

## NJ STARS Application Process Checklist

### Self-Identify to the NJ STARS Representative:

- Please visit the “How to Apply to the NJ STARS Program” webpage at [www.bergen.edu/njstars](http://www.bergen.edu/njstars) and complete the **Self-Identification Form for Prospective NJ STARS Students**. Type in the answers to the fillable form, save to your computer and email to Catherine Krostek at [ckrostek@bergen.edu](mailto:ckrostek@bergen.edu).
- Once the form is received, you will be flagged as a Prospective NJ STARS student. **Temporary protection will be placed on your account on July 5, 2020** to prevent your registered courses from being dropped for non-payment. Protection will show as NJ STARS Student and the July 5<sup>th</sup> date in Self Service in your student portal. As long as your NJ STARS Application/Contract is signed before the semester begins, you will be flagged as an NJ STARS student and protection will be extended until later in the semester.

**Admissions:** For more information, visit the **Office of Admissions**, Pitkin Education Center- Room A-101, call 201-447-7195/7196, or email [admissions@bergen.edu](mailto:admissions@bergen.edu). You can visit <https://bergen.edu/welcome/> for help but **do not** complete Step 7.

- Apply to Bergen Community College “BCC” at [www.bergen.edu](http://www.bergen.edu) (click **Apply Now** at the top of the webpage). Under normal circumstances, applicants will receive an acceptance package within two weeks.
- Choose a degree program. AA, AFA, or AS degrees are transfer programs. AAS degrees are programs which is not readily transferable to 4-year colleges/universities. Certificate programs are not eligible.) **Program:** e.g. AS.PS.GEN
- You should receive an email within a day or two with your username and password for your “BCC” student portal at [my.bergen.edu](http://my.bergen.edu), and other areas where your username and password are required.
- Begin checking your **student email** in your student portal for important information or requests for additional information from the Office of Financial Aid, Registration, the Bursar’s Office, the NJ STARS Representative, etc.
- For assistance with issues with your student portal or student email account, please visit [www.bergen.edu/portalhelp](http://www.bergen.edu/portalhelp), or call the Help Desk at 201-447-7109.

**Testing:** For more information, visit the **Office of Testing Services**, Pitkin Education Center- Room S-127, call 201-447-7203, or email [testing@bergen.edu](mailto:testing@bergen.edu).

- Please visit [www.bergen.edu/testing](http://www.bergen.edu/testing), click on Forms, then Placement Test Waiver Request Form and complete the online form.
- You will be waived from the Next Generation Accuplacer Placement Tests, and therefore will not be required to take any remedial courses if you have SAT scores of 450+ on Critical Reading and 500+ on Math, or ACT scores of 19+ in English and 22+ in Math.
- You will be required to take and pass one or more Accuplacer Placement Test. Placement tests can be challenged and taken a second time, if necessary.
- You must be college ready** (no remedial courses required) and full-time to be eligible for the NJ STARS program or you should not complete this contract at this time. You have until September 1<sup>st</sup> of the year following high school graduation to become college ready (September 1, 2020).

**There are three eligibility requirements that must be met to become NJ STARS students: academic, residency and apply for federal (FAFSA) and state-based (HESAA) financial aid.**

**Academic Requirement (Proof of Eligibility):** The NJ STARS Representative at “BCC” will verify that you are on the HESAA list as reported by your high school guidance office at the end of your **junior year**. If you were or will be in the top 15% of your class at the end of your **senior year** of high school, your high school guidance office should have notified you.

- Please submit your final official high school transcript after graduation to the **NJ STARS Representative at the address at the top of this page** as proof that you graduated from a New Jersey high school. If you graduated from an out-of-state high school, your parents must live in New Jersey. The transcript should be **signed** by the **Guidance Director, Principal or Vice Principal**, should list your **class rank, class size and date of graduation**, and should be **sealed with the high school seal**.
- If your transcript **does not** contain **your class rank and class size**, you will also need to submit a **Certification of High School Class Rank Form** which can be found at [www.bergen.edu/njstars](http://www.bergen.edu/njstars) on the “Information for New Jersey High Schools” webpage. The form should be completed by your high school, should be signed by the **Guidance Director, Principal or Vice Principal** and should be **sealed with the high school seal**. If necessary, the form should be submitted with the official, final high school transcript.

### **Residency Requirements:**

- You should live in Bergen County. (**Out-of-county students are eligible but additional requirements must be completed. See below.\***)
- You should be a U.S. citizen or eligible non-citizen (includes New Jersey Dreamers) **and** a legal New Jersey resident and have been for a minimum of twelve consecutive months prior to your high school graduation.
- Your parent(s)/guardian(s) should also be U.S. citizens or eligible non-citizens (includes New Jersey Dreamers) **and** legal New Jersey residents and have been for a minimum of twelve consecutive months prior to your high school graduation.
- \*If you are an OUT-OF-COUNTY resident, you MUST** be enrolled in majors not available at your home county community college or the program must be oversubscribed for at least one year. You **MUST** also submit your CHARGEBACK\* paperwork EVERY semester you are enrolled in order to remain eligible for NJ STARS funding. You can visit Chargebacks at [www.bergen.edu/bursar](http://www.bergen.edu/bursar) for information and deadlines, and to access the **Chargeback Form for non-Bergen County residents**. You can also pick up the form in the Admissions Office in A-115. Complete instructions are included with the Chargeback Form.

**Financial Aid Requirements:** You will not be eligible unless both federal **and** state financial aid reviews are complete. If you have questions, please visit the One Stop Center in the Public Safety Lobby, call 201-447-7148 or email [financial.aid@bergen.edu](mailto:financial.aid@bergen.edu).

- You must be sure your federal financial aid review is complete starting with the FAFSA (Free Application for Federal Student Aid) or the New Jersey Alternative Financial Aid Application for New Jersey Dreamers, if applicable, and in addition, your state-based financial aid review via HESAA (New Jersey Higher Education Student Assistance Authority) by the State deadline of April 15<sup>th</sup> each year while you are an NJ STARS (or NJ STARS II) student whether you qualify for financial aid or not. It is your responsibility as a prospective NJ STARS student and later, as an NJ STARS student to submit all documentation requested by deadlines given in communications sent to you. The “BCC” Office of Financial Aid will complete your federal financial aid review and you must review and accept your financial aid package in your student portal. HESAA will complete your state financial aid review.
- FAFSA: Complete your 2020-2021 FAFSA (2018 tax returns) or the New Jersey Alternative Financial Aid Application.** Be sure “BCC” is one of your college choices (school code 004736), and use the IRS Data Retrieval Tool which may shorten the review process. Login to your student portal and checked the Financial Aid section in Self Service to see if “BCC” has completed its federal financial aid review. Please visit [www.bergen.edu/fa](http://www.bergen.edu/fa) for deadlines and FAFSA Workshop dates, or contact Charmaine McKinney in the Office of Financial at [cmckinney@bergen.edu](mailto:cmckinney@bergen.edu) if you have any questions.
- HESAA: Create a new student username and password at <https://njfams.hesaa.org/NJFAMS>. Check the “To Do List for 2020-2021” to be sure the 2020-2021 FAFSA is listed and the box preceding it contained a checkmark. Provide additional information, if requested.** Visit [www.bergen.edu/njstars](http://www.bergen.edu/njstars), click on Resources, and read [NJFAMS Student User Manual](#) to ensure all steps were to be sure HESAA has completed its state-based financial aid review. Please contact HESAA at **800-792-8670** if you have any questions or if you need additional help.

**Academic Advising/Counseling/Registration:** For more information, visit the **Academic Advising Center**, Pitkin Education Center-Room L-123, call 201-612-5480, or email [aacenter@bergen.edu](mailto:aacenter@bergen.edu).

- Be sure you can login to your student portal at [my.bergen.edu](http://my.bergen.edu) and your email **before** meeting with an Academic Advisor.
- Complete the [New Student Advising Request Form](#)** to Request a New Student Advisor who will assist you in registering your courses.
- Register for 12 or more credits** each semester. You may take less than 12 credits the final semester **only** if less than 12 are needed to graduate. Please check with an Academic Counselor to be sure you are on track to graduate.
- Visit an Academic Counselor and have them complete the **Academic Counselor Approval Form for Prospective NJ STARS Students** to be sure you are in the correct courses for your degree.
- Withdrawing from courses** during the semester **without permission** may result in the **permanent loss** of your scholarship eligibility, **and** you may be billed for withdrawn courses. Check with the NJ STARS Representative **before** withdrawing from any courses.

**Bursar/Tuition & Fees:** For more information, visit the **Bursar’s Office**, Pitkin Education Center- Room L-127, call 201-447-7105, or email [bursaroffice@bergen.edu](mailto:bursaroffice@bergen.edu).

- Your Tuition will be funded by the State **by the end of each semester** as long as you complete all eligibility requirements.
- You should **only pay fees** associated with tuition. Payment of all fees is **your responsibility**. Fees should be paid at the Bursar’s Office in L-127 by posted deadlines. Partial payments cannot be paid online. See Payment Deadlines at [www.bergen.edu/bursar](http://www.bergen.edu/bursar).
- NJ STARS **does not** pay for tuition for audited courses, or for winter or **summer** courses.

**Public Safety:** For more information, visit the **Public Safety Office**, Pitkin Education Center- Room L-154 or call 201-447-7105.

- Student ID:** Bring a copy of your Registration Statement as proof of registration to the Public Safety Office to get your student ID. If you registered for the first time, wait a day or so before going to Public Safety...it takes a day or two to get information into their system.
- Parking Decal:** Complete online [Parking Decal Request Form](#). Login using Bergen username and password and you will be sent an email with instructions.

### **NJ STARS Application/Contract:**

Please visit the “How to Apply to the NJ STARS Program” webpage at [www.bergen.edu/njstars](http://www.bergen.edu/njstars) and complete and sign the online **NJ STARS Application/Contract** when everything is complete. The NJ STARS Representative will check that everything is complete, sign it and a copy will be sent to you for your records. In addition, please sign the online NJ STARS Scholarship Maintenance Requirements list.