Bergen Community College New Student Checklist	
Center for Student Success – Advising	
Prior to Advising	**Prior to Advising** ○ Submit previous college transcripts ○ Submit Immunization Records ○ Open your student account at my.bergen.edu ○ Submit your FAFSA & monitor progress in Financial Aid in Self Service ○ Complete Placement Test or submit testing waivers
	**Meet with an Advisor to:** ○ Review placement results ○ Confirm program of study ○ Create first term course plan ○ Begin to create an educational plan ○ Connect you with campus resources ***Placement must be completed & Self Service access is required for advising**
After Advising	**After Advising** ○ Go to Self Service Plan & Register and follow the advising plan to create your schedule. Search the days/times of each class & select. ○ Register for your classes in Self Service. ○ Check your Tuition Bill in Self Service Student Finance ○ Be sure to meet tuition deadlines
❖	☐ **Sign up for Emergency Alert Notifications**
❖	***Reminder:*** **If you decide not to attend BCC: clear your account! Be sure to drop all classes and make sure your tuition account is updated. Failure to do so, may result in tuition charges or fees.* *All changes can be done through Self Service or contact Registration to submit a remote withdrawal form.* *regoffice@bergen.edu*