

F-1 STUDENT COURSE REGISTRATION GUIDE

PRE-REGISTRATION TESTING

All new students must first take a Basic Skills Placement Test (Accuplacer) which includes measurement of reading, writing and mathematics. This test, taken by all degree-seeking 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.brookdalecc.edu/pages/166.asp>. The Testing Center on the Lincroft Campus is located in the lower level of the CAR building - 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.brookdalecc.edu/pages/247.asp>

CHOOSING 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 discuss their academic career at Brookdale. The counselor will assist the student in selecting courses towards their degree. The counselor completes and signs a course registration form. Students are then prepared to register and should do so at the Office of Registration on the ground floor of the CAR Building.

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.brookdalecc.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 duration of their studies at Brookdale 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 without warning.)

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.

The ID card office is located in room 109 of the Warner Student Life Center. You may also have an ID card photo taken at any of the Higher Education Center's or Branch Campus at the Student Success Centers. Your photo will be e-mailed to the ID card office and your card will be sent via inter-office mail to the Student Success Center where your photo was taken. A valid photo ID 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. ***No person can receive an ID card if he/she is not currently registered for class.***

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.

LOGGING INTO MYBROOKDALE PORTAL AND SETTING UP BROOKDALE EMAIL

You will access your Brookdale email by logging into the student portal which can be found atop the main Brookdale webpage or by visiting <https://mycampus.brookdalecc.edu/>. You may have received your email address, login, and password in a welcome letter or other correspondence from the college. If you cannot find this information, you can retrieve it at any time by visiting <https://bluesweb.brookdalecc.edu/cgi-bin/wwiz.exe/wwiz.asp?wwizmstr=B74.EMAIL.LOOKUP>. In order to look up your email address and/or log into your account it will ask you for the last 7 digits of your social security number. As most international students do not have this number, Brookdale automatically assigns you a “dummy” number. Call or stop by the International Education Center and we can provide you with this number. From there follow the prompts and you should be able to login to your account. If you need technical assistance regarding, please call (732) 224-2829.

Within the portal, students will be able to access a wide range of information and services including your email, Webadvisor, and ANGEL. If you will not be checking your email account regularly, be sure to have your email forwarded to an account that you regularly use. Gmail lets you automatically forward incoming mail to another address, if you'd like.

Here's how to forward messages automatically:

1. Click **Settings** at the top of any Gmail page, and open the **Forwarding and POP/IMAP** tab.
2. From the 'Add email address" drop-down menu in the Forwarding section, select 'Add new email address.'
3. Enter the email address to which you'd like your messages forwarded.
4. For your security, we'll send a verification to that email address.
5. Open your forwarding email account, and find the confirmation message from the Gmail team.
6. Click the verification link in that email.
7. Back in your Gmail account, select the 'Forward a copy of incoming mail to...' option and select your forwarding address from the drop-down menu.
8. Select the action you'd like your messages to take from the drop-down menu. You can choose to keep Gmail's copy of the message in your inbox, or you can send it automatically to **All Mail** or **Trash**.
9. Click **Save Changes**.

ORIENTATION

International students will attend two orientation sessions. The first is International Student Orientation which is for F-1 students only and hosted by the International Education Center. This session will give you the chance to meet other F-1 students, learn about the registration process and the USA academic system, and become familiar with important topics such as maintaining your F-1 status, how to obtain a driver's license, and the legal issues you'll need to keep in mind while in the U.S. Lunch will be provided during the orientation. Please call 732-224-2799 or email international@brookdalecc.edu to confirm your attendance.

On January 18, you will attend New Student Orientation which is hosted by the Office of Student Life and Activities and is for all new Brookdale students. This session will provide new students with all the tools they need to start their Brookdale experience. Both full and part-time students will learn about services for students, campus safety, students rights and responsibilities, academic life at college,

educational and career goal setting, the layout of campus through a guided tour, how to use technology to succeed in college, and have the chance to meet classmates, faculty and staff. Please bring a printed class schedule and photo ID if you wish to get a Brookdale student ID during orientation.

STUDENT CHECKLIST

- Check-in at Brookdale International Education Center
- Update your address with registration in the CAR Building (if you have moved)
- Schedule an appointment to meet with a counselor
- Take Basic Skills Placement Test
- Meet with Brookdale Counselor & complete registration form
- Submit completed registration form
- Pay tuition by cited deadline
- Get Student ID and validation sticker
- Log into MyBrookdale Portal and Setup Email
- Attend International Student Orientation
- Attend New Student Orientation