



Course Registration Guide

Pre-Registration Testing

All new international students must first take a Basic Skills Placement Test (Accuplacer) which includes measurement of reading, writing and mathematics. This test, taken by all students entering Brookdale, is designed to assure that students are ready to perform college-level work and assist our counselors (Student Development Specialists) in placing students in the appropriate level of Math, English and in some cases, Reading classes. Preview the test at

<http://www.testprepreview.com>.

At the Lincroft Campus, the Basic Skills Exam is given on a walk-in basis, so appointments are not required. Testing Center Hours can be found at: <http://www.brookdaleecc.edu/pages/166.asp>. The Testing Center on the Lincroft Campus is located in the lower level of CAR - The Center for Counseling, Admissions and Registration. (Parking is most convenient in Parking Lot #5). Students can also take the Basic Skills test at the Branch Campus or [Higher Education Centers](#). At the Western Monmouth Campus and at all of the Higher Education Centers, the Basic Skills exam is given by appointment. Testing Centers are located in the Student Success Center of each of our locations. To make an appointment, call our hotline at 732-224-2600.

Students who have previously completed college level work or have taken some examinations may be exempt from all or part of this exam. To determine eligibility for a test waiver, visit <http://www.brookdaleecc.edu/pages/247.asp>

Selecting and Registering For Classes

Once the student has taken the Basic Skills Placement Test, they should make an appointment to meet with a Brookdale counselor (Student Development Specialist). At the appointment the student and the counselor will work with over the course of their educational career at Brookdale. The counselor will assist the student in selecting the courses that meet degree goals. The counselor generates a program plan form or a course registration form; students are then prepared to register, and should do so at the Office of Registration.

At the Lincroft Campus the Counseling Center is located on the Lincroft Campus in the upper level of CAR - The Center for Counseling, Admissions and Registration. Appointments can be made in person or by calling (732) 224-2555. The Office of Registration is on the ground floor of CAR. Office hours can be found at:

<http://www.brookdaleecc.edu/pages/185.asp>. (Parking is most convenient in Parking Lot #5). Counseling is also available in the Student Success Centers of Brookdale's Western Monmouth Campus and Higher Education Centers. Appointments can be made in person or by calling our hotline at 732-224-2600.

(Note: Students should make an appointment with their counselor before registering for any subsequent term.)

Paying Tuition

For the entire duration of their studies in F-1 status, international students are assessed at the [out-of-state/country rate](#). Once the student has registered for their courses, they can pay their tuition in person at the Cashier, online via [Webadvisor](#), or via phone.

- **Internet** - students can pay the entire balance or set up a payment program through Web Advisor by logging onto the Brookdale home page at www.brookdalecc.edu. Student will find the link to Web Advisor in the top blue banner of the page. (The college accepts American Express, Visa, Discover, and Master Card).
- **By phone** - the telephone number for a credit card payment (full payment, or payment plan) is 800-722-4867. **If students do need to speak with someone in the Cashier's Office, please call 732-224-2707.**
- **In person** - stop by with the payment (**no cash**) at any of the BCC regional locations: at the Western Monmouth Branch Campus (Freehold), Eastern Monmouth (Neptune), Long Branch, Northern Monmouth (Hazlet) or Wall Township (Communiversity), Monday through Friday. **Call 732-224-2600 or the local center for hours and directions.** Students may also pay at the Cashier's Office on the Lincroft Campus which is located in the CAR building in front of lot #5.

Although F-1 students are not eligible for financial aid or Brookdale scholarships, they may be eligible for the tuition payment plan. For more information, visit: http://www.brookdalecc.edu/pages/526.asp#tuition_payment_plan.

(Note: Failure to pay tuition by the cited due date can result in the student being dropped from all classes.)

Getting a Student ID

Students can obtain their student identification cards (student ID) once they have registered for classes. All ID cards are issued free of charge to new students by the Office of Student Life & Activities. The ID card authorizes student to enter Brookdale Community College and to use its facilities; therefore, student must retain the ID during their stay here.

At the Lincroft campus, students can obtain the ID card by going to room 109 in the basement of the Warner Student Life Center. Fall & Spring Term Hours are Monday-Thursday from 9 AM – 7 PM and Friday 9 AM – 5 PM. Winter & Summer Term Hours are Monday-Friday from 9 AM – 4:30 PM. Students can also obtain an ID card at the Western Monmouth Campus and at all of the Higher Education Centers.

A valid photo ID such as a passport or a driver's license as well as proof of current registration is required when receiving a Brookdale ID. Lost or mutilated cards may be replaced upon payment of a \$5 fee at the Warner Student Life information desk.

Students must have the ID card validated each semester, beginning on the first day of classes of each term. There is no charge for the validation sticker. Stickers are available at the Warner Student Life Center information desk or any of the administrative offices of the Branch Campus or [Higher Education Centers](#). Stickers are placed on the back of the ID card in the space indicated.

Student Checklist

- Check-in with Brookdale International Education Center Staff
- Take Basic Skills Placement Test
- Make appointment and meet with Brookdale Counselor
- Register for Classes
- Pay tuition
- Get Student ID
- Attend International Student Orientation