Enrollment Process

Follow these simple instructions to get started at Bergen Community College

www.bergen.edu/getstarted

1. Admissions - www.bergen.edu/admissions (Main Campus-Room A-123)

Submit a completed application either online or by paper (both are free). Be sure to include a valid e-mail address, and indicate a Major Field of Interest (use "General Curriculum" programs if you are "Undecided"). If you apply online, you may check your status online after 48 business hours. If you have applied for a competitive Health Profession Program, you must wait until the stated deadline to receive a response. Your official letter of acceptance will arrive by mail, along with paperwork that must be completed for the Health Services Office, www.bergen.edu/healthservices.

All students wishing to apply for financial aid, NJ Stars program, or any health profession program must have a high school diploma or a General Educational Development (GED) certificate. Official sealed transcripts must be sent to the Office of Admissions. Home-schooled students must have completed a high school education in a home school setting that is treated as such under state law. Those submitting foreign high school or college transcripts/diplomas must submit an official foreign credential evaluation from World Education Services (www.wes.org) or another member of the NACES association. Please visit www.naces.org for a list of members.

Transfer students may visit www.bergen.edu/transfertobcc for details on transferring to Bergen from another college or university.

2. Financial Aid - www.bergen.edu/financialaid (Main Campus-Room L-123)

Remember to apply for all Federal and State Financial Aid online using the FAFSA (Free Application for Federal Student Assistance) official website, www.fafsa.ed.gov.

3. Testing Services - www.bergen.edu/testing (Main Campus-Room S-127)

Testing Services will contact you by e-mail - so remember to check your SPAM filter. If you do not hear from Testing Services within 2 weeks of submitting your application, please contact them directly at (201) 447-7202. Plan to take your English and Math placement exam at least 2 weeks before you register. REMEMBER TO KEEP YOUR RESULTS! You also may obtain test waiver forms through the testing website if you have previously taken college-level English or math, or if you have a Math SAT of 530 or higher, or a Critical Reading SAT of 540 or higher. It is strongly advised that you prepare for this exam by studying. Study guides are available on the testing website.

4. Academic Advising, Student Email and Registration - www.bergen.edu/advising (Main Campus-Room A-118)

Students must first obtain their student email address by visiting www.bergen.edu/studentemailsignup. Students then meet one-on-one with a faculty advisor, who will guide them through their program evaluation and explain how to select and create their schedule through WebAdvisor.

5. Bill Payment - www.bergen.edu/bursar (Main Campus-Room A-229)

Tuition bills can be paid through Portal "our online system," by visiting my.bergen.edu or in person. Remember to pay by the assigned due date so your classes do not get dropped for non-payment.

6. Orientation - www.bergen.edu/studentlife (Main Campus-Room A-115)

Orientation is a great way to become acquainted with the campus and learn more about your academic program. You also will learn more about the College's procedures and meet faculty, staff and other students. All new students are encouraged to attend.

• Parking Decal and Student ID Card

Students may obtain their parking decal and student ID card by bringing a paid copy of their bill to the Public Safety Office, Room L-154. Students may park in Lots A (lower and specified section of upper) B, C, D, E, F and a specified area in lot G. People with handicapped stickers may park in designated areas.

• Specialized Services - www.bergen.edu/oss (Main Campus-Room L-115)

The Office of Specialized Services provides academic accommodations and support services for students with disabilities. Suggested deadlines to ensure timely implementation of accommodations: Fall Semester-August 1, Spring Semester-December 1, Summer- before session starts. For more information, visit www.bergen.edu/oss.

• International Students - (Main Campus-Room C-102)

International F-1 visa students must visit www.bergen.edu/isc, or email intadmissions@bergen.edu for further assistance and deadline dates.

Other Important Websites

✓ Academic Counseling – www.bergen.edu/CAPSS
✓ Athletics – www.bergen.edu/athletics
✓ Career & Transfer Counseling – www.bergen.edu/coop
✓ Catalogs - www.bergen.edu/catalogs
✓ Child Dev. Center – www.bergen.edu/cdc
✓ Directions – www.bergen.edu/directions
✓ Distance Learning – www.bergen.edu/dlearning
✓ Educational Opportunity Fund (EOF) – www.bergen.edu/eof
✓ First Year Experience – www.bergen.edu/123connect
✓ Library – www.bergen.edu/library
✓ NJ STARS Scholarship – www.bergen.edu/njstars
✓ Registration Office – www.bergen.edu/registration
✓ Specialized Services – www.bergen.edu/oss
✓ Student Life – www.bergen.edu/studentlife
✓ Tutoring Center – www.bergen.edu/tutoring

Want to visit us? Go to www.bergen.edu/tours

Need Help? Contact us (Before you apply, email smartstart@bergen.edu. After you apply, email admsoffice@bergen.edu).

All information is subject to change. Please visit www.bergen.edu for the most up-to-date information.
Academic Programs

Transfer (A.A. & A.S.) Programs
Transfer programs include a course of study that corresponds to the freshman and sophomore offerings at most colleges and universities and are designed primarily for students planning to transfer into a baccalaureate degree program. In recent years, Bergen has worked to simplify the transfer process by signing articulation agreements with colleges and universities in New Jersey and throughout the U.S. www.bergen.edu/artifacts and www.bergen.edu/transferandcareercenter.

Associate in Arts (A.A.) Degree
Liberal Arts

Options:
- General Curriculum (Undecided)
- Cinema Studies
- Communication
- Economics
- Global Studies
- History
- Latin American Studies
- Literature
- Philosophy
- Political Science
- Psychology
- Religion
- Social Sciences
- Sociology
- Women's Studies
- World Languages and Cultures

Associate in Arts (A.A.) Degree
Fine Arts

Music Business
Music Technology

Associate in Arts (A.A.) Degree
Fine and Performing Arts

Options:
- General Curriculum
- Art
- Cinema Studies
- Music Arts
- Theatre Arts
  - General
  - Acting
  - Dance
  - Technical Production

Associate in Science (A.S.) Degree
Natural Sciences or Mathematics

Options:
- General Curriculum (also pre-med)
- Aviation Operations
- Biology
- Biotechnology
- Chemistry
- Computer Science
- Mathematics
- Physics

To request this document in an alternate format, please contact the Office of Recruitment and Admissions at Smartstart@bergen.edu or (201) 447-7200.

Degree and Certificate programs and courses are subject to change. Please visit www.bergen.edu for the most current information.

* Health Professions and Nursing programs are competitive and do not feature open enrollment. All requirements can be found online at www.bergen.edu/hprequirements and sessions about these programs can be found at www.bergen.edu/tours.

Career (A.A.S.) Programs
Career programs emphasize training needed to enter a chosen field of employment. Designed for students planning to begin a career immediately after receiving an associate degree, career programs are available in various technologies, health sciences, human services, and business. Graduates of these programs work as technicians, accountants, paralegals, legal nurse consultants, law enforcement officers, commercial artists, nurses, and professionals in local and nationwide organizations.

Associate in Applied Science (A.A.S.) Degree

Art
- Computer Animation
- Graphic Design/Computer Graphics

Business Administration
- Accounting
- Banking and Finance
- E-Business Management
- Management Information Systems

Career Technologies
- Drafting and Design Technology
- Electronics Technology
- General Engineering Technology
- Horticulture
- Horticulture/Landscape/Design/Build
- Manufacturing Technology

Health Professions and Career Technologies
- Medical Informatics

Hotel/Restaurant/Hospitality
- General
- Catering/Banquet Management
- Culinary Entrepreneurship
- Event Planning and Management
- Hospitality Management

Music
- Business
- Recording Technology

Human Services
- Correctional Studies
- Early Childhood Education
- Law Enforcement Studies
- Legal Studies - Paralegal

Information Technology
- Database Programming and Admin.
- Networking Administration
- Office Technology
- Web Development and Mgmt.

Software Development
- Game Programming
- Game Testing

One-Year Certificate Programs and Certificates of Achievement
Certificates award recognition to students who successfully complete a program of specialized courses in a specific discipline. These courses prepare a student for a specific occupation or job responsibility or encompass a specialized body of knowledge in the arts or sciences.

One-Year Certificate Programs
- Computer Aided Drafting (CAD)
- Computer Animation
- Computer Graphics
- Computer Science
- Computer Technical Support
- Culinary Arts
- Culinary Science
- Database Programming & Administration
- E-Commerce: Business Emphasis
- Event Planning and Management
- Exercise Science
- Floral Design
- Grounds Management
- Hospitality Management
- Labor Studies
- Landscaping
- Legal Nurse Consultant
- Medical Office Administrative Assistant
- Music Business
- Music Technology
- Musical Theater
- Office Technology
- Piano Instruction/Pedagogy
- Radiation Therapy Technology
- Small Business Management
- Surgical Technology
- Vascular Technology

Certificates of Achievement
- Accounting Assistant
- Baking
- Biotechnology
- Business Paraprofessional Management
- Catering
- CNC Programming
- Commercial Music Production
- Finance
- Forensic Science
- Homeland Security
- Hospitality Operations
- Labor Studies
- Machine Tooling
- Manufacturing Design
- Marketing Assistant
- Network Security
- Nonprofit Management
- Private Security
- Professional Cooking
- Real Estate
- Retailing
- Special Imaging for Radiologic Technologists
- Sports Management
- Sports Merchandising
- Welding

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Entrance Requirements For Health Professions

Admission to college programs in health professions is limited to a specific number of candidates each year due to requirements imposed by accrediting agencies and by the availability of faculty, college laboratory, and clinical agency resources. To insure that all applicants are evaluated in the same way, within each discipline, criteria for acceptance have been developed by the School of Health Professions and Student Services. These criteria will be utilized in determining the candidates who will be offered admission. Admission will have a step process: academic eligibility will be determined, as well as a criminal history background check, basic skills testing, and admissions examination for the Dental Hygiene, Nursing, Radiography, Diagnostic Medical Sonography, Respiratory Care and Veterinary Technology programs.

All college science courses taken more than ten years ago are not transferable.

Students applying to Health Professions programs must sit for the basic skills test prior to having to take the examination. The invitation will outline all information related to the examination.

If students have not taken the necessary high school prerequisites, the courses can be made up by substituting courses taken at Bergen. These courses must be taken before students apply to Nursing or any Health Professions program. To be considered for most programs, science prerequisites must have been completed within the last five years. Applicable college science courses taken more than ten years ago are not transferable.

A successful candidate for a health professions program at Bergen Community College must possess certain abilities and skills necessary to provide and maintain safe and effective care administered to the patient. The candidate must be able to function on an independent level without any intermediary. These abilities include: observation, communication, motor skills, cognitive and intellectual skills, behavioral and social attributes.

Health Professions students must carry personal medical health insurance, professional liability insurance, and be certified in cardio-pulmonary resuscitation (CPR) by the American Heart Association (Healthcare Provider with AED) or the American Red Cross (Professional Rescue Certification). In addition, all health professions students are required to complete health examination forms upon admission to the program and fulfill the requirement for a yearly Mantoux skin test for tuberculosis.

Students seeking admission to Nursing (Day), Dental Hygiene, Diagnostic Medical Sonography, Radiography, Respiratory Care and Surgical Technology must submit completed applications including transcripts by February 1 for fall (September) admission. Nursing (Evening) and Veterinary Technology applications are due by October 1, for spring (January) admission.

Criminal History Background Check Requirement

Clinical agencies mandate criminal history background checks for all individuals engaged in patient care, and all students must undergo criminal history background checks before admission may be offered. These checks are conducted by an external company, and the information is sent to the Dean of Health Professions. All background reports must be clear to be eligible for admission and to be invited to take any Admissions Examinations. Any applicant with a background report that is NOT clear will not be eligible for consideration.

Minimum Entrance Requirements For Health Professions

**DEGREE PROGRAMS**

**DENTAL HYGIENE PROGRAM (AAS.HP.DENTL)**
Program length: 24 months
Preadmission Test: Dental Hygiene Admissions Exam GPA for admission eligibility: 2.50
High School prerequisite courses: Chemistry, with lab; Biology, with lab; Algebra College substitutions: BIO109, MAT035, CHM100 Application Deadline: February 1 of the current year Program admits: Fall/Hcount semester
Please Note: High School Biology is waived if college Biology, preferably BIO109, is successfully completed

**DIAGNOSTIC MEDICAL SONOGRAPHY (AAS.HP.DMS)**
Program length: 24 months
Preadmission Test: Radiologic Medical Sonography Admissions Exam GPA for admissions eligibility: 2.50
High School prerequisite courses: Chemistry, with lab; Physics, with lab; Algebra College substitutions: BIO109 (recommended), PHY185, MAT035 Application Deadline: February 1 of the current year Program admits: Fall semester
Please Note: This is a regional program that utilizes clinical education centers throughout the state of New Jersey. Students might be required to travel to distant sites, and provide their own transportation.

**MEDICAL OFFICE ASSISTANT PROGRAM (AAS.HP.MOA)**
Program length: 24 months
GPA for admission eligibility: 2.00
High School prerequisite courses: None Application Deadline: There is no deadline date for admission. Program admits: Fall/Spring semester

**DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM (AAS.HP.DMS)**
Program length: 24 months
Preadmission Test: Radiologic Medical Sonography Admissions Exam GPA for admissions eligibility: 2.50
High School prerequisite courses: Chemistry, with lab; Physics, with lab; Algebra College substitutions: BIO109 (recommended), PHY185, MAT035 Application Deadline: February 1 of the current year Program admits: Fall semester
Please Note: This is a regional program that utilizes clinical education centers throughout the state of New Jersey. Students might be required to travel to distant sites, and provide their own transportation.

**RADIATION THERAPY TECHNOLOGY PROGRAM (CERT.RAD.THERAPY)**
Program length: 12 months
GPA for admissions eligibility: 2.50
High School prerequisite courses:
- Biology: with lab (BIO109 and 209)
- Algebra/ MAT160
- General physics, PHY185
- In addition to the above stated requirements, candidates must have been completed within the last 5 years.
Successful completion of all 5 courses is required by the American Registry of Radiologic Technologists and the NJ Department of Environmental Protection.
Application deadline: February 1 of the current year.
Program Admits: Fall semester only.
Please Note: Students who are interested in the program should make an appointment to meet with the coordinator regarding admissions.

**SURGICAL TECHNOLOGY PROGRAM (CERT.SURG)**
Program length: 12 months
GPA for admissions eligibility: 2.00
High School prerequisite courses: High school graduate, or GED College substitutions: none
Application deadline: February 1 of the current year
Program Admits: Fall semester only.

**VASCULAR TECHNOLOGY (CERT.VAS.TECH)**
Program length: 12 months
GPA for admissions eligibility: 2.50
Students must possess certain abilities and skills necessary to provide and maintain safe and effective health care administered to the patient. The candidate must be able to function on an independent level without any intermediary. These abilities include: observation, communication, motor skills, cognitive and intellectual skills, behavioral and social attributes.

**HEALTH SCIENCE PROGRAM (AAS.HP.FLHLC.SCI)**
Program length: 12 months
GPA for admissions eligibility: 2.50
Application deadline: February 1 of the current year.
Program admits: Fall and Spring Semester
Students who enter into this program must be aware of the Bergen Community College policy on the number of credits that must be taken at this college. Students enrolled in the AAS degree in health science programs must complete the English, Mathematics, and Algebra basic skills requirements.

**NURSING PROGRAMS**

**NURSING DAY PROGRAM (AAS.NURS.DAY)**
Program Length: 2 academic years
Preadmission Test: Nursing Admissions Exam GPA Requirement: 2.50
High School prerequisite courses: Chemistry and Biology with lab, Algebra College substitutions: CHM100, BIO109 and MAT035 Application deadline: February 1 of the current year for fall admission.
Program admits: Fall semester

**NURSING EVENING PROGRAM (AAS.NURS.EVE)**
Program Length: 2 academic years
Preadmission Test: Nursing Admissions Exam GPA Requirement: 2.50
High School prerequisite courses: Chemistry and Biology with lab, Algebra College substitutions: CHM100, BIO109 and MAT035 Application deadline: October 1 of the current year for spring admission.
Program admits: Spring semester

**NURSING PROGRAM - MOBILITY LPN TO RN DAY (AAS.NURS.MBL.DAY) (UNDER REVISION)**
Program Length: 2 academic years
Preadmission Test: GPA Requirement: 2.50
High School prerequisite courses: Chemistry and Biology with lab, Algebra College substitutions: CHM100, BIO109 and MAT035 Application deadline: October 1 of the current year.
Program admits: Spring semester

**NURSING PROGRAM - MOBILITY LPN TO RN EVENING (AAS.NURS.MBL.EVE) (UNDER REVISION)**
Program Length: 2 academic years
Preadmission Test: GPA Requirement: 2.50
High School prerequisite courses: Chemistry and Biology with lab, Algebra College substitutions: CHM100, BIO109 and MAT035 Application deadline: January 1 of the current year.
Program admits: Spring semester

**Veterinary Technology (AAS.HP.VET)**
Program length: 24 months
Preadmission Test: Veterinary Technology Admissions Exam GPA for admission eligibility: 2.00
High School prerequisite courses: No High School prerequisites College substitutions: BIO115, VET102, VET103, CHM112 Application deadline: February 1 of the current year Program admits: Spring semester.
Please Note: Applicants will only be accepted once the pre-requisites stated above have been successfully completed. Applicants are strongly encouraged to meet with a program official regarding application procedures. Travel is required for all students enrolled in this program.
Bergen Community College Application for Admission

Mail this application along with any supporting documentation to:
Office of Recruitment and Admissions, Bergen Community College, 400 Paramus Road, Paramus, New Jersey 07652-1595

Please print or type
First Name ___________________________ M.I. __________ Last Name ___________________________
Maiden Name/Other Name/s Used ___________________________
Street Address ____________________________________________
City ___________________________ State ______ Zip Code __________ County ___________________________
Day Phone __________ - __________ - __________ Evening Phone __________ - __________ - __________

*Required Date of Birth __________ / __________ / __________

*Required Social Security Number __________ - __________ - __________
(if you plan to apply for loans or any type of financial aid, you must include your social security number)

*Required E-Mail ___________________________
(required for Web Advisor/grades)

We collect the following information to meet research and federal reporting requirements: (optional)

Ethnicity: Do you consider yourself to be Hispanic or Latino? □ Yes □ No
Select one or more of the following racial categories to describe yourself:
□ White □ American Indian or Alaskan Native □ Hawaiian or Pacific Islander
□ Asian □ Black or African-American

Sex: □ Male □ Female

Which statement below is your most important educational objective for attending Bergen Community College?
I plan to: (Check only one)
□ Earn an Associate's Degree and transfer to 4-year college □ Attend as visiting student and transfer credits to home college
□ Earn an Associate's Degree and begin career immediately □ Develop job skills without earning degree/certificate
□ Earn credits & transfer to 4-year college without earning Associate's □ Learn for self-improvement without completing degree/certificate
□ Earn a Certificate

I want to start Bergen in:
□ Fall (September-December) Year ______ □ New (no previous college)
□ Spring (January-May) Year ______ □ Transfer
□ Winterim (January non-degree only) Year ______ □ Previous BCC applicant
□ Summer (non-degree only) Year ______ □ Returning BCC student

Academic Program of Interest (Major):
□ AA / □ AS / □ AAS / □ CERT/COA
(Office Use Only)
Code: ___________________________

Admit Status (check all that apply):
□ Is this your second degree at BCC? □ Yes □ No
□ High School Dual Enrollment

Citizenship:
Country of Birth ___________________________
□ U.S. Citizen □ Permanent Resident. Enter your Alien Registration Number A-_____________________
Primary Language ___________________________ Length of Time Living in U.S._____________________

If you are not a U.S. Citizen or Permanent Resident, please complete the following (required to process application):

Are you in the U.S. now? □ Yes □ No
If yes, tell us your current visa type: ___________________________
If no, do you need a Form I-20 from BCC to apply for an F-1 visa? □ Yes □ No

For all visa holders currently in the U.S.:
When does your current visa status expire? ___________________________

For F-1 students currently in the U.S.:
If you are attending a school in the U.S., and plan to transfer your SEVIS record to BCC, please write the name of the school that issued you an I-20.

F-1 visiting students (Summer or Winter session, or concurrently enrolled students only) check here. □

Note: F-1 students must submit financial and immigration documentation before being issued an I-20.

See www.bergen.edu/isc for a complete list of required documents.
Financial Assistance U.S. citizens and permanent residents only. In order to be eligible for financial aid, you must be admitted into a degree program. Students must maintain satisfactory academic progress in order to be eligible. For additional information on Financial Aid, visit www.bergen.edu/financialaid.

Educational Opportunity Fund (EOF) is a financial and academic support program. For additional information, visit www.bergen.edu/eof.

Do you believe you are eligible for the New Jersey Educational Opportunity Fund Program (EOF)? [ ] Yes [ ] No

Do you plan to apply for financial aid? [ ] Yes [ ] No

(Social Security number required to receive financial assistance. Visit www.bergen.edu/financialaid for details.)

Are you a veteran? [ ] Yes [ ] No If you are a veteran, you may be eligible for educational assistance.

(Contact a veteran affairs representative in the Registration Center for details.)

Residency

Bergen Community College reserves the right to require proof of state and county residency.

Are you presently a Bergen County resident? [ ] Yes [ ] No

Interests

Are you interested in taking Honors courses? [ ] Yes [ ] No

Would you like to participate in intercollegiate athletics? [ ] Yes [ ] No

Do you plan to attend

[ ] Full time (12 or more credits)? [ ] Part time (less than 12 credits)?

Educational Background

Are you a high school graduate or soon will be? [ ] Yes [ ] No

If "yes" list high school below:

<table>
<thead>
<tr>
<th>Name of school</th>
<th>City</th>
<th>State</th>
<th>Country</th>
<th>Graduation Date</th>
</tr>
</thead>
</table>

If not a high school graduate, do you have a General Educational Development diploma (GED)? [ ] Yes [ ] No

What language did you take the GED in? ____________________

GED diploma and scores required for Health Professions.

All students wishing to apply for financial aid, NJ Stars program, or any health profession program must have a high school diploma or a General Educational Development (GED) certificate. Official sealed transcripts must be sent to the Office of Admissions. Home school students must have completed a high school education in a home schooled setting that is treated as such under state law. Those submitting foreign high school or college transcripts/diplomas must submit an official foreign credential evaluation from World Education Services (www.wes.org) or another member of the NACES association. Please visit www.naces.org for a list of members.

List all colleges, universities or other institutions of higher education previously attended (including BCC):

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>City</th>
<th>State</th>
<th>Dates Attended</th>
<th>Degree Earned</th>
</tr>
</thead>
</table>

Signature

I hereby certify that the above statements are true and correct to the best of my knowledge. I understand that submission of false information may result in dismissal from the College. In addition, upon my enrollment, I will abide by the policies and regulations of the College.

Applicant's Signature (required of all students) ____________________ Date _______

No person acting within the scope of his or her authority and responsibility at Bergen Community College shall discriminate on the basis of color, age, race, creed, sex, sexual orientation, national origin, ancestry, disability, marital or veteran's status.

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