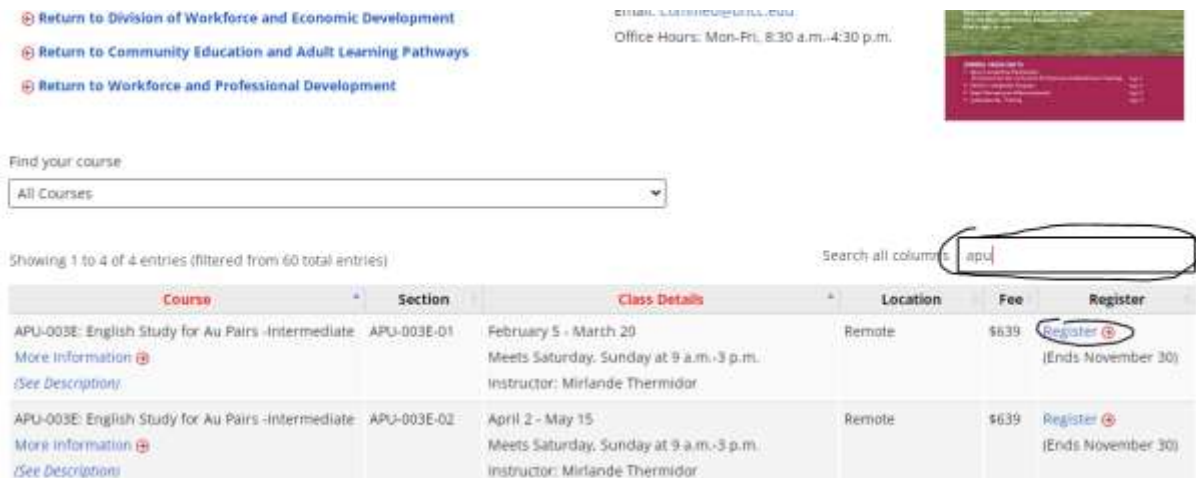


Workforce and Community Education Registration Process

How to search for course information and enroll and pay?

Go to Bunker Hill Community College Workforce and Community Education Course Catalog.
<https://www.bhcc.edu/cce-catalog/>

- 1) Type course name or Course code in Search box. Example: Apu or English Study
- 2) Click **Register**



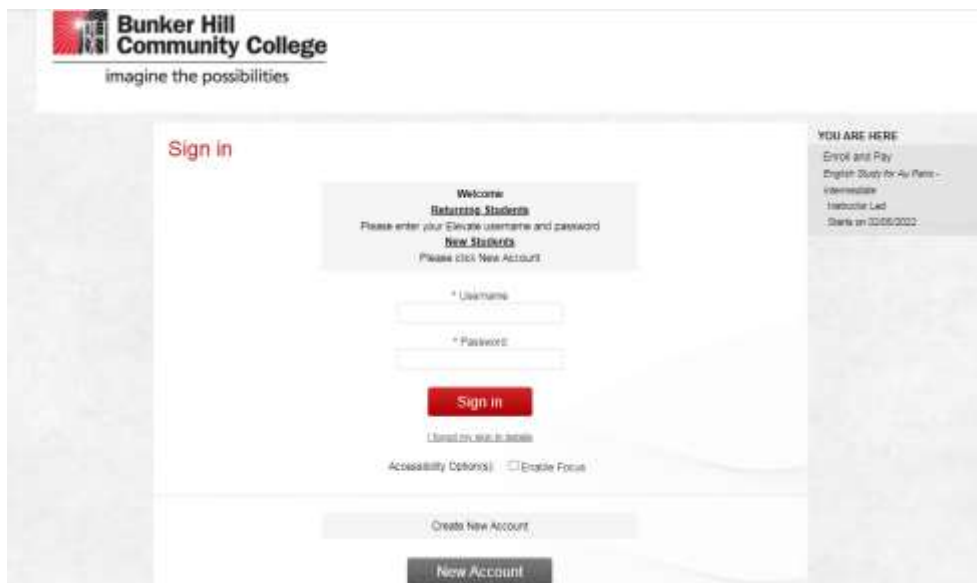
[Return to Division of Workforce and Economic Development](#)
 [Return to Community Education and Adult Learning Pathways](#)
 [Return to Workforce and Professional Development](#)

Find your course:

Showing 1 to 4 of 4 entries (filtered from 60 total entries)

Course	Section	Class Details	Location	Fee	Register
APU-003E: English Study for Au Pairs -Intermediate More Information (See Description)	APU-003E-01	February 5 - March 20 Meets Saturday, Sunday at 9 a.m.-3 p.m. Instructor: Mirlande Thermidor	Remote	\$639	Register (Ends November 30)
APU-003E: English Study for Au Pairs -Intermediate More Information (See Description)	APU-003E-02	April 2 - May 15 Meets Saturday, Sunday at 9 a.m.-3 p.m. Instructor: Mirlande Thermidor	Remote	\$639	Register (Ends November 30)

- 3) Click **New Account** for new student or **Sign in**



**Bunker Hill
Community College**
imagine the possibilities

Sign in

Welcome
Returning Students
Please enter your Email username and password
New Students
[Please click New Account](#)

* Username

* Password

Sign in

[Forgot your username or password](#)

Accessibility Options: Enable Focus

[Create New Account](#)

New Account

YOU ARE HERE
 Enroll and Pay
 English Study for Au Pairs -
 Intermediate
 Welcome Led
 Date: 01/08/2022

- 4) Fill in First Name, Last Name and Email Address and checked box, then Click New Account

Bunker Hill Community College
imagine the possibilities

Create Account

Create New Account

* First Name

* Last Name

* Email Address

* [Click here to read and review our data privacy policy. If you accept the policy, select this check box.](#)

New Account

Welcome
Returning Students
Please enter your E-learn username and password

New Students
Please click New Account

YOU ARE HERE
Enroll and Pay
English Study for Au Pairs - Intermediate
Instructor List
State on 02/05/2022

- 5) Fill in First Name, Last Name, Email and Date of Birth. Select Gender. Check box. And click Next

Bunker Hill Community College
imagine the possibilities

Your Details

- Please complete the information below. Fields that have a red asterisk are required.
- If you'd rather not receive email updates, you can unsubscribe from our mailing list by clicking "Opt Out" Below.

Title

* First Name

Middle Name

* Last Name

* Email

* Date of Birth

* Gender

* [Click here to read the Marketing Correspondence Notice.](#) Opt in Opt Out

* [Click here to read the Terms and Conditions and then tick to accept.](#)

Next

YOU ARE HERE
Enroll and Pay
English Study for Au Pairs - Intermediate

Your Details

- Personal Data
- Address
- Document Upload
- Payment
- Review

- 6) Create your Username and Password. Select Security Reminder Question and Answer.

Choose Username & Password

- Please create a user account.
- Your e-mail address populates from the previous form if it has not been used previously.
- Your password must be a minimum of 6 characters.

* Choose a Username

* Password

* Confirm Password

* Security Reminder Question **Please select**

* Answer

* Confirm Your Answer

[Previous](#) [Next](#)

YOU ARE HERE

Enroll and Pay
English Study for Ai Para -
Intermediate

Your Details

Personal Data
Address
Document Upload
Payment
Review

7) Select Race, click Next

Personal Data

Please use this section to provide details of your personal data.

Race [Add](#)

[Previous](#) [Save & Exit](#) [Next](#)

YOU ARE HERE

Enroll and Pay
English Study for Ai Para -
Intermediate

Your Details

Personal Data
Address
Document Upload
Payment
Review

8) Fill in Home Address, then click Next

Address

Please enter your address below.

Home Address

* Country: United States

* Address Line 1: [Redacted]

Address Line 2: [Redacted]

* City: [Redacted]

* State: (Select)

* Email: [Redacted]

* Zip code: [Redacted]

Phone: [Redacted]

* Mobile: [Redacted]

Mailing Address (Optional)

Same as Home Address

* Country: United States

* Address Line 1: [Redacted]

Address Line 2: [Redacted]

* City: [Redacted]

* State: (Select)

* Zip code: [Redacted]

Previous Save & Exit **Next**

9) 1) **Type Vaccine Card** in Description box, 2) Click **Choose File** to find your Vaccine card picture, 3) Click **Upload**

Bunker Hill Community College
imagine the possibilities

Document Upload

Please upload supporting documentation.
Students must submit proof of COVID-19 vaccination card to register for classes. If you do not upload your vaccination card, you cannot register for classes. Review the COVID-19 Vaccine Policy [here](#)

If you are already vaccinated against COVID19 (with Pfizer, Moderna, or J&J vaccines) please submit your documentation (a picture of your vaccine card).

The following format maybe uploaded: doc, docx, pdf, jpg, jpeg, exif, tiff, raw, png, bmp, gif, xls, xlsx, rtf and txt

Attach File **Choose File** C:\cord card.jpg

* Description **Vaccine Card** **Upload**

Previous Save & Exit **Next**

10) Click Next

imagine the possibilities

Document Upload

Please upload supporting documentation.
Students must submit proof of COVID-19 vaccination card to register for classes. If you do not upload your vaccination card, you cannot register for classes.
Review the COVID-19 Vaccine Policy here

If you are already vaccinated against COVID19 (with Pfizer, Moderna, or J&J vaccines) please submit your documentation (a picture of your vaccine card).

The following format maybe uploaded: doc, docx, pdf, jpg, jpeg, exif, tiff, raw, png, bmp, gif, xls, xlsx, rtf and txt

Attach File No file chosen

* Description

File name	Description	Download	Delete
Mei Ngan Covid Vaccination record card.jpg	VACCINE CARD		

11) Checked box, click Next

imagine the possibilities

Payment

• Below is an overview of the fees due:

Your Fees

Program	Amount (\$)
English Study for Au Pairs - Intermediate - APU-003E-01 (2022)	639.00
Fees	639.00
Total	639.00

Amount Due **\$ 639.00**

* [Click here to read the Terms and Conditions and then tick to accept](#)

12) Type in credit card number, click Continue

Payment Client

Important Information



Payment Method



Confirmation

Transaction	Course Fee
Amount	\$639.00

Card Information

Card number



Cancel

Continue

Debit and Credit Cards - We accept credit or debit cards with the following logos:



- 13) You are now registered for your class. You will receive an email confirmation to your email. If you have any questions, you may contact Community Education office Mon-Fri 9:00a.m. – 4:00p.m



Contact

Sonia Sharma
Administrative Assistant
Division of Workforce and
Economic Development
Charlestown Campus
H-Building, Room H109
Phone: 617-228-2462
Fax: 617-228-2080
Email: Commed@bhcc.edu