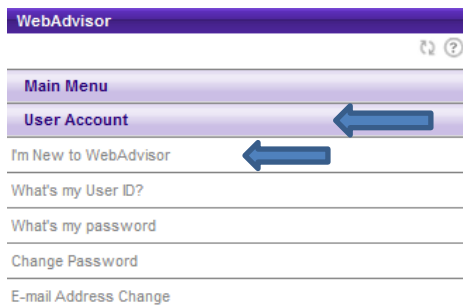
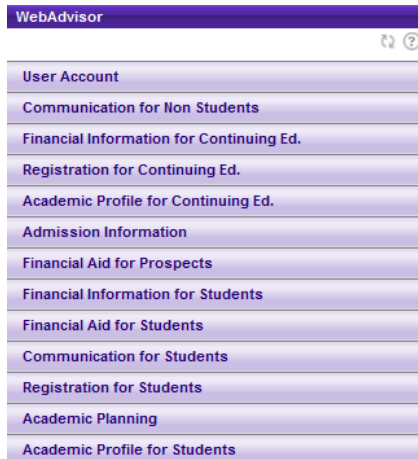




## Web Advisor

Description of WebAdvisor:



The "User Account" button allows the student to be able to make changes to their account, find out their username, and to be able to sign up for programs (Such as student e-mail, Emergency notifications, etc.) the school provides for students. To sign up for the programs select "I'm new to WebAdvisor".)

# my.bergen.edu

Students will be able to check what classes are offered as Humanities, Diversity, a specific science, etc.

## I'm New to WebAdvisor ✕

- [Contact Us](#)
- [Main Menu](#)
- [Log Out](#)
- [Change Password](#)

### Welcome Wadia!

[Click Here to Claim Your Student E-mail Address](#)

[Emergency Notification Registration](#)  
[H1N1 Flu Watch](#)  
[Searching for classes? Click here!](#)  
[General Education Courses](#)

To allow for system maintenance, WebAdvisor will be unavailable at the following time:  
 Friday, 5:00 AM - 6:00 AM  
 If you should encounter any technical problems using WebAdvisor, please click on "Contact Us" to e-mail us.

**YOU MUST BE LOGGED IN TO SEE ALL YOUR MENU OPTIONS.**

Please check the College website ([www.bergen.edu](http://www.bergen.edu)) for information on any weather related closings.

- [Continuing Education](#)
- [Prospective Students](#)
- [Students](#)
- [Faculty](#)
- [Parents](#)
- [Community](#)

[Account Information](#)[I'm New to WebAdvisor](#)[What's My Password?](#)

- [Contact Us](#)
- [Main Menu](#)
- [Log Out](#)
- [Change Password](#)

Students will be able to claim their student e-mail here.

Students are to register for Emergency Notifications here. In case of school closing/school emergencies the student will be contacted via phone call/text message.

This part is very important for students to pay attention too. Students will be able to know when WebAdvisor will be down and can complete anything necessary ahead of time.

**Main Menu**

**Communication for Non Students**

My Documents

This next option under WebAdvisor helps the student keep track of what documents are requested by what department. For Example:

Documents are sorted by Requesting Office and Status

Description	Status	Status Date	Due Date	Requesting Office
2009 PARENT FED. TAX RETURN	Waived	07/19/10	06/29/10	Financial Aid

Either the documents has been received, waived or not yet received.

The office requesting the documents.

The Document needed.

When the document was requested from the student by the office and the deadline for the document to be handed in to the office.

**Main Menu**

**Financial Information for Continuing Ed.**

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Account Summary

---

Pay on My Account

---

This option helps the student keep track of the financial areas in college life.

**Account Summary:**

- Balance Forward
- Current Charges
- Total Charges
- Student Payments
- Financial Aid Payments
- Financial Aid Remaining
- Sponsor Payments
- Payment Plans (Deferred Amounts)
- Total Payments & Deferred Amounts
- Refunds
- Total Amount Currently Due
- Amount Not Currently Due

The student's summary of their payments of past semesters, past scholarships, past financial aid, etc.

[Account Summary by Term](#) | 
 [Pay on My Account](#) | 
 [Register for Classes](#) | 
 [My Schedule](#)

**Pay on my account:**

Pay by faxing us your Visa/MasterCard/Discover information.

Pay by mailing us your Visa/MasterCard/Discover information.

Pay by mailing a Check or Money Order

Pay in-person at the Bursar's Office [Room A-229](#) Tel. (201) 447-7105

**SAVE TIME - PAY ONLINE**

Pending Financial Aid is an estimate. Actual Financial Aid is dependent on conditions of your enrollment and eligible charges.

\* Required

Payment Amount	Balance	Description	Total Charges	Payments	Financial Aid Remaining	Payment Plans	Refunds
<input type="text" value="\$1000.00"/>	\$1000.00	Fall 2012, AR Students - UG	\$1000.00		\$1000.00		

Total Amount Due

Payment Type\*

[Account Summary by Term](#) | 
 [TuitionPay Plan](#)

The amount currently due.

The room you can go too to make payments in person.

The semester the student is paying for.

Student's current payment due and how they can make the payment online.



**Main Menu**

**Register and pay for Continuing Education classes**

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Register and Pay for Continuing Education Classes

---

Register and Drop Sections

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Important Information - Please Read This First

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Withdrawal & Refund Policy - Please Read

These two tabs have information involving the policy of dropping classes, locations of classes that are not in the main campus, making payments, etc.



This is the section of WebAdvisor that will allow the student to search for classes, register/drop classes, etc.

Register and pay for Continuing Education classes:

No classes meeting the search criteria have been found.

You may enter as many search criteria as you wish, but you will see only classes that meet ALL of your criteria, so start with a broad search. (Enter criteria in only 1 or 2 fields.)

Search For (Key Word)

---

Course Code Number

---

Starting On/After Date  Ending By Date

---

Classes Meeting After

Classes Ending Before

---

Mon  Tue  Wed  Thu  Fri  Sat  Sun

---

Topic Code

Location

Instructor's Last Name

---

Students will be able to search courses they need for their program here.



Register and Drop Sections:

Action for ALL Pref. Sections (or choose below)

---

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty
<input type="button" value="Register"/>	Fall 2012	MOA-140-001 (16082) Medical Terminology	Paramus	09/06/2012-12/20/2012 Lecture Tuesday, Thursday 11:00AM - 12:15PM, Pitkin Education Center, Room S-236	S. Toth
<input type="button" value="Remove from List"/>	Fall 2012	MOA-141-001 (16087) Intro Medical Asst	Paramus	09/06/2012-12/20/2012 Lecture Tuesday, Thursday 01:45PM - 03:00PM, Pitkin Education Center, Room S-236	I. Figliolina
<input type="button" value="Waitlist"/>	Fall 2012	MOA-141-601 (16088) Intro Medical Asst	Paramus	09/06/2012-12/20/2012 Lecture Monday, Thursday 06:20PM - 07:35PM, Pitkin Education Center, Room S-236	To be Announced

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Current Registrations

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information
<input type="checkbox"/>	Fall 2012		INF-100-002 (15549) Keyboarding I	Paramus	09/06/2012-12/20/2012 Lecture Tuesday, Thursday 01:45PM - 03:40PM, The Technology Build Room TEC-202
<input type="checkbox"/>	Fall 2012		INF-119-001 (15569) Doc Processing w/MS Word	Paramus	09/06/2012-12/20/2012 Lecture Tuesday, Thursday 10:30AM - 12:25PM, The Technology Build Room TEC-202
<input type="checkbox"/>	Fall 2012		MOA-140-002 (16083) Medical Terminology	Paramus	09/05/2012-12/21/2012 Lecture Wednesday, Friday 01:45PM - 03:00PM, Pitkin Education Center S-236

If all of my sections are not available

Campus the course is located in, the room & time of the course will be held at.

The professor that will be teaching this course.

This section allows you to register, waitlist, or remove a class.

Classes you are currently registered in.

SUBMIT

[Manage Waitlist](#)

[My Schedule](#)

Student will be able to manage they're waiting list for the courses they are waiting for.

The student's schedule for the fall/spring semester they are registering in.

**Main Menu**

- Academic Profile for Continuing Ed.
  - My class schedule (Student current schedule for the semester.)
  - Grades (Student will be able to see their current course grades or previous grades from previous semesters.)
  - Transcript (Student will be able to see their transcript online or to order a paper copy to the registration office.)
  - Program Evaluation (Student will be able to see what courses they have taken or need to take to complete their program for their specific degree.)
  - My Schedule

**Main Menu**

- Admission Information
  - Search for Sections (Student will be able to search for courses to register.)
  - Admission Status
  - Program Evaluation
  - Test Summary (Students will be able to see their grades for the placement tests they have taken.)

-This section has everything to do with the program the student is either trying to enter or are already in.

**Admission Status:**

The student will be able to see if they were allowed entrance into a program they signed up for. For example:

You may use your browser's print feature to print this view.

Academic Program	Received	Status	As of	Start Term	Location
AS.NSM.GEN	04/10/08	Admitted	04/14/08	2008FA	

Program the student signed up for.

If the student was denied or accepted into the program.



Program Evaluation:

Students will be able to check on the programs they are trying to graduate in here. They will be able to see what courses they need to complete the program and courses they have already taken toward the program. For Example:

C) 1: Communications					
> Take WRT-101 and WRT-201.					
Credits: 6					
	WRT-101 English Composition I.....	2009SP	B		3
	WRT-201 English Comp II.....	2009FA	B		3
-----					
C) 2: Humanities					
> Take 1 General Education course in Humanities					
> from General Education Electives listed in catalog.					
	HIS-106 Mod Eur to Fr Rev.....	2009FA	A		3

Courses needed for this program.

These courses have already been taken in this semester with the grades and credits earned.

Main Menu
Financial Aid for Prospects
Financial aid status by year
Financial aid status by term
Financial aid award letter
Financial aid loan application

Student will be able to apply for a loan on this tab.

Student will be able to view how much financial aid is provided to them for the current year.

Student will be able to see the breakdown of their financial aid award per semester here.

Student will be able to find their past and present financial aid award letter here to view.

-This section is all about the financial aid department.

Main Menu
Financial Information for Students
Account Summary
View My 1098-T Forms
Bank Information (U.S.)
Pay on My Account
Account Summary by Term

This is the summary of the student's entire payments, financial aid, scholarships, etc. received throughout the student's college years at the college.

Student is able to provide the college with their personal bank account so that the school is able to take payments from there.

This is the same thing as "Account Summary" except that this tab breaks down the financial aid to per semester it was used.

Student is able to pay for their current semester.

<b>Main Menu</b>
<b>Academic Profile for Students</b>
Grades
Grade Point Average by Term
Transcript
Transcript Request
Transcript Request Status
Program Evaluation
My class schedule
My educational plan
My profile
GPA Calculator

Student will be able to view their personal information here. Their home address, phone number, counselor email, etc. making sure everything is up to date with the school.

Transcript Request:

There are two options of either selecting picking it up at the registration or registration mailing it out to the school.

\* = Required

Transcript Type\*

Recipient\*

Modifier

Address\*

City\*

State\*

Zip Code\*

Copies to be sent\*

Type in the University's

Type in the university's address.

SUBMIT





Transcript Request Status:

The student will be able to check on the transcripts they have requested to be mailed out. For example:

BLOOMFIELD COLLEGE - OFFICE OF EDI	ADMISSIONS	467 Franklin Street	Bloomfield, NJ 07003- 3425	1	04/19/10	04/20/10
---------------------------------------	------------	------------------------	-------------------------------	---	----------	----------

The school the transcript was sent to.

Number of transcripts that were sent to this school.

The date the transcript was requested and the date it was sent out.