



# How to get started...

## ✓ 1) Apply to Bucks

Access our free online application at [www.bucks.edu/apply](http://www.bucks.edu/apply).

## ✓ 2) Fund Your Education

One of the most difficult aspects of attending college can be figuring out how to pay tuition. The good news is that there are many options for receiving financial aid. These include grants, scholarships, loans, and work-study opportunities. Start with the Free Application for Federal Student Aid, known as FAFSA. Complete the form online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to determine your financial aid eligibility.

## ✓ 3) Evaluate Your Skills

At Bucks, as an open enrollment institution, we do not require SAT or ACT scores; however, we do conduct our own placement testing in reading, writing, and math to ensure that you enroll in the appropriate course level. Visit [www.bucks.edu/testing](http://www.bucks.edu/testing) for testing schedules.

## ✓ 4) Meet With An Advisor

Advising is offered to assist with course selection and educational planning. Students can schedule an appointment with an Educational Planning Advisor by calling (215) 968-8031 or by emailing [advising@bucks.edu](mailto:advising@bucks.edu).

## ✓ 5) Select Your Courses

You can access course listings through WebAdvisor where you can browse courses offered at all three campuses and online. Registration is available online and in person.

# College Terms Every Student Should Know



**Application:** The document you submit requesting admission to an institution. You can access our free, online application at [www.bucks.edu/apply](http://www.bucks.edu/apply).

**Registration:** The point at which you sign up for your classes. For course offerings and registration dates, visit [www.bucks.edu/register](http://www.bucks.edu/register).

**Matriculated:** To be enrolled at a college or university. If you apply to Bucks as a guest student, that indicates you are currently matriculated at another school.

**Semester:** The term used to specify the division of the academic year. Bucks has two 15-week semesters (fall and spring). We also offer an intersession and two summer sessions.

**Credit:** The unit used to measure the time requirements of a course. The average college course at Bucks is 3 credits.

**Full-time:** When a student is registered for 12 or more credits a semester (typically 4-5 classes).

**Part-time:** When a student is registered for anything less than 12 credits a semester (typically 1-3 classes).

**Certificate Program:** A shorter-term program that may be completed within one or two semesters.

**Associate Degree:** A degree granted by a two-year college. The typical associate degree is a minimum of 60 credits. Bucks offers two different types: Transfer Degree Programs and Occupational Degree Programs.

**Transfer Degree Program:** A type of associate degree which is designed to parallel the first two years of study at a four-year institution. These degree programs have many general education requirements along with the more basic courses required for the major.

## **Occupational Degree Program:**

A type of associate degree designed primarily to prepare graduates for entry-level employment in positions which require both theoretical knowledge and practical skills.

**Bachelor's Degree:** A type of degree which usually requires a minimum of 120 credits and takes an average of four years to complete. Bucks does not offer bachelor's degrees but is accredited and offers a variety of transfer agreements to students who wish to continue their studies at a four-year institution.



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# The Tutoring Center

The Bucks County Community College Tutoring Center provides tutorial services to currently enrolled students. Tutoring services are offered at no additional cost to current full-time or part-time students at all campuses.

## *Our Mission*

The Center is committed to assisting students develop the skills and confidence needed to succeed in their coursework and in their academic, professional, and personal pursuits. We provide this assistance in cooperation and accordance with the guidelines and objectives recommended by the appropriate departments.

Newtown Campus/Virtual Campus: 215-968-8044  
Upper Bucks Campus: 215-258-7721  
Lower Bucks Campus: 267-685-4825

For specific hours and additional information, please visit [www.bucks.edu/tutor](http://www.bucks.edu/tutor). To schedule your own appointment or search drop-in tutor schedules, please click on Schedule Appointment.

## *Subjects Tutored*

- Accounting
- American English as a Second Language (AESL)
- Computer Science
- Economics
- Effective Speaking
- Engineering
- Foreign Languages
- History
- Mathematics
- Music
- Nursing
- Philosophy
- Psychology
- Reading
- Science
- Sociology
- Study Skills
- Writing
- Application and Scholarship Essays

## *What to Expect*

The Center supports your coursework and the fundamental skills you are building through your readings and assignments. Tutors will help you understand difficult concepts, utilize your text book and class notes, guide you through processes, and foster critical thinking skills to help you complete assignments, such as homework problems, labs, projects, essays, and research papers. Tutors can also help you strengthen your study, time management, and test-preparation skills for any course. Expect interactive sessions that will engage you in the learning process.

## *What to Bring*

Come prepared with your textbook, class notes, assignments, any work you have started, and questions for the tutor. For students using Canvas or a publisher's website, laptops are available so you can access your course material online for the sessions. Please also bring your Student I.D., as well as a photo I.D. if you would like to check out any equipment, such as a laptop or calculator. A pen or pencil will be helpful, too!

## *Online Tutoring*

The Center offers online tutoring for Math, Physics, Engineering, Astronomy, Economics, Writing, Reading, Study Skills, American English as a Second Language, Foreign Languages, and Effective Speaking, as well as an online writing form submission option.

To find out more information, such as hours of availability and response time, to learn more about the interactive software used for real-time tutoring, or to submit an online writing submission, go to our website, and click on "Online Tutoring."

## *Center Resources*

Many student resources are available in-house and online. These resources include subject-specific handouts and textbooks, tips for study skills, as well as laptops and calculators. For online resources, go to our website, and click on "Handouts" or "Helpful Links." For math DVD or CD information, call the Newtown Center. Students do not need to make an appointment to utilize these resources. Phone tutoring is available for math and accounting for those students who cannot make it to one of the Centers.

## *Group Sessions*

The Center offers Conversation Groups for AESL and Foreign Languages, as well as Study Group sessions for Foreign Languages, Science, and Music.

By request from instructors, the Center will partner with instructors to offer in-class workshops on topics, such as MLA citations, fractions, etc.

Before the semester, the Center, in conjunction with other Learning Resources departments, offers academic preparation workshops for new incoming BCCC students. Learning Resources orientations, which will introduce new students to the academic support services available, are offered at the beginning of the semester.

Class orientations are conducted in the first few weeks of the semester by the instructor's request.

## *Additional Requests*

If you have a request for a subject or days/times the Center does not currently offer, please go to our website and complete the Tutoring Services Request form.

### *About Our Tutors*

The Center employs approximately 60 tutors each semester. All tutors receive initial and ongoing training during the semesters in tutoring theory and practice, as well as in College and departmental policies.

Our range of tutors, including students, professionals from the community, and faculty, are here to help you, so please feel free to work with different tutors to find the right one or ones for you.

### *Fall and Spring Semester Hours*

Newtown Campus – L210

Monday: 8:30 am – 7:00 pm

Tuesday: 8:30 am – 7:00 pm

Wednesday: 8:30 am – 7:00 pm

Thursday: 8:30 am – 7:00 pm

Friday: 8:30 am – 3:30 pm

Call 215-968-8044 or visit [www.bucks.edu/tutor](http://www.bucks.edu/tutor) for Summer, Intersession, UBC, and LBC hours.

For additional science tutoring, please contact the Science Learning Center (F231A) at 215-968-8305 or visit their website.

### *Center Staff*

Nicole Tracey

Director

215-968-8218

[nicole.tracey@bucks.edu](mailto:nicole.tracey@bucks.edu)

Lauren Humphries

Assistant Director – Writing

215-968-8378

[lauren.humphries@bucks.edu](mailto:lauren.humphries@bucks.edu)

Josh Carmichael

Assistant Director –

Math

215-968-8307

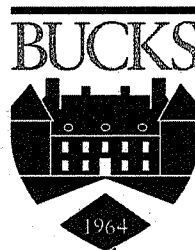
[josh.carmichael@bucks.edu](mailto:josh.carmichael@bucks.edu)

Meg Eubank

Writing Specialist

215-497-8733

[meg.eubank@bucks.edu](mailto:meg.eubank@bucks.edu)



[www.bucks.edu](http://www.bucks.edu)

**The Tutoring Center**

215.968.8044

[bucks.edu/tutor](http://bucks.edu/tutor)

Bucks County Community College is committed to providing equal education and employment opportunities. This encompasses persons in legally protected classifications in regard to race, color, national origin, sex, handicap, sexual orientation, age, religion, disabilities, and Vietnam military veterans. The College provides reasonable accommodations for persons with disabilities in accordance with the Americans With Disabilities Act (ADA). Please call the Campus Coordinator for Equal Employment Opportunity in advance to request or clarify accommodations or to address issues concerning equal opportunities at 215-968-8090. The EEO Office is located in Room 130, Tyler Hall.

The Security Information Report required by the College and the University Security Information Act of Pennsylvania and the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" of the Federal Government is available on the web, at the Office of Security and Safety, and at other campus locations.

# The Tutoring Center



215.968.8044  
[bucks.edu/tutor](http://bucks.edu/tutor)



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# The Accessibility Office

## Services can include

- Test accommodations
- Interpreters, C-Print/CART
- Liaison with faculty
- Adaptive computer assistance
- Access to assistive hearing devices
- Note taking assistance
- Access to texts in alternate forms
- Learning strategies

We are here to assist students who have a physical, learning, psychological or other type of disability that affects one's ability to function.

**Talk to us about YOUR needs before classes start!**

*[www.bucks.edu/disability](http://www.bucks.edu/disability)*

**Marie Stevens Cooper**

Director  
215-968-8463  
[marie.cooper@bucks.edu](mailto:marie.cooper@bucks.edu)

**Penny Gray**

Adaptive Technology Specialist  
215-968-8012  
[penny.gray@bucks.edu](mailto:penny.gray@bucks.edu)

**April N. Thompson**

Assistant Director  
215-968-8465  
[april.thompson@bucks.edu](mailto:april.thompson@bucks.edu)

**Miranda Leiggi**

Administrative Assistant  
215-968-8182  
[miranda.leiggi@bucks.edu](mailto:miranda.leiggi@bucks.edu)



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## The Accessibility Office

Student Services Office, Rollins Center

April N. Thompson, Assistant Director/Learning Disabilities Specialist, 215 968-8465

Marie Cooper, Director, 215 968-8463 (V), 215 504-8661 (TDD)

### DOCUMENTATION POLICY FOR STUDENTS WITH LEARNING DISABILITIES

Students will need to provide the disAbility Services Office with documentation of their learning disability and related needs so that determinations of academic support and reasonable accommodations can be made. Documentation should describe the specific impacts of the learning disability (e.g., slower information processing, reading comprehension, written expression, math problem solving) and recommendations for academic adjustments that have been used successfully by the student in recent years.

Recent and appropriate assessments should provide a basis for addressing the student's current level of functioning and his or her disability-related learning needs. *Bucks does not have a separate program for students with learning disabilities but does provide support services that include reasonable academic adjustments, such as extended test time or note-taking supports when appropriate. Academic adjustments and supports are provided so that students can participate in academic courses and campus activities to the fullest extent possible, but they do not modify course requirements or academic standards in the college environment.*

#### I. Types of documentation that can be submitted to dS for eligibility review:

- A **current psychoeducational evaluation** completed within the past 3-5 years with cognitive and achievement test data, discussion of test results, and recommendations for reasonable academic adjustments;
- An **earlier diagnostic psychoeducational evaluation** with updated assessment test data and discussion of results and recommendations for academic adjustments;
- High school documentation that includes a **Re-evaluation Report (RR)** in conjunction with the most current **Individualized Educational Program Report (IEP)**. The IEP by itself may not provide sufficient diagnostic data to allow for determinations of reasonable accommodations in the college learning environment.

#### II. Criteria for determining a student's academic adjustments and support needs:

- Assessments specifically identify the functional limitations posed by the student's learning disability (e.g., slower information processing) and the academic adjustments that will accommodate this (e.g., extended test time);



- Assessments more generally describe a student's disability-related limitations (e.g., reading comprehension) along with assessment data that provides a basis for an academic adjustment (e.g., strengths in listening comprehension).

### **III. How to get documentation of a learning disability:**

#### ***A. If you are still in high school...***

- Meet with your teachers or counselors to review your current school records;
- Copies of high school evaluation(s) or other documentation should be sent to;

disAbility Services

Rollins Center

275 Swamp Rd.

Newtown, PA 18940

- If your school documentation is more than five years old or does not provide sufficient information about the impacts of your disability, you may need to obtain an updated assessment through a private evaluator. See our attached referral list.

#### ***B. If you received services in high school and already graduated...***

- You may have copies of your school records at home or at a family member's—check first;
- Contact the guidance department or school district central office to ask if they have any of the identified reports from high school, and if so, ask that they send a copy to the address above;
- If you cannot locate any school-based documentation, you may need to have a re-evaluation done privately.

#### ***C. If you were tested privately...***

- Contact the person who performed the evaluation and request that a copy be sent to the dS Office.

#### ***D. If you have never been evaluated but think you have a learning disability...***

- You will need to get tested privately by a qualified practitioner. This may be a learning disabilities specialist, school psychologist, or licensed psychologist/neuropsychologist. The attached referral sheet provides contact information for some professional evaluators in this region.

For more information, contact April N. Thompson, MSRC, (215) 968-8465 or [april.thompson@bucks.edu](mailto:april.thompson@bucks.edu).

This revised policy is consistent with changes enacted into law with the 2008 amendments to the Americans with Disabilities Act and guidelines recently approved by the Association for Higher Education and Disability (AHEAD, 2012). BCCC's documentation policies may differ from other colleges/universities or testing agencies. (2014)

Bucks County Community College disAbility Services

Referral Sources for Psycho-Educational Evaluations (2013)

If you have never been evaluated for a possible learning disability and find the need to have such an evaluation or if you need a reevaluation you may want to contact any of the following sources. Please note this list is meant to assist you in identifying possible referral sources. It is not an exhaustive list of services available in this area nor does it imply any relationship between these sources and Bucks County Community College. Information may be subject to change.

Center for Brief Therapy  
Philadelphia College of Osteopathic Medicine  
4190 City Avenue  
Philadelphia, PA 19131  
215-871-6487

Initial Intake-\$60.00, follow up appointments \$25.00, full assessment-\$800.00. No sliding fee scale, no discounts for students, insurance not accepted

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Center for Neuropsychology and Counseling  
1243 Easton Road, Suite 203  
Warrington, PA 18976  
215-491-1119

Insurance not accepted. Evaluations cost \$1500.00-\$3500.00. Sliding scale and payment plans are available.

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Chestnut Hill College supervised Psychological Services Clinic 1107 Bethlehem Pike, Suite 212 Flourtown, PA 19031 (215) 233-1914 <a href="http://www.che.edu/psu">www.che.edu/psu</a>	Comprehensive Psychoeducational Testing is done by graduate students, by licensed psychologist faculty. Cost is based on ability to pay.
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Dr. Jeffrey Fine Associates  
The Atrium, Suite 7  
4 Terry Drive  
Newtown, PA 18940  
215-860-1144

A comprehensive Psychological Evaluation will cost \$1,890. A clinical evaluation (ADHD diagnosis) could cost up to \$560.00. No sliding scales, although payment arrangements can be made.

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Gail R. Karafin, Ed. D.  
25 East State Street, Suite 205  
Doylestown, PA 18901  
215-345-8603

Hourly Rate \$175.00, full report usually takes 6 hours of face to face meetings, and 6 hours of report assessment and development. Sliding fees and payment plans can be discussed.

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Growth Opportunity Center  
Dr. Diane Sizer  
2910 Franks Road  
Huntingdon Valley, PA 19006  
215-947-8654 x269

Comprehensive evaluation can cost up to \$1,800. Some insurance maybe accepted. Sliding scale and payment arrangements can be made. Student interns are available for evaluations at a reduced rate.

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LaSalle University's Community Psychological Services  
Evaluation & Assessment Program  
1900 West Olney Ave.  
Philadelphia, PA 19141-1199  
215-951- 1006

Comprehensive psychological assessments for adults,  
services are provided by doctoral students under the  
supervision of licensed clinical psychologists;  
fee is \$350; payment arrangements can be made..

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Naomi Lennox  
1709 Langhorne Newtown Road, Suite 2  
Langhorne, PA 19047  
215-860-7001

Accepts some insurance. Fee is \$125.00 per hour for testing as well as report preparation, can be paid in 3 installments.

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Faye Lovrinic, Psy.D.  
538 Street Road- Suite 100  
Southampton, PA 18966  
215-704-6238

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Gail Mallet  
Certified School Psychologist/Certified Neuropsychology  
1079 Connemara Circle  
Warrington, PA 18976  
215-491-9234

Basic College Evaluation with a prior diagnosis-\$500.00. Does not accept insurance. Payment arrangements can be made.

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Psychological Services and Human Development Center  
220 Commerce Drive, Suite 401  
Fort Washington, PA 19034  
215-540-5860

Dr. Debra Resnick, Psy.D

The initial visit is covered by most insurance companies. Individual testing could cost up to \$1,000, although there is a sliding fee scale and payment arrangements can be made

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Dr. Gail Mancini-Reichman  
4 Chapel Hill Road  
Huntingdon Valley, PA 19006  
267-825-0015

Costs vary based on test required; sliding fee scale and payment arrangements can be made.

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Southampton Psychiatric Associates  
1111 Street Road, Suite 312

Southampton, PA 18966, 215-355-2011 comprehensive evaluation can cost up to \$1,800; payment plans



Bucks County  
Community College

275 Swamp Road  
Newtown, PA 18940-4106  
(215) 968-8189

Medical Documentation Required

By

The Accessibility Office, Rollins Center, First floor  
215-968-8182, 8463, [cooperm@bucks.edu](mailto:cooperm@bucks.edu)

Students with a chronic or current medical condition that results in a disability as defined by the ADA may need to provide appropriate documentation to the dS office in order to determine eligibility for academic adjustments.

The documentation should consist of a letter or report from a qualified and unrelated medical professional that meets the following requirements:

1. Correspondence should be on professional letterhead and signed by the practitioner;
2. Include the diagnosis of the condition and date of diagnosis;
3. Explain how the condition affects the student's ability to function
4. What adjustments or accommodations may be needed and why?

Verification of SSI or SSDI or hospital discharge forms are not considered appropriate documentation. Students are encouraged to consult with dS staff if there are any questions regarding this documentation.