

Advising and Registration Guide

Bunker Hill Community College

Fall
2024

Advising & LifeMap N-210

On Campus Hours:

Monday-Thursday 9 a.m. - 6 p.m.

Friday 12 - 4 p.m.

Virtual/Chat Hours:

Monday-Tuesday 12 - 6 p.m.

Wednesday-Thursday 10 a.m. - 5 p.m.

Friday 12 - 4 p.m.

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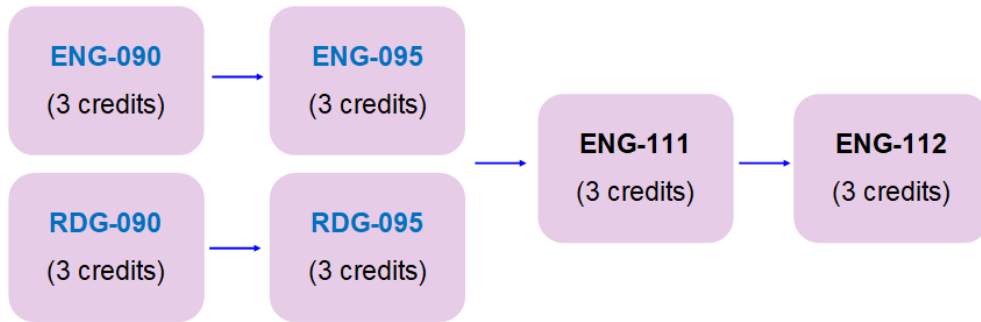
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English and Math Sequences

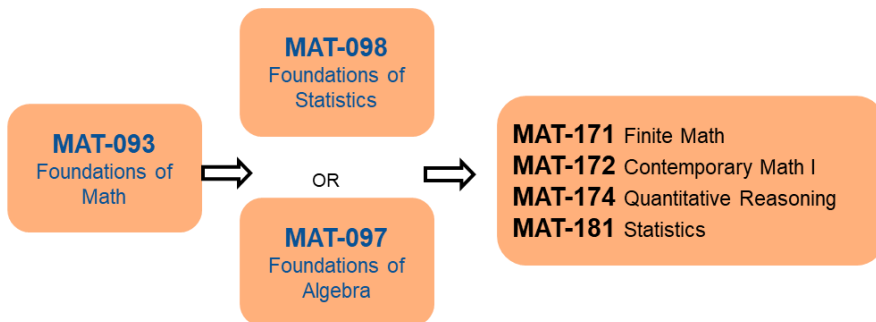
English Language Learning Sequence



English and Reading Sequence

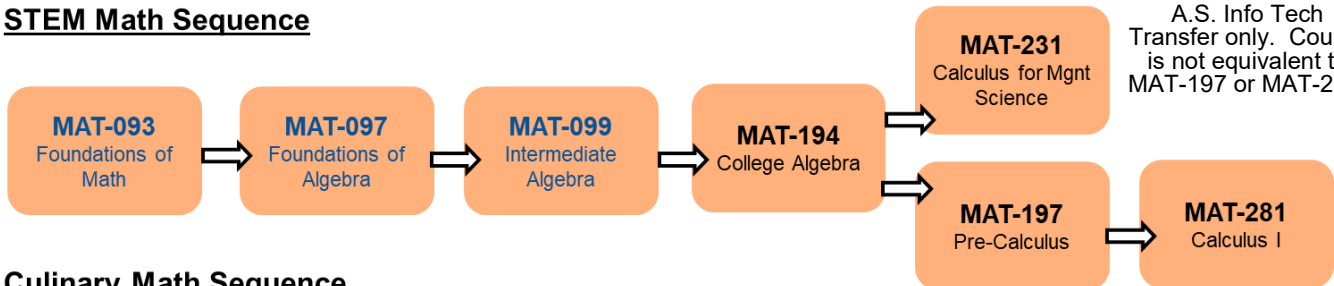


Math Sequence

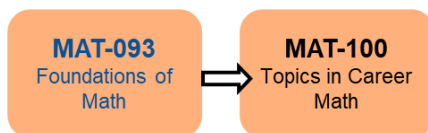


**MAT-231 is for students in A.A. Business Transfer and A.S. Info Tech Transfer only. Course is not equivalent to MAT-197 or MAT-281.

STEM Math Sequence



Culinary Math Sequence



**MAT-100 is for students in A.S. Culinary Arts only.

To view all placement testing options, visit <https://www.bhcc.edu/assessment/>

Courses numbered 090-099 are developmental courses. These courses prepare students for college level coursework, and cost the same per credit as college-level courses. These courses do not transfer, count toward graduation requirements, or figure into final GPA.



Transfer to BHCC

Have you studied at another College or University?

1. Order your Official Transcript to be submitted by the college or university you attended.
 - a. Official college transcripts must be sent directly to BHCC from a Registrar's office, Electronic Exchange, or third party transcript service company such as Parchment or Credly. Paper official transcripts must be submitted in their original, unopened envelope. Official transcripts are required for receiving transfer credit.
2. Official Transcript is received and officially evaluated. This can take from 3-4 weeks!
3. Plan and Register for classes! You do not need to wait for your transcript to be evaluated before registering for classes. You can meet with an advisor and use an unofficial transcript to plan and register for classes!

Did you study at a College or University outside of the U.S.?

4. You must request a course by course evaluation from one of the following third party providers:
 - a. The Center for Educational Documentation (CED)
www.cedevaluations.com
 - b. Educational Credential Evaluators (ECE)
 - c. SpanTran has a custom application for BHCC students to make sure the right kind of evaluation is selected
 - d. World Education Services (WES)
 - e. Asian American Civic Association (AACA) ONLY offers translation services from Chinese or Vietnamese to English
 - f. International Document Center
5. Once the course by course evaluation is complete, please follow steps 1-3 above.

**For more Transfer to BHCC
Information, Scan Here**



What classes should I take this semester?

Classes I will register for today...	credits	Classes I will plan for the next semester	credits
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	

Comments:

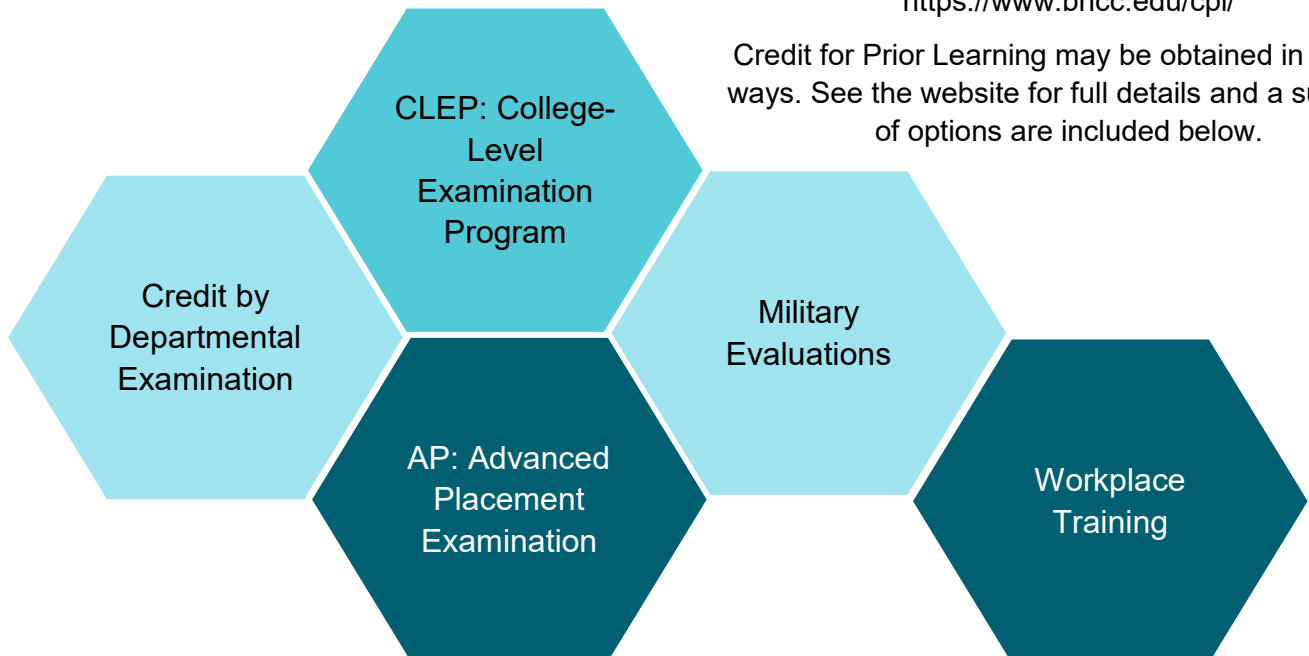
Full-time = 12 or more credits Part-time = 1-11 credits
 Health Insurance required with 9 credits or more



Credit for Prior Learning

<https://www.bhcc.edu/cpl/>

Credit for Prior Learning may be obtained in various ways. See the website for full details and a summary of options are included below.



General Education Requirements

To better prepare students to thrive in the twenty-first century workforce and to become engaged and informed citizens, the College provides all associate degree-seeking students with a wide-reaching set of General Education Outcomes, which align with our Institutional Learning Outcomes (Inquire, Communicate, Act, Grow) and Mass Transfer General Education Foundation requirements. At BHCC, these skills are incorporated into the curriculum to provide a cohesive education that prepares students to succeed in their chosen fields, in further study and in the roles and responsibilities they take on within their communities.

Students fulfill their General Education Requirements by completing one course from each of the seven General Education areas below. Students should consult their individual Program of Study Curriculum Map for General Education course requirements specific to their major. Some General Education requirements are met by concentration courses. Such instances are noted in Program of Study Curriculum Maps.

Academic Discourse

ENG-111

Research Writing

ENG-112

Quantitative Problem Solving (QPS)

MAT-171, MAT-172, MAT-174, MAT-181, MAT-194

Community & Cultural Contexts (CCC)

ECO-201, ECO-202, GEO-101, HIS-102, HIS-103, HIS-111, HIS-112, HIS-121, HIS-151, HIS-152, HIS-230, HIS-231, HIS-232, PHL-103, PSC-101, PSC-150, PSC-210, PSC-211, PSC-220, PSY-101, PSY-107, REL-111, SOC-101, SOC-109, SOC-227, VMA-111

Scientific Reasoning (SR)

AST-102, BIO-105, BIO-108, BIO-115, ENV-105, ENV-110, ENV-111, ENV-113, ENV-115, ENV-120, ENV-250, GIS-224

Creative Work (CW)

ARB-102, CHN-102, COM-101, COM-102, ELL-101, ELL-102, ELL-103, ELL-110; ELL-111; ELL-112; ELL-113, ENG-203, ENG-231, ENG-232, ENG-233, ENG-234, FRN-102, GER-102, INT-110, ITL-102, JPN-102, LIT-201, LIT-203, LIT-204, LIT-206, LIT-207, LIT-211, LIT-212, LIT-217, LIT-218, LIT-219, LIT-220, LIT-221, LIT-223, LIT-224, LIT-225, LIT-227, LIT-229, LIT-230, LIT-231, LIT-233, LIT-241, LIT-242, LIT-250, MUS-101, MUS-130, MUS-137, MUS-141, MUS-144, MUS-147, PHL-101, POR-102, RUS-102, SPN-102, SPN-280, THR-107, THR-111, THR-115, VMA-104, VMA-112, VMA-113, VMA-122, VMA-123, VMA-124, VMA-161

General Education Elective

HON-200, INT-101, MAN-112, HUM-120, any course listed under Community and Cultural Contexts, Creative Work, or Scientific Reasoning

General Education courses are subject to change.

Learning Communities

BHCC Learning Communities provide you with the opportunity to learn in a supportive and engaging environment that enables stronger relationships among students, faculty, and staff. Students in Learning Communities benefit from interdisciplinary learning experiences, teacher to student mentoring, peer mentoring, and integrated support services.

First-time to-college students pursuing associate degrees and enrolled in nine or more credits are required to take a Learning Community Seminar or a Learning Community Cluster within their first year.



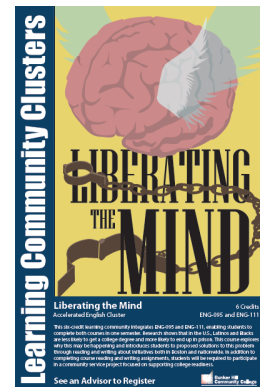
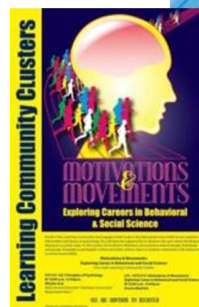
Learning Community Seminars

Understanding Human Behavior (AHE-104)
Intro to Business (BUS-101)
Information Technology Problem Solving (CIT-113)
Game Development Essentials (CMT-101)
Intro to Communications (COM-110)
Criminal Justice (CRJ-101)
Introduction to Computer Science (CSC-120)
Culinary Fundamentals (CUL-101)
Becoming a Teacher (EDU-102)
Creative Writing Workshop ENG-203
Fire Protection and Safety (FPS-111)
Hospitality Seminar (HRT-105)
Self, Culture and Society (HUM-120)
Intro to Music Business (MUS-180)
Skills for the Administrative Success (OIM-105)
Intro to Law (PLG-101)
Cultures and Careers in Visual Art (VMA-100)

Learning Community Clusters

Learning Community Clusters enable students to take two or more courses together organized around a common academic theme. Clusters prepare students to work together in collaborative environments and provide opportunities for students to accelerate progression through developmental English and math.

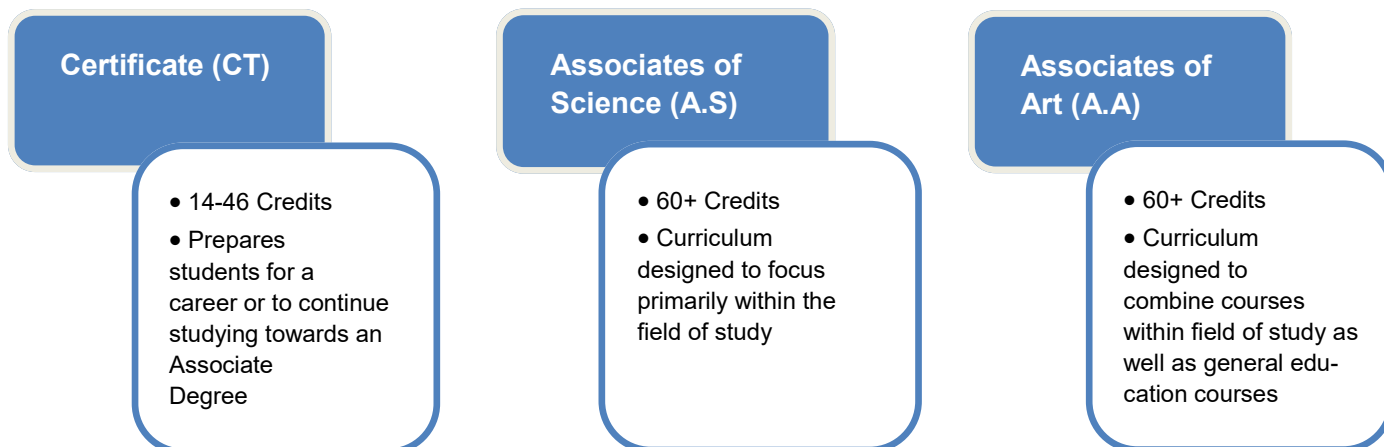
Talk to an advisor about registering for an ENG-111/HUM-120 Cluster!



For more information on Learning Communities, scan the QR code:

Earning a Certificate or Degree at BHCC

In addition to deciding what subject to study at BHCC, you will also need to consider the type of program you would like to pursue. Talk with an advisor to learn more about the differences between Certificate, Associate of Arts, and Associate of Science programs and explore which option will best fit your goals.



Refer to your curriculum map. Are you enrolled in an Associate of Arts, Associate of Science, or Certificate program? _____

How many credits are needed to complete your program? _____

Benefits to finishing a degree at BHCC

- Earning an Associate's degree can help you start a career or help you get ahead in your current job
- Transfer to state colleges and UMASS universities with the Mass Transfer Pathways program
- Transfer to private colleges and universities with our transfer articulation agreements
- Get an advantage when applying to colleges with competitive admissions
- Save money! BHCC is the most affordable community college in Massachusetts!
- Qualify for scholarships only available for community college graduates

Budget your time! Most college coursework is completed outside the classroom.

CLASS	TIME IN CLASS	Homework and Studying	Cumulative TOTALS
Class 1: HUM-120	2.5 hours	5-8 hours	7.5-10.5 hours
Class 2: ENG-111	2.5 hours	5-8 hours	15-21 hours
Class 3: MAT-181	2.5 hours	5-8 hours	22.5-31.5 hours
Class 4: PSY-101	2.5 hours	5-8 hours	30-42 hours
Class 5: VMA-161	2.5 hours	5-8 hours	37.5-52.5 hours
WEEKLY TOTAL	12.5 hours	25-40 hours	37.5-52.5 hours

The amount of time required to complete a certificate or Associate's degree depends on the number of classes you complete each semester. Please refer to the chart above to help you determine how many classes you can successfully complete within a semester. Remember to consider time spent at work, family responsibilities, commuting, working, and sleeping.

Note: The above chart estimates time needed to be successful in a 3-credit course. Classes with 4-credits will require more time.



Pathways



Arts, Humanities, Communication and
Design



Behavioral, Social Sciences and
Education



Business and Hospitality



Health



Law and Public Service and Safety



Science, Technology, Engineering and
Math (STEM)

BHCC offers six Pathways. Each Pathway includes a grouping of programs that allow students to explore their interests and career goals. New students are assigned to an advisor that specializes in advising students in a particular Pathway.

Helpful Registration Information

Section Codes	
Section	Definition
C	Clusters
H	Honors
WB	Online/Web Course
WBL	Late Start Online/Web Course
N01, N02	Workforce Development Contract Course

Meeting Days	
Abbreviation	Day(s) of the week
M	Monday
T	Tuesday
W	Wednesday
TH	Thursday
F	Friday
S	Saturday
SU	Sunday
M/W	Monday and Wednesday
T/TH	Tuesday and Thursday

Section Numbers	
Section Number	Description
01-99	Charlestown Day (classes between 7am-4pm)
100-199	Chelsea Day (classes between 7am-4pm)
200-299	Charlestown Evening (classes between 7am-4pm)
300-399	Chelsea Evening (classes after 4pm)
400-449	High School Classes
450-459	CSDL Sections
460-469	Satellite & Partner locations
470-479	Learning Contracts
500-549	Experimental sections

Campus Locations	
Charlestown Main Campus (Buildings A, B, C, D, E, G, N)	250 New Rutherford Ave, Charlestown, MA 02129
Chelsea Campus	70 Everett Ave, Chelsea, MA 02150
Satellite Campuses:	
East Boston Neighborhood Health Center	250 Sumner St. and 20 Maverick Square, East Boston, MA 02128
Malden High School	77 Salem St., Malden, MA 02148
Chinatown Pao Arts Center	99 Albany Street, Chinatown, Boston, MA 02111 (For GPS and walking directions use 99 Kneeland St. Boston, MA 02111)

Please be mindful that some courses have themes attached to them, check the course description before registering.

If you are taking classes at more than one location, please make sure you allow enough time to commute between campuses.

Course title and section




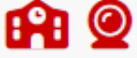



ENG-111-18
College Writing I Add Section to Schedule

Seats ⓘ	Times	Locations	Instructors
15 / 22 / 0	T 10:00 AM - 12:45 PM 1/23/2023 - 5/15/2023	Charlestown Campus In Person	Valdez, J (In Person)

Available seats ↑ Total seats in the class ↑ Days and times Start and end dates ↑ Location and format ↑ Instructor Name. If not available, TBD will be listed.

Fall 2024 Class Format Options

<https://www.bhcc.edu/coursedelivery/>

Course Mode	Description	In-Person	Scheduled Meeting
 In Person	Requires physical attendance at set days/times	Yes	Yes
 Remote	Requires real-time virtual attendance such as Webex at set days/times	No	Yes
 Web	Requires regular online participation but does not require attendance on set days/times	No	No
 Hybrid: In Person and Remote	Requires physical attendance at set days/times and requires real-time virtual attendance such as Webex at set days/times	Yes	Yes
 Hybrid: In Person and Web	Requires physical attendance at set days/times and online participation outside of scheduled class time	Yes	Yes
 Hybrid: Remote and Web	Requires real-time virtual attendance such as Webex at set days/times and online participation outside of scheduled class time	No	Yes
 Guided Self-Study	Requires physical attendance and/or real-time virtual attendance. Students will work with instructor to determine regular meeting schedule and modality	To be determined	To be determined

BHCCselfservice

1

Open Google Chrome or Mozilla Firefox and open the bhcc.edu webpage.

2

[Request Information](#) | [myBHCC](#) | [email](#) | [Portal](#) | [BHCCOnline](#) | [Directory](#)

Click on **myBHCC** at the top of the bhcc.edu webpage.



3

Click on the Login button

myBHCC

▶ BHCC ID/ One Card

▶ Financial Information

▶ Financial Aid Information

What's my ID
Student email

Login to BHCCselfservice

BHCCselfservice is a one-stop virtual destination for online student services.

Login



4

Log-in using your BHCC username and password (if this is your first time logging in your password will be the last 6 digits of your BHCC student I.D. number).

5

Self-Service allows you to check your financial aid award, waive your health insurance, make a payment, plan and register for your classes, view the courses required for your program of study, and check your grades. You can navigate using the toolbar on the left side of screen or by using the tabs below.

BHCCselfservice

jadvisin Sign out Help 1

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.

Notifications

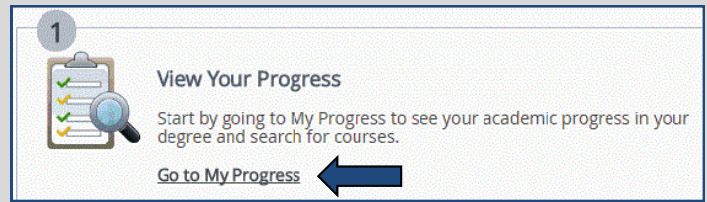
Student Finance Here you can view your latest statement and make a payment online.	Financial Aid Here you can access financial aid data, forms, etc.
Tax Information Here you can change your consent for e-delivery of tax information.	Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.
Grades Here you can view your grades by term.	Graduation Overview Here you can view and submit a graduation application.

Plan Your Courses

1

Select **My Progress** to view courses required to complete your certificate or degree.

My Progress does not include developmental



2

To plan a course, click on the course link.

Status	Course
Not Started	ENG-111 College Writing I

3

Select **Add Course to Plan**.

ENG-111 College Writing I (3 Credits)

This course emphasizes writing as a process, from planning and drafting through revising and editing. Using personal experience, readings, and other sources, students write unified, coherent, well-developed essays and practice paraphrasing, summarizing, and using sources responsibly. To be eligible to take College Writing II (ENG112), students must earn a grade of C or better for this course. The course meets General Education College Writing Requirement Area 1. Prerequisite: Grade of C or better in Writing Skills II (ENG095) and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.

[Add Course to Plan](#)

4

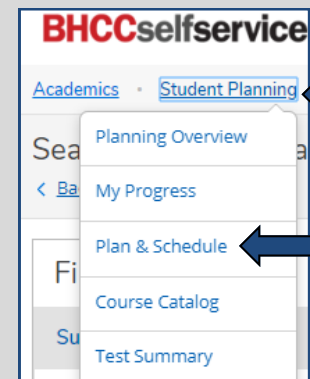
Select the term that you want to take the course and click **Add Course to Plan**.

To add more courses, go back to My Progress and follow steps 2-4.

Term	Select a Term...
Close	Add Course to Plan

5

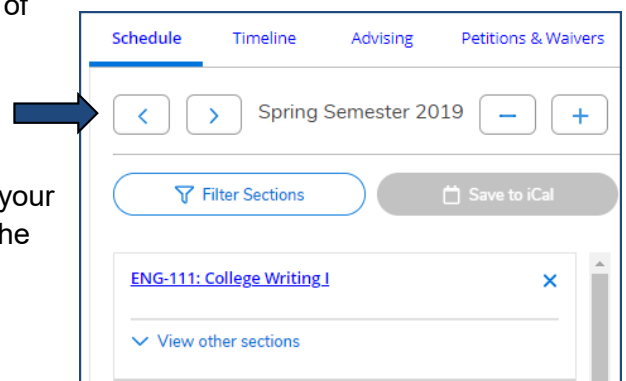
Select **Plan & Schedule** from the Student Planning drop-down menu to view your planned course(s).



6

The course(s) you planned will appear on the left column of the weekly planner. You can use the arrows next to the semester to navigate different semesters (i.e. Summer Session I, Summer Session II, Fall, and Spring).

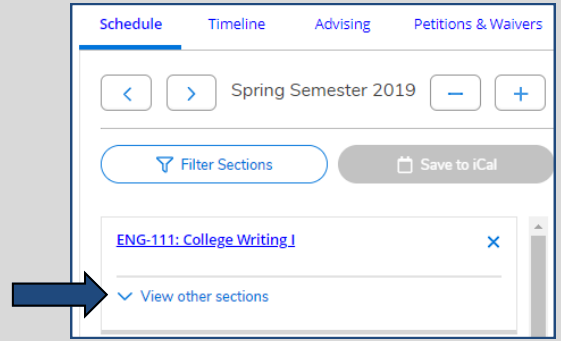
To plan developmental courses or courses not included in your My Progress, use the search bar in the top right corner of the screen and type the course you need (examples: MAT-093, MAT-194 or ENG-095)



Register for Courses

1

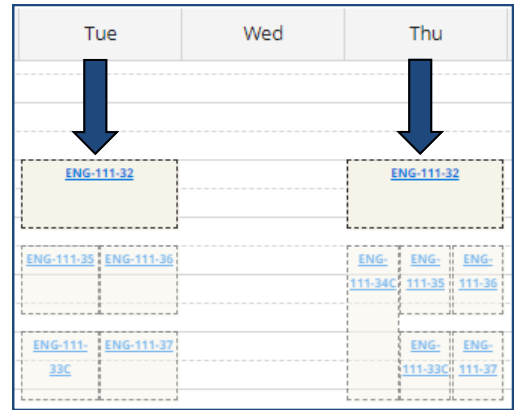
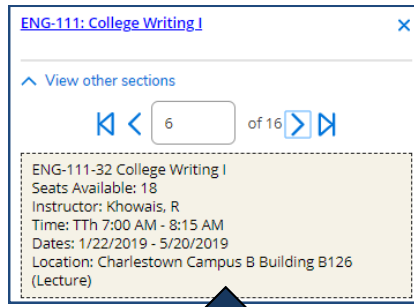
After you planned your courses you can search sections (days and times the course is offered) by selecting **View other sections**.



2

The days and times a course is offered will appear in a list view on the left column as well as on the weekly planner view on the right.

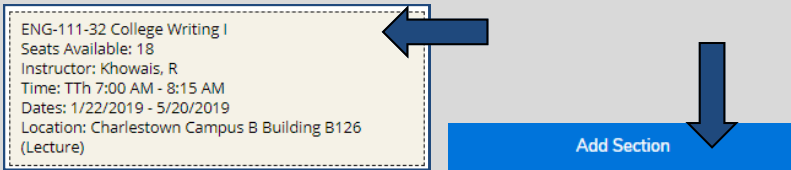
You can use the arrows under View other Sections to view more options.



3

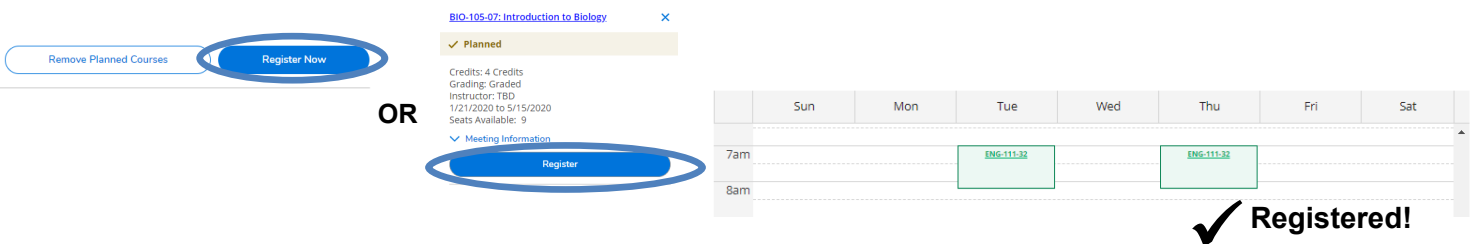
To add a section to your plan, click on the section on the list view or the weekly planner view and click **Add Section**.

The section you have added to your schedule will appear in yellow on your list and weekly planner view.



4

To register for your course, select **Register** below the section you have selected on the list view or select **Register Now** on the top right-hand corner of the weekly planner. Planned courses appear in **yellow**, registered courses appear in **green**. You only have a seat in the class if it appears in green on your schedule.



Academic Calendar for Fall 2024

The Academic Calendar is subject to change. For the most up-to-date calendar, check www.bhcc.edu/academic-calendar

The Academic Calendar has important dates associated with the college, such as semester start and end dates, holidays and deadlines. It is important that you review the Academic Calendar multiple times before and during the semester to ensure you do not miss any important deadlines.

Date(s)	Academic Calendar
September 2	Labor Day - College closed
September 3	Classes Begin (First Day of Classes) Full Semester
September 9	Mini Session I and Web Late-Start (WBL) begin
September 10	Last day for adjusting schedules (add/drop) - Full Semester courses CSDL courses may be dropped or cancelled during the scheduled adjustment period, or within five (5) working days from the date of registration - More info.
September 11	Last day for adjusting schedule (add/drop) - Mini Session I and Web Late- Start (WBL)
September 27	Last day to register for CSDL classes
October 14	Indigenous Peoples Day Observed - College Closed
October 16	Fall 2024 Graduation Application Closes
October 18	Last day to withdraw from course with "W" grade - Mini Session I
October 22	Spring 2025 and Winter 2025 Continuing Student Registration begins
October 24	Fall Professional Day - No Classes 1-3:55p.m.
October 27	Mini Session I ends
October 28	Mini Session II begins
October 30	Last day for adjusting schedules (add/drop) - Mini Session II
November 4	Spring 2025 Graduation Application Opens
November 11	Veterans Day Observed - College Closed
November 28	Thanksgiving Day - College Closed
November 29 to December 1	Thanksgiving Day Recess - College Closed (Friday through Sunday)
December 2	Spring 2025 and Winter 2025 New Student Registration begins
December 6	Last day to withdraw from course(s) with W grade - Full Semester, Mini Session II, CSDL, Web Late-Start
December 16	Last Day of Classes - Full semester classes, CSDL, Web Late Start, Mini Session II, except Monday classes
December 17	Last Day of Monday classes
December 18, 19	Assessment Days
December 19	Last Day of Semester
December 23	Final grades due by 5:00 p.m.

Schedule Adjustment takes place during the first week of the semester. Classes that are dropped during Schedule Adjustment will not appear on your schedule or transcript and you will receive a full refund.

Mid-term warning grades are posted during week 7 of the semester. If you are having difficulty during the semester or receive a mid-term warning grade, reach out to your professor and an advisor as soon as possible.

Withdrawing from a course means you will receive a final grade of **W** for the course on your transcript, you will not receive a refund and the grade does not affect your GPA but does affect your completion rate.

Withdrawing from the college means you will receive a grade of **W** for all of your courses that semester and will need to reactivate your account to continue taking courses at BHCC.

Final grades are posted after final exams. BHCC uses a 4.0 Grade Point Average (GPA) scale.

Checklist to complete after you register for classes

- Check your class schedule** and class format in Self Service (myBHCC)
- Review your bill** in Student Finance menu in Self Service (Account Summary page)
 - Positive balance (greater than \$0) is current amount that you owe to Bunker Hill CC
 - Negative balance (-) is extra money after paying for classes (buy books, request refund, etc)
 - \$0 balance means there is no current balance
- Review your financial aid** in Self Service
 - My Awards (active award will be posted here)
 - Missing Documents (submit required documents to Student Central to complete financial aid process)
- Submit health insurance waiver** (if you are registered for 9 or more credits and have an active health insurance coverage from work, family, your own plan, etc)
 - www.bhcc.edu/healthinsurance/
- Make required payment** (pay in full or enroll in payment plan) or submit 3rd party payments by posted payment deadline
 - Contact Student Central Office with questions regarding payment, financial aid, and health insurance www.bhcc.edu/studentcentral/
 - Know the semester start date and schedule adjustment (add/drop) date) www.bhcc.edu/academic-calendar/
- Log-in to Moodle** (on-line course system tool) <https://online.bhcc.edu/>
- Download Webex** to your computer (if taking remote courses)
 - Contact Academic Innovation and Distance Education Office for assistance www.bhcc.edu/aide/
- Buy your books/access codes/required course materials** for courses www.bhcc.edu/bookstore/
 - If you are using financial aid to buy books, you will need to buy books from BHCC bookstore
- Check BHCC email** every day.
- Request student ID card** www.bhcc.edu/studentcentral/bhccidcard/
- Add/Drop courses** (if necessary) **by schedule adjustment deadline** www.bhcc.edu/academic-calendar/