**Steps for taking a course at Bucks: Early College Program**

**The overall process for Bucks can be found on their site at** [High School Enrichment | Admissions | Bucks County Community College](https://www.bucks.edu/admissions/prospect/high-school-enrichment/)**, but follow the instructions below which include processes that are specific to South/CBSD. This document (with active links) can be found on the South Guidance Webpage under** [**Early College Program @ BCCC**](https://www.cbsd.org/Page/65289)**.**

1. Apply (free of charge) to Bucks at [www.bucks.edu](http://www.bucks.edu). You will need your Social Security number to apply.
	1. Application notes:
		1. No, this is NOT Enrollment.
		2. You will need your Social Security Number.
		3. Under Plans at Bucks, say “Taking classes at Bucks Campus”
2. Have your transcript sent to Buck by submitting a [Records Release Authorization (RRA) form](https://www.cbsd.org/site/handlers/filedownload.ashx?moduleinstanceid=71237&dataid=155769&FileName=Release%20of%20records%20form.pdf) to your counselor.
	1. The RRA can be found online on the [CB South guidance website](https://www.cbsd.org/site/handlers/filedownload.ashx?moduleinstanceid=71237&dataid=155769&FileName=Release%20of%20records%20form.pdf) or stop by the Senior House Office to pick one up.
	2. Drop the signed RRA off at your counselor’s office and your counselor will send the Early College Program Liaison at Bucks an Official Transcript.
	3. If you are a *senior* and have ALREADY SUBMITTED your RRA this year, you can ignore this step.
3. Determine which Bucks course(s) you want to take. Course schedules can be found online at [www.bucks.edu/register](http://www.bucks.edu/register). Note that some have prerequisites, meaning you have to have a certain course prior to taking that course or a certain placement test score. \*\***Do NOT pay for the course yet**. See #6 for details.
4. Placement tests determine what level you can start your coursework at in specific subjects. Most incoming students have to take the Math, Reading, and Writing tests; some students must take Chemistry. You will need to determine if you need to take placement tests in order to enroll in your chosen Bucks course.
	1. Check out the [Placement Testing page](https://www.bucks.edu/admissions/placement/) to determine if you need to take a placement test.
	2. If you are not exempt you will need to [arrange for placement tests at Bucks](https://www.bucks.edu/academics/testing/placement/).
	3. If you determine based on the criteria that you will qualify for placement test exemption, you should email waivers@bucks.edu and let them know that your transcript has been sent and you wish to be considered for a waiver. We don’t need to send a second transcript, they can access it in the system.
5. On the Bucks CCC website, complete the [High School Approval Form](https://eform.pandadoc.com/?eform=d3916392-9a70-4b2e-bce7-c67650d65fcc). You must know which section of the course you will register for in order to submit the HS Approval Form on Bucks website. This form must be completed prior to registration. If you have any questions, email hsenrichment@bucks.edu.
6. Once you have submitted an RRA to your counselor, completed the HS Approval Form, and arranged for placement testing (if necessary), email hsenrichment@bucks.edu and COPY your school counselor on the email. In your email, include the following:
	1. Your Full Name and Bucks ID # (which you receive after you applied to Bucks).
	2. The Name of the Course, Course #, AND Section # (you MUST include the section #!).
	3. State that you are a CB SOUTH student and would like to take the course as part of the Early College Program. This will make you eligible for the tuition discount.
7. **Payment does not need to be made at the time of registration**. The Admissions Office will manually register CBSD students because of the special tuition rate. The Central Bucks School District pays Bucks CCC for tuition and your discounted charges will be directly invoiced to your family by the CBSD Finance Office.

**\*\*Questions about course registration, payment, orientation, Bucks portal, and placement testing should be made directly to the Assistant Director of Special Populations in Admissions at 215-968-8000 or** **hsenrichment@bucks.edu****.**