ART107</td>
<td>History of Photography</td>
</tr>
<tr>
<td>ART110</td>
<td>Contemporary Art since 1940</td>
</tr>
<tr>
<td>MUS101</td>
<td>Music Appreciation</td>
</tr>
<tr>
<td>MUS107</td>
<td>Music History I</td>
</tr>
<tr>
<td>MUS108</td>
<td>Music History II</td>
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</tbody>
</table>

MUS/THR109 History of Musical Theatre

MUS110 Music, Art, and Drama

THR101 Introduction to Theatre

THR/CIN140 Introduction to Cinema

### IV. TECHNOLOGICAL COMPETENCY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>LIT227</td>
<td>Intro to Poetry</td>
</tr>
<tr>
<td>LIT228</td>
<td>Women in Literature</td>
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<tr>
<td>LIT229</td>
<td>Myth and Literature</td>
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### V. MATHEMATICS

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>MAT130</td>
<td>Contemporary Mathematics</td>
</tr>
<tr>
<td>MAT150</td>
<td>Statistics I</td>
</tr>
<tr>
<td>MAT155</td>
<td>Finite Mathematics</td>
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<tr>
<td>MAT180</td>
<td>Pre-calculus</td>
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<tr>
<td>MAT223</td>
<td>Calculus for Managerial and Social Sciences</td>
</tr>
<tr>
<td>MAT250</td>
<td>Statistics II</td>
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<tr>
<td>MAT280</td>
<td>Calculus I</td>
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<tr>
<td>MAT281</td>
<td>Calculus II</td>
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<tr>
<td>MAT282</td>
<td>Calculus III</td>
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### VI. NATURAL SCIENCES

#### BIOLOGY

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<th>Course Title</th>
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<tbody>
<tr>
<td>BIO101</td>
<td>General Biology I*</td>
</tr>
<tr>
<td>BIO103</td>
<td>The Human Body*</td>
</tr>
<tr>
<td>BIO104</td>
<td>Microbiology*</td>
</tr>
<tr>
<td>BIO107</td>
<td>Intro to Human Biology*</td>
</tr>
<tr>
<td>BIO108</td>
<td>Intro to Environmental Bio*</td>
</tr>
<tr>
<td>BIO109</td>
<td>Anat &amp; Physio I†</td>
</tr>
<tr>
<td>BIO209</td>
<td>Anat &amp; Physio II†</td>
</tr>
<tr>
<td>BIO130</td>
<td>People-Plant Relations</td>
</tr>
<tr>
<td>BIO131</td>
<td>General Botany*</td>
</tr>
<tr>
<td>BIO203</td>
<td>General Biology II*</td>
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#### CHEMISTRY

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<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>CHM100</td>
<td>Intro to Chemistry*</td>
</tr>
<tr>
<td>CHM102</td>
<td>Chemistry in Context*</td>
</tr>
<tr>
<td>CHM112</td>
<td>College Chem*</td>
</tr>
<tr>
<td>CHM140</td>
<td>Gen Chem I*</td>
</tr>
<tr>
<td>CHM141</td>
<td>Gen Chem I-Lab*</td>
</tr>
<tr>
<td>CHM240</td>
<td>General Chem II*</td>
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<tr>
<td>CHM241</td>
<td>General Chem II-Lab*</td>
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#### PHYSICS & PHYSICAL SCIENCES

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<tbody>
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<td>Energy and Society</td>
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<tr>
<td>PHY111</td>
<td>Astronomy*</td>
</tr>
<tr>
<td>PHY112</td>
<td>Climatology*</td>
</tr>
<tr>
<td>PHY113</td>
<td>Geology*</td>
</tr>
<tr>
<td>PHY114</td>
<td>Meteorology</td>
</tr>
<tr>
<td>PHY185</td>
<td>Intro to Physics*</td>
</tr>
<tr>
<td>PHY186</td>
<td>General Physics I*</td>
</tr>
<tr>
<td>PHY280</td>
<td>Physics I*</td>
</tr>
<tr>
<td>PHY286</td>
<td>General Physics II*</td>
</tr>
<tr>
<td>PHY290</td>
<td>Physics II*</td>
</tr>
<tr>
<td>PHY291</td>
<td>Physics III*</td>
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### VII. SOCIAL SCIENCES

#### ANTHROPOLOGY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ANT100</td>
<td>Intro to Anthropology</td>
</tr>
<tr>
<td>ANT101</td>
<td>Cultural Anthropology</td>
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#### ECONOMICS

<table>
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<tr>
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<tbody>
<tr>
<td>ECO101</td>
<td>Macroeconomics</td>
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<tr>
<td>ECO201</td>
<td>Microeconomics</td>
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#### GEOGRAPHY

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<tbody>
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<td>GEO101</td>
<td>World Geography</td>
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<td>GEO102</td>
<td>Human Geography</td>
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#### POLITICAL SCIENCE

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<td>POL101</td>
<td>American Government</td>
</tr>
<tr>
<td>POL102</td>
<td>International Relations</td>
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<tr>
<td>POL103</td>
<td>Mod Political Ideologies</td>
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<td>POL104</td>
<td>State and Local Govt.</td>
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<td>POL107</td>
<td>Introduction to Politics</td>
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### VIII. DIVERSITY COURSES

#### ANTHROPOLOGY

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<tbody>
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<td>ANT100</td>
<td>Intro to Anthropology</td>
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#### ARTS AND MEDIA

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>CIN160</td>
<td>Women in Cinema</td>
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#### COMMUNICATION

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
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<td>Human Geography</td>
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#### HISTORY

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<td>HIS116</td>
<td>Women in American History</td>
</tr>
<tr>
<td>HIS121</td>
<td>Modern Asian History</td>
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<tr>
<td>HIS124</td>
<td>African American History</td>
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<tr>
<td>HIS126</td>
<td>African American History</td>
</tr>
<tr>
<td>HIS130</td>
<td>Latin American History to Independence</td>
</tr>
<tr>
<td>HIS131</td>
<td>Latin American History since Independence</td>
</tr>
<tr>
<td>HIS132</td>
<td>Spanish Speaking Caribbean and Central America since 1998</td>
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#### LITERATURE

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<th>Course Title</th>
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<tbody>
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<td>LIT203</td>
<td>World Lit to 1600</td>
</tr>
<tr>
<td>LIT204</td>
<td>World Lit, 1600-Present</td>
</tr>
<tr>
<td>LIT215</td>
<td>Black Literary Voice in America</td>
</tr>
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<td>LIT218</td>
<td>American Ethnic Lit</td>
</tr>
<tr>
<td>LIT224</td>
<td>Topics in Internat Lit</td>
</tr>
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<td>LIT228</td>
<td>Women in Literature</td>
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#### PHILOSOPHY AND RELIGION

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<th>Course Title</th>
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<tr>
<td>PHR121</td>
<td>Religions of the World</td>
</tr>
<tr>
<td>PHR122</td>
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<td>Hebrew Scriptures</td>
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<td>Islamic Scriptures</td>
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#### PSYCHOLOGY

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<tr>
<td>PSY106</td>
<td>Developmental Psych</td>
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<td>PSY201</td>
<td>Child Psychology</td>
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#### SOCIOLOGY

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<td>SOC113</td>
<td>Social Problems</td>
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<td>SOC120</td>
<td>Soc of Gender Roles</td>
</tr>
<tr>
<td>SOC222</td>
<td>Ethnic and Minority Group Relations</td>
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* 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.
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 Basic Skills Placement 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 follows:
  - EBS011 - 12 credits;
  - EBS021 - 15 credits;
  - WRT101/EBS031 - 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 11.

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 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 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 9-10.

Note: You can use the Web Registration system to search for open course sections even without a password. Go to 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.
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 Levels of English Proficiency (LOEP) test. 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/alp
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
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.
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 Basic Skills Placement Test prior to registering (See Placement Test Requirements, page 9). 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 Basic Skills Test. Students who take the English Basic Skills 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.

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[ ] 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 NJ.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") □ - _____________
[ ] 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).

___________________________________________ __/__/__  ____________________________________________ __/__/__

____________________________________________

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

[ ] Permanent Resident ("Green Card") □ - _____________
[ ] 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 you and your parent or guardian:

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___________________________________________ __/__/__  ____________________________________________ __/__/__

____________________________________________
**College Experience Program Registration Form – Semester/Year: _______**

- Only six credits may be taken during the Spring semester.
- Students wishing to take a math or English course must take the appropriate Basic Skills Placement Test prior to registering (see Placement Test Requirements, page 9).
- As of 3/12/05 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 Basic Skills 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 may register in person at the Registration Center (A-129) Check Registration Calendar for dates
- You must get permission for each semester as a College Experience student.

Name: _____________________________________________ College ID # or SS#: _____________________________________________

E-mail address: _________________________________________________ (Required)

**Location of Choice:**  
- Paramus  
- Meadowlands/Lyndhurst  
- Ciarco/Hackensack

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### ADD/PREFERRED (CIRCLE ONE)

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**Total Credits**

### DROP/ALTERNATE (CIRCLE ONE)

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**Total Credits**

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__________________________ /   /   
Signature of Student  Date

__________________________ /   /   
Signature of Parent or Legal Guardian  Date
Registration Form

Please Print

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<th>Last Name</th>
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E-mail Address (required)

Date of Birth

Bergen reserves the right to require proof of state and county residency as per NJA.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).
Registration Form – Semester/Year: ________________________________

- For currently enrolled students at Bergen Community College, check the Registration Calendar for specific registration priority dates.

- If you have never attended Bergen you must complete the information on page 28 as well as the registration form. Bring in person to the Registration Center, Room A-129. Check the Registration Calendar for registration dates.

- If you wish to AUDIT a class, please check the box indicated for Audits. (Financial Aid not available for Audit classes).

- Visiting students (if you are enrolled at another college or university, and taking a limited number of courses at BCC, we consider you to be a “visiting student”) need to complete a transcript request form at the time of registration. Upon completion of course/s, a transcript will be sent to the home college/university.

- Visiting Students: you must follow the instructions on page 11 and attach the completed Visiting Student form to your registration.

Name: ________________________________________________  College ID # or SS#: ________________________________

E-mail address: _________________________________________________ (Required)

Location of Choice:  ☐ Paramus  ☐ Meadowlands/Lyndhurst  ☐ Ciarco/Hackensack

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Total Credits

Total Credits

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_____________________________  ____________________________  ________________________________  ____________________________
Signature of Student  Date  Signature of Parent or Legal Guardian  Date