Enrollment Process

Follow these simple instructions to get started at Bergen Community College

www.bergen.edu/getstarted

1. Admissions - www.bergen.edu/admissions

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"*). Send all of your supporting documents including high school and previous college transcripts. 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*.

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

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

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 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 and Registration - www.bergen.edu/advising

At this workshop you will learn what classes to take and how to register for them. Students then may register online using WebAdvisor, **go.bergen.edu (www.bergen.edu/registration)**. Schedules, registration dates, bills and grades will be distributed through your online account on WebAdvisor.

5. Bill Payment - www.bergen.edu/bursar

Tuition bills can be paid through WebAdvisor or in person in Room A-229. Remember to pay by the assigned due date so your classes do not get dropped for non-payment.

6. Orientation - www.bergen.edu/studentlife

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

Parking Decal, Student ID Card, and Student Email

Students may obtain their parking decal and student ID card during orientation by bringing a paid copy of their bill to the Public Safety office. 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. Students may obtain their student email address by visiting www.bergen.edu/studentemailsignup.

- The Office of Specialized Services provides academic accommodations and support services for students with disabilities. For more information, visit www.bergen.edu/oss. Students with hearing loss interested in programs through the Center for Collegiate Deaf Education, please visit www.bergen.edu/ccde. Deadlines to submit documentation for accommodation eligibility: Fall Semester-August 1, Spring Semester-December 1, Summer- before session starts.
- 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
- ✓ 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

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

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

Options:

General Curriculum (Undecided)

Cinema Studies Communication Arts **Fconomics** Global Studies History Literature Philosophy Political Science Psychology Réligion

Social Sciences

Sociology

Women's Studies World Languages and Cultures

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

Options:

Art (General) Music Arts General **Theatre Arts** General Dance

Acting Technical Production **Cinema Studies**

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

General Curriculum

Biology Biotechnology Chemistry Computer Science Mathematics **Physics**

Associate in Science (A.S.) Option in Engineering Science

Engineering

Associate in Science (A.S.) Degree **Professional Studies**

Options: General Curriculum

Broadcasting

Business Administration—General

Business Administration—Accounting
Business Administration—Hospitality Management Business Administration—International Trade Business Administration—Management Business Administration—Marketing

Business Administration—NonProfit Management Criminal Justice

Education Exercise Science Information Technology Journalism Labor Studies Music Business Music Technology Social Work

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

Computer Animation Graphic Design/Computer Graphics

Business Administration

Accounting Banking and Finance E-Business Management Management Information Systems Paralegal Studies

Business Technologies Hotel/Restaurant/Hospitality

Catering/Banquet Management Hospitality Management Culinary Entrepreneurship Event Planning and Management

Information Technology

Database Programming and Admin. Networking Administration Web Development and Mgmt.

Office Technology

*Health Professions (see back for details)

Dental Hygiene Diagnostic Medical Sonography Health Science (For current professionals) Medical Office Assistant Radiography Respiratory Therapy Veterinary Technology

Human Services

Correctional Studies Career Ladder Education/Child Develop-Early Childhood Education Law Enforcement Studies

Industrial and Design Technologies

Drafting and Design Technology Electronics Technology General Engineering Technology Manufacturing Technology Technical Studies

Medical Informatics

Music Business

* Nursing (see back for details)

Full-time Day Program (Fall entrance only) Part-time Evening Program (Spring entrance only) LPN/ADN Career Mobility Track

Recording Technology

Science Technology

Environmental Technology Horticulture Horticulture Design/Build Science Laboratory Technology

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 Environmental Technology 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 Transfer Studies Certificate:

Science, Technology and **Professional Studies** Vascular Technology U.S. Studies

Certificates of Achievement

Accounting Assistant

Baking Biotechnology Commercial Music Production Environmental Technology Geographic Information Systems (GIS) Machine Tooling Manufacturing Design Professional Cooking Business Paraprofessional Management

Career Ladder Education/Child Development Real Estate

Special Imaging for Radiologic Technologists

Commercial Music Production

Finance

Fire Science Forensic Science Homeland Security Hospitality Operations Labor Studies Marketing Assistant Network Security Nonprofit Management Private Security Quality Assurance Retailing Sports Management

Sports Merchandising

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

Bergen Community College Application for Admission

Mail this application along with any supporting documentation to: Office of Admissions Records, Bergen Community College, 400 Paramus Road, Paramus, New Jersey 07652-1595 Please print or type First Name Other Name/s Used Street Address Zip Code Day Phone **Evening Phone** *Date of Birth *Social Security Number (if you plan to apply for loans or any type of financial aid, you must include your social security number and date of birth) *Required E-Mail (required for Web Advisor/grades) We collect the following information to meet research and federal reporting requirements: (optional) Do you consider yourself to be Hispanic or Latino? ☐ Yes ☐ No Sex: ☐ Male Select one or more of the following racial categories to describe yourself: ☐ Female ■ White ☐ American Indian or Alaskan Native ☐ Hawaiian or Pacific Islander □ Asian ☐ Black or African-American I want to start Bergen in: **Academic Program of Interest (Major): Admit Status:** ☐ Fall (September-December) Year ☐ New (no previous college) □ AA / □ AS / □ AAS / □ CERT/COA ☐ Spring (January-May) Year ___ □ Transfer ☐ Winterim (January non-degree only) Year _____ ☐ Returning BCC student (Office Use Only) ☐ Summer (non-degree only) Year Is this your second degree at BCC? ☐ Yes ☐ No ☐ High School Dual Enrollment 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 ☐ Farn a Certificate 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 US 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 US,

when does your current visa status expire? _____

For F-1 students in the US only:

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. \Box

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.

Bergen Community College Application for Admission

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? \square Yes \square 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? $\ \square$ Yes $\ \square$ No **Interests** Are you interested in taking Honors courses? ☐ Yes ☐ No Would you like to receive more information about specialized services? ☐ Yes ☐ No Would you like to participate in intercollegiate athletics? ☐ Yes ☐ No Would you like to receive more information about the Deaf Center? Do you plan to attend ☐ Yes ☐ No ☐ Full time (12 or more credits)? ☐ Part time (less than 12 credits)? Do you have children between the ages of 2 to 6 years old? ☐ Yes ☐ No **Educational Background** Are you a high school graduate or soon will be? ☐ Yes ☐ No If "yes" list high school below: Name of school State **Graduation Date** City Country 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. ➤ List all colleges, universities or other institutions of higher education previously attended (including BCC): Name of Institution City State **Dates Attended** Degree Earned > Official high school and college transcripts are required if you are seeking transfer credit, if you are applying for Health Professions or Nursing programs, if you are eligible for NJ Stars, or if you are planning to apply for grants and scholarships. **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.

Entrance Requirements For Health Professions

Admission to college programs in health professions is limited to a specific number of candidates each year because of 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 and Veterinary Technology programs.

All eligible candidates for admission to the Dental Hygiene, Diagnostic Medical Sonography, Nursing, Radiography and Veterinary Technology programs are required to take a national Nursing/Health Professions standardized admissions examination: the Admissions Assessment Examination by HESI. There is a fee that is payable directly to the examination company. The examination is given off-campus at a testing center. All eligible Dental Hygiene, Diagnostic Sonography, Nursing, Radiography and Veterinary Technology candidates with a clear background report will receive an invitation 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.

complete all remedial coursework prior to application. High school students applying to Dental Hygiene, Diagnostic Medical Sonography, Nursing, Radiography and Veterinary Technology programs must sit for the basic skills test prior to being eligible to sit for the Admissions Exam.

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 skills and 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 Therapy 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 Examination. 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.DENTI)

Program length: 24 months

idmission Test: Dental Hygiene Admissions Exam GPA for admissions eligibility: 2.50

High School prerequisite courses: Chemistry, with lab; Biology, with

College substitutions: BIO109; MAT035; CHM100 Application Deadline: February 1 of the current year

Program Admits: Fall semester Please Note: High school Biology is waived if college Biology, preferably BIO 109, is successfully completed

DIAGNOSTIC MEDICAL SONOGRAPHY (AAS.HP.DMS)

Program length: 24 months Preadmission Test: Diagnostic Medical Sonography Admissions Exam

GPA for admissions elligibility: 2.50 High School prerequisite courses: AP level science; AP level physics; 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 admissions eligibility: 2.00 High School prerequisite courses: None Application Deadline: There is no deadline date for admission. Program Admits: Fall/Spring semester

RADIOGRAPHY PROGRAM (AAS.HP.RAD)

Program length: 24 months Preadmission Test: Radiography Admissions Exam GPA for admissions eligibility: 2.50 High School prerequisite courses: 1 year science (College Placement Bio and Lab); 1 year algebra (Algebra II); College substitutions: BIO109; BIO209; MAT035 Application Deadline: February 1 of the current year Program Admits: Fall semester Please Note: High school Biology is waived if college Biology, preferably BIO109 is successfully completed.

RESPIRATORY THERAPY TECHNOLOGY (AAS.HP.RESP)

Program length: 24 months GPA for admissions eligibility: 2.00 High School prerequisite courses: Chemistry with lab; Biology with lab; Math College substitutions: BIO109; CHM100; MAT035 Application Deadline: February 1 of the current year Program Admits: Fall semester Please Note: High school Biology is waived if college Biology, preferably BIO109 is successfully completed.

VETERINARY TECHNOLOGY (AAS.HP.VET)

Program length: 24 months Preadmission Test: Veterinary Technology Admissions Exam GPA for admissions eligibility: 2.00 High School prerequisite courses: No high school prerequisites College substitutions: BIO115; VET102; VET103; CHM112 Application Deadline: October 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.

CERTIFICATE PROGRAMS

MEDICAL OFFICE ASSISTANT PROGRAM (AAS.HP.MOA OR CERT.MOAA)

Program length: 12 months GPA for admissions eligibility: 2.00 High School prerequisite courses: None Application Deadline: There is no deadline date for admission. Program Admits: Fall/Spring semester.

RADIATION THERAPY TECHNOLOGY PROGRAM (CERT.RAD.THERAPY)

Program length: 12 months GPA for admissions eligibility: 2.50

Prerequisite courses:

Registered or registry eligible Radiologic Technologist; two biology, with labs (BIO109 and 209); Algebra/ MAT160; General physics, PHY185. In addition to the above stated requirements, candidates cannot be accepted into the program until at least 2 of the 5 general education courses have been completed: MAT180, MAT250, CIS158, WRT201, COM100. Three of the above listed general education courses may be taken concurrent with the program. 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 Admissions Requirement: ARDMS Registry Status. Applicant must be a graduate of a CAAHEP approved sonography program.

Students with a bachelor's degree are eligible 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.

HEALTH SCIENCE PROGRAM (AAS.HP.HLTH.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

Please Note: Qualified students will be awarded 30 transfer credits. The credits will be applied to the degree in Health Science upon the completion of the curriculum. It is essential to understand that this program does not entitle the graduate eligibility to advanced certification or licensure within the Health Professions discipline.

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 sciences must satisfy the English, Mathematics and Algebra basic skills requirements.

HEALTH SCIENCE PROGRAM (AAS.HP.HLTH.SCI) CONT'D

Applicant graduated from a program that has acceptable accreditation agencies that is comparable to the College's Health Professions disciplines. Transcripts and credentials will be evaluated by an appointed admissions committee

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 or MAT031/032 Application Deadline: February 1 of the current year for Fall admission Program Admits: Fall semestér

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;

College substitutions: CHM100, BIO109 and MAT035 or MAT031/032 College prerequisite courses: BIO109 and BIO209; WRT101 and WRT201: PSY101 and PSY106: SOC101

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: High School prerequisite courses: Chemistry and Biology with Lab;

College substitutions: CHM100, BIO109 and MAT035 or MAT031/032 College prerequisite courses: BIO109 and BIO209; WRT101 and WRT201; PSY101 and 106; SOC101 Bridge Into Nursing

Course-registration per permission of Nursing program director Application Deadline: Not Available at This Time.

Please Note: Open only to LPNs with NJ license and one year of work experience.

NURSING PROGRAM - MOBILITY LPN TO RN EVENING (AAS.NURS.MBL.EVE) (UNDER REVISION)

Program Length: Preadmission Test:

GPA Requirement:

High School prerequisite courses: Chemistry and Biology with Lab;

College substitutions: CHM100, BIO109 and MAT035 or MAT031/032 College prerequisite courses: BIO109 ,BIO209 and BIO104; WRT101 and WRT201; PSY101 and 106; SOC101 Bridge Into Nursing Courseregistration per permission of Nursing program director Application Deadline: Not Available at This Time.

Please Note: Open only to LPNs with NJ license and one year of work experience.

All requirements subject to change. Please visit www.bergen.edu/hprequirements for the most current information.