



**Bunker Hill  
Community College**

imagine the possibilities



# Fall 2015 Registration Information

Registration Information • Tuition/Fees/Financial Aid • Course Information and Requirements  
[bhcc.mass.edu/courseschedules](http://bhcc.mass.edu/courseschedules)

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### BHCC Charlestown Campus, Chelsea Campus and Satellite Locations

**Charlestown Campus**, 250 New Rutherford Avenue, Boston, MA 02129, 617-228-2000, TTY: 617-242-2365

**Chelsea Campus**, 175 Hawthorne Street, Chelsea, MA 02150, 617-228-2101, TTY: 617-884-3293

**East Boston Satellite**, East Boston Neighborhood Health Center, Education and Training Institute, 250 Sumner Street, East Boston, MA 02128, 20 Maverick Square, East Boston, MA 02128, 617-568-6492, TTY: 617-242-2365

**Malden Satellite**, Malden High School, 77 Salem Street, Malden, MA 02148, 617-228-3319, TTY: 617-242-2365

**South End Satellite**, IBA/Villa Victoria, 405 Shawmut Avenue, Boston, MA 02118, 617-927-1707, TTY: 617-242-2365

## Planning to Attend BHCC?

### Apply for Admission

If you are planning to enroll in a degree or certificate program, complete an admissions application at [www.bhcc/admissions/applynow/](http://www.bhcc/admissions/applynow/). (Please refer to the Massachusetts Community College In-State Tuition Eligibility Form to qualify for Massachusetts resident rate.) Submit a copy of your official final high school transcript, diploma, or GED/HISET. (High school degrees earned outside of the U.S. must be translated and evaluated into U.S. equivalencies.) Submit official college transcripts(s) if you plan to transfer credit to BHCC. If you are not seeking a degree and just want to take classes, you do not need to complete this step. For more information contact the Admissions Office at 617-228-3398 or email us at [admissions@bhcc.mass.edu](mailto:admissions@bhcc.mass.edu).

### Apply for Financial Aid Online

Financial assistance is available to help you finance your education. Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and fill out the FAFSA form. When completing the FAFSA online, be sure to list Bunker Hill Community College in the "Schools Information Section." BHCC's code is 011210. Once BHCC has received your FAFSA, you will be notified of any additional requirements. Please note that financial aid requires enrollment in a degree or certificate program, therefore applying for admissions is necessary. For additional information about financial aid, please go to: [www.bhcc.mass.edu/financialaid](http://www.bhcc.mass.edu/financialaid).

### Take the Placement Tests

All students, planning to take math or English courses or a course with a math, English or reading prerequisite must complete the Computerized Placement Test (CPTs) unless they have successfully completed courses (earning a grade of C or higher) in these subjects at BHCC or another accredited institution. Those who have taken math or English at another institution must bring in or fax in a copy of their transcript. Testing is available at both the Charlestown and Chelsea campuses. In Charlestown: Monday-Wednesday 8:30 a.m.-7:00 p.m.; Thursdays from 11:00 a.m.-7:00 p.m.; Fridays from 8:30 a.m.-4:00 p.m.; Saturdays 9:00 a.m.-1:00 p.m. except June, July and holiday weekends. No appointment necessary. Contact 617-228-2100 for testing hours at the Chelsea Campus. For information on preparing for the assessment, and details on assessment exemption, please go to: [www.bhcc.mass.edu/assessments](http://www.bhcc.mass.edu/assessments).

### Register for Classes

Accepted students will be invited to attend a mandatory orientation, advising and registration session. Information about the mandatory orientation, advising and registration session will be mailed to you with your acceptance letter from the College. Non-degree seeking students may register during posted registration hours. At the beginning of each semester, accepted students are assigned to an Academic Advisor who will work with them to develop an academic plan. Advisors are also available to assist students in achieving their academic, career and personal goals.

### Pay for Classes

Fall courses must be paid for by July 1, 2015 or if registering on or after July 1, 2015 payment is due at the time of registration. (See Tuition and Fees and Payment Methods).

### Submit Immunization Documentation

If you are registering full time or are in a health career program, you must complete an immunization record form and return it to the Admissions and Registration desk within 30 days of the date of registration. Immunization forms are available at the Admissions and Registration Desk, B203.

### Obtain a BHCC Identification Card

BHCC students are required to carry a current BHCC OneCard while on campus. Bring a copy of your current class schedule and government issued photo ID to the Charlestown Campus ID station in the Library in room E300 or Chelsea Campus ID station in Room 202 to get your picture taken. For ID station hours visit <http://bhcc.mass.edu/library/bhccidcard/>.

### Obtain a Parking Permit

If you wish to park on campus you must purchase a BHCC parking permit valid for the entire semester. Student permits are available for purchase early at any time by going online at [onlineservices.bhcc.mass.edu](http://onlineservices.bhcc.mass.edu). Click on Web Advisor for Students, and then click on Purchase a Parking Permit. Complete the application and payment. Permits will be mailed to the address entered on the application. Be sure to enter your address correctly as we are not responsible for lost or stolen permits. Allow seven (7) days for mailing. You may display your purchase receipt on your dashboard until permit arrives. To obtain a permit the following items are required:

- A BHCC College ID number
- A current BHCC registration
- A current driver's license
- Vehicle registration information
- Payment in the amount of \$30 payable by American Express, Discover, Master Card, Visa, and personal checks accepted online.

Only one permit per student will be issued. *Note: Students whose accounts are in default will not be issued a permit. The cost for a replacement permit is \$50.*

### Online Services and Student Email

BHCC offers all students secure, easy online access to academic/financial records and course availability information. Currently enrolled students may access their online account, WebAdvisor, <http://onlineservices.bhcc.mass.edu>. Newly accepted degree/certificate students will receive information about their BHCCPortal and WebAdvisor accounts as well as their BHCC email account with their acceptance letter from the College. New non-degree students will have access to their online

services account after completing their initial registration with the College. Directions for accessing your WebAdvisor and BHCC email are available at the Admissions and Registration desk, B203. BHCC correspondence will be sent to your BHCC email account. Students are required to check their BHCC email account frequently for up-to-date information concerning their academic record and official college correspondence.

## Registration Information

### Registration for Fall 2015 Courses begins on May 6, 2015

### Currently Enrolled Students May Begin Registering on April 8, 2015

#### Tentative Fall 2015 Session Dates

Fall Semester . . . . .	September 8 - December 23
Mini Session I . . . . .	September 14 - November 1
Late Start Web Courses . . . . .	September 14 - December 23
Mini Session II . . . . .	November 2 - December 20
Center for Self-Directed Learning (CSDL) . . . . .	September 8 - December 22

#### Registration Requirements

##### When registering for classes, all students must:

- Show a government issued photo ID (if in person); and
- Provide or have provided a completed application for Massachusetts In-State Tuition Form (create link) and all supporting documentation to receive the in-state tuition rate; and
- Provide proof of meeting course prerequisites: Placement testing or completion of appropriate BHCC coursework; or provide a transcript from another accredited institution verifying completion of appropriate coursework with a grade of C or better (unless otherwise noted).
- Pay for courses by the payment due date or make payment arrangements.

#### How to Register for Classes

##### Continuous walk-in Registration

Non-degree seeking students may register at the Admissions and Registration desk, located in the main lobby of B-building on the Charlestown campus, and at the Enrollment Office on the Chelsea campus on the following days and times:

Mondays-Wednesdays:	8:30 a.m.-7:00 p.m.
Thursdays:	11:00 a.m.-7:00 p.m.
Fridays:	8:30 a.m.-4:00 p.m.
Saturdays and Sundays:	8:00 a.m.-4:00 p.m. (Charlestown only)

Please note: the College will be closed November 26-29 and December 24 at 4:00 p.m. through January 1, 2015. (tentative)

#### Register Online

Currently enrolled students are required to register online using their myBHCC account. Registration for currently enrolled students begins April 8, 2015. To access online registration log in to our BHCC website ([www.bhcc.mass.edu](http://www.bhcc.mass.edu)) and click on myBHCC or BHCC Portal. If you have a problem logging in, please contact the student help line at 617-228-3441. If you have problems registering for classes, please contact the Academic Records Office at 617-228-2403 or visit the Admissions and Registration desk, 2nd floor, main lobby, Charlestown campus or Enrollment Services on the Chelsea campus. Paper registrations will only be accepted at the Admissions and Registration desk for students with special circumstances as referred by an advisor.

#### Registration for Community Education (Non-Credit Courses)

Students may register for Community Education courses throughout the semester. Community Education courses are non-credit classes taken to enhance computer skills, improve performance in the workplace, sharpen artistic skills, or for personal enrichment. Students who wish to register for a non-credit course may register online at [www.bhcc.mass.edu/CE](http://www.bhcc.mass.edu/CE) or in person at the Admissions and Registration desk on the Charlestown campus, 2nd floor, main lobby or by contacting the Community Education Office at 617-228-2462. Payment is required at the time of registration. For a full list of course offerings or for more information visit [www.bhcc.mass.edu/ce](http://www.bhcc.mass.edu/ce).

## The Higher Education Opportunity Act (HEOA) Textbook Provision

### (Effective July 1, 2010)

#### What Does This Mean to Students?

Prior to or during registration, students will be provided with accurate course material information including the International Standard Book Number (ISBN) and retail price when available for each course listed in this course schedule booklet, or may otherwise indicate "to be determined." Course material information is listed on the college bookstore web page at <http://bhcc.bncollege.com>. Students may click on the textbook tab at the top of the page and follow the directions.

#### Why is This Important to Students?

Students are given the convenience of buying their books at the same time they register with the added assurance that they are buying the right books for the right course. Students are made aware of the total cost of the course: tuition, fees, textbook, and materials; Students are provided information on whether or not a book is required or recommended, giving students the option to purchase.

# Tentative Fall 2015 Academic Calendar

FALL 2015 SEMESTER	
September 4	Last day to register for classes
September 4	Last day be accepted to the College
September 7	Labor Day - College closed
September 8	Classes begin
September 14	Mini Session I and Web Late-Start (WBL) classes begin
September 15	Last day for adjusting schedules (add/drop)
September 16	Updated rosters available online for faculty
September 16	Last day for adjusting schedule (add/drop) for Mini Session I
September 18	Last day for adjusting schedule (add/drop) for Web Late-Start (WBL)
October 9	Last day to register for CSDL classes
October 12	Columbus Day - College closed
October 21	Last day for Mini Session I course withdrawal
October 28	Warning grades due online
October 30	Last day to apply for December 2015 graduation
November 1	Mini Session I classes end
November 2	Mini Session II classes begin
November 4	Last day for adjusting schedules (add/drop) for Mini Session II
November 9	Continuing student registration for Spring 2016 begins
November 11	Veterans' Day - College closed
November 13	First day to apply for June 2016 graduation
November 19	Last Day for course withdrawal
November 26-29	Thanksgiving Day recess - College closed
December 1	All student registration for Spring Semester 2016 begins
December 9	Last day for Mini Session II course withdrawal

December 10	Last day to officially withdraw from the College
December 17	Classes end
December 18-23	Final week includes: final exams, weekend college final and make-up day
December 20	Mini Session II classes end

## Tuition and Fees

### Massachusetts Residents (MA) **\$149/credit**

Per credit: \$24 Tuition/\$115 College fees/\$10 Technology fee.  
(To qualify for MA rate, complete the Massachusetts In-State Tuition Form.)

### Non-Massachusetts Residents & International Students **\$355/credit**

Per credit: \$230 Tuition/\$115 College fees/\$10 Technology fee.

### The New England Regional Student Program **\$161/credit**

Per credit: \$36 Tuition/\$115 College fees/\$10 Technology fee.  
(Available to students from RI, CT, NH, ME, & VT that are approved by the Academic Records Office.)

### High Cost Courses

Additional \$35/credit fee for all AHE, CTC, EMS, EMT, MAC, MIG, MLT, MRC, NUR, RTH, SGT, SON, or VSN courses.

### Additional Fees

#### Health Insurance Fee (subject to change) **\$1,640**

(May be waived) Massachusetts State law requires that all students taking 9 or more credits have medical insurance. There are no exceptions. If you are taking 9 or more credit hours, you are automatically charged. You may waive the coverage if you are not an international student and have comparable coverage. For those with comparable coverage, the waiver application will be available at [www.Gallagherstudent.com/bhcc](http://www.Gallagherstudent.com/bhcc). Waiver requests are subject to an audit therefore please ensure that your coverage is current and meets state requirement or it will be rejected.

**Returned Check Fee ..... \$30**

**Stop Payment/Reissue Check Fee..... \$20**

**Liability Insurance Fee .....\$15**

**Photo ID Replacement Fee..... \$20**

**Parking Permit Fee ..... \$30**

## Payment Methods

Payment is required by July 1, for students registering on or after July 1 payment is due at the time of registration. Failure to pay in full, make payment arrangements, or complete your financial aid package (including paying for or waiving health insurance) will result in your being dropped from the unpaid courses at the close of business on the day of registration. BHCC accepts personal check, money order, American Express, Discover, MasterCard or VISA.

### Pay Online

Online at <https://selfservice.bhcc.edu/Student/Finance> (enter your login information) click on Student Finance, next select Expand All to see your account activity; next view the term the payment is for; click View Statement and make your Payment (to pay in full) or click on Set up Automatic Payment Plan to pay in monthly installments on the 5th of each month through automatic deduction from your account.

### Pay via Express Drop Box

Express drop box located outside the Student Payment Office Window, Room B219, for check and credit card payments using the envelopes provided (full payment due).

### Pay by Mail

Mail to 250 New Rutherford Avenue, Room B219, Boston, MA 02129-2925, Attn: Student Payment. Payment must be received prior to the payment due date (full payment due).

### Payment/Billing for Current Students Who Register Online

For students registering on the web, payment is due at the time of registration. Students must check Account Summary to view the amount due. Students must pay or have enrolled online in the monthly automatic payment plan otherwise they will be dropped from unpaid courses at the close of business on the day of registration. Hours of operation are Monday, Tuesday, and Wednesday 8:00 a.m.-7:00 p.m., Thursday 11:00 a.m.-7:00 p.m. and Friday 8:30 a.m.-4:00 p.m. Please check your academic and financial record before logging out to confirm that registration and payment was recorded; click on Account Summary to view your financial record and My Class Schedule. Please note it is your responsibility to continually check your BHCC email and your online billing account for information on any adjustments made to your account. It is important for you to check with the Financial Aid Office if registering for less than 12 credits as your aid will be adjusted.

### Third Party Billing

Students may submit a third party commitment letter or purchase order from an employer, etc. which allows the College to bill that party directly with no restrictions.

Documentation must be presented at the time of registration. Web registrants will need to present the third party information prior to registration to ensure that your financial account is credited or you may be dropped for non-payment. If your employer/sponsor has conditions such as grades before paying for your classes, you must pay your bill at the time of registration and then submit for reimbursement to your employer/sponsor. Students with third party must provide us with an authorization to disclose information if clarification is needed regarding billing, refunding, etc. You will find the authorization form here: <https://portal.bhcc.edu/Financial/StudentPayment/Forms/Forms/AllItems.aspx>. Authorization-to-Disclose-Information-Form.

### Payment Plans

FALL or SPRING Semesters: (no summer plan is available): The College offers an automatic installment payment plan. Students may enroll in the Payment Plan for a service fee, and make monthly payments for the upcoming semester. The first installment and the fee are due with the application. Budgets may be automatically adjusted to cover billed charges. Notification of changes will be sent to your email. Students who are delinquent will be subject to payment penalties, and may be denied the use of the payment plan in future semesters. Enroll online at <https://selfservice.bhcc.edu/Student/Finance>. Log on to your account using your user name and password and select Setup Automatic Payment Plan. Re-enter your login credentials then click on NBS payment plan link for the term you are setting up the plan for. Click on the E-Cashier Logo and complete the form.

Your payment will be automatically deducted from your checking, savings, or credit card account for the first and ALL subsequent payments. Payment plans are available online only. Be sure that funds are in your account on the 5th of each month.

### Outstanding Financial Obligations

Students who have any outstanding financial obligations to the College will not be permitted to register. Delinquent accounts must be paid in full. Unpaid balances will be referred for state and State and Federal intercept and to a collection agency. This means that your income taxes or other payments due to you will be intercepted to cover your outstanding balance. Furthermore, additional fees will be assessed and can be as much as 33% of the balance due.

Please be advised that your student account debt constitutes an "educational benefit overpayment or loan" as defined pursuant to 11 U.S.C section 523(a)(8). and therefore is not dischargeable in bankruptcy.

## Refunds

Students may drop (cancel) a credit course and receive a 100% refund within the schedule adjustment period. Go to <http://www.bhcc.mass.edu/admissions/studentpayment/refunds/> for more information.

There are no refunds after the schedule adjustment periods. Lack of attendance in a course does not constitute a drop. Students who register for a course and subsequently decide not to attend classes are responsible for officially dropping the course prior to the end of the schedule adjustment period by completing a schedule adjustment form at the Admission & Registration Desk (is this the proper name?) add location.

- 100% tuition and fees will be refunded through September 15, 2015.
- For Mini Session I 100% tuition and fees will be refunded through September 16, 2015.
- For Web Late Start classes 100% tuition and fees will be refunded if course is dropped (cancelled) by September 18, 2015.
- For Mini Session II 100% tuition and fees will be refunded through November 4, 2015.
- For Center for Self-Directed Learning courses (LC) 100% tuition and fees will be refunded if course is dropped (cancelled) within five (5) working days from the date of registration or five (5) days after the start of the semester.
- For Community Education courses (non-credit) 100% refund within two (2) working days prior to the start of the class.

No refunds are issued after the specified schedule adjustment period.

## Financial Aid

### Eligibility

Bunker Hill Community College awards millions of dollars in federal, state and institutional financial aid each year to eligible students. Many students, however, miss out because they do not think they are eligible and do not complete the Free Application for Federal Student Aid (FAFSA). To apply for financial aid, students must complete the FAFSA available on the Federal Financial Aid Website at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). When completing the FAFSA online, be sure to list Bunker Hill Community College in the "Schools Information Section." BHCC's code is 011210. Financial Aid can be used to pay for tuition, fees, books, transportation, and other educational expenses. We strongly encourage you to complete the FAFSA. Once BHCC has received your FAFSA, you will be notified of any additional requirements. Please note that financial aid requires enrollment in a degree or certificate program, therefore applying for admissions is necessary. If you need help with your financial aid application or college financial planning, our Financial Aid Office has counselors who can assist you.

## Policy for Adding Courses for Financial Aid Recipients

The deadline to be eligible for financial aid consideration for those semester classes that have not already met, mini sessions, home studies, and Center for Self Directed Learning classes, is the last day of the schedule adjustment (add/drop) period, September 15, 2015. For further information concerning financial aid eligibility, please contact Financial Aid at 617-228-2275.

## Course Information and Requirements

### Course Prerequisites

Some courses require students meet certain conditions prior to registering, known as prerequisites. Prerequisites include the following: completion of lower-level courses with a grade of C or better (unless otherwise noted); completion of computerized placement tests (CPTs); or admission to a specific program of study. Students must bring proof of course completion from other colleges or universities at the time of registration. Because we allow preregistration for BHCC students, it is the student's responsibility to drop the course if the final grade of the prerequisite course is a failing grade.

### Developmental Courses

Courses with numbers below 100 are considered developmental, not college-level. Only college-level courses count toward an associate degree or certificate.

### Schedule Adjustments

Students who wish to make an adjustment to their schedule must make the adjustment online. Students who have difficulty and are unable to process a schedule adjustment online should seek assistance at the Admissions and Registration desk, B203. Students who adjust their schedule (including adding a waitlisted course) must make full payment or make payment arrangements at the time of the adjustment. Financial Aid recipients must notify the Financial Aid Office of any adjustments to their original registration and all adjustments must be made by the end of the schedule adjustment deadline, September 15, 2015. Failure to do so will result in the dropping of all unpaid courses. If you accept a seat in a course for which you are waitlisted you must make payment arrangements for that course immediately. If adjustments to your schedule result in your registration in 9 or more credit hours, you will need to pay for or waive the health insurance fee.

### Auditing a Course

Students who wish to audit a course must obtain permission from the Registrar. Students planning to audit a course must indicate their intention at the time of registration, must have the required prerequisites for the course, and are required to pay full tuition and fees.

## Immunization Requirement

Massachusetts General Laws, Chapter 76, section 15C, requires that all full-time (12 or more credits) and all students in health programs (full and part-time) present evidence of immunity to measles, mumps, rubella, diphtheria, tetanus, and three doses of hepatitis B vaccine. Students in health career programs must also present evidence of immunity to Varicella and Mantoux testing for Tuberculosis. For measles, mumps, rubella, and Hepatitis B, serologic proof of immunity will be acceptable.

Students who fail to present the required information within 30 days from the date of registration will not be allowed to register for subsequent semesters or receive final grades until the immunization form is received by the Admissions and Registration desk, B203.

## Residency Requirement

All students registering for credit courses at BHCC, who are claiming entitlement to in-state tuition privileges, must complete the Application for Massachusetts In-State Tuition Rates form and supply supporting documentation at the time of registration.

## Alternative Learning

### BHCCOnline:

#### Your Source for Distance Education

BHCCOnline has been a leader in developing innovative methods of instructional delivery by offering the convenience and flexibility of Distance Education courses, with a greater course selection to facilitate student success. The BHCCOnline curriculum is comprised of:

- Web courses available entirely via the Internet (section "WB")
- Hybrid courses, that rely on both the Internet and traditional classroom instruction (section "HB")
- Web late start semester (section "WBL")

Distance Education courses involve the same (and at times, greater) academic rigor as the traditional college class. Like traditional classes, they are fully accredited and transferable to other institutions. Because teaching and learning in a virtual environment continues to evolve, and chances are that this will be a new experience for many students, willingness to consider an alternative educational experience such as this should be discussed with an academic advisor, faculty member, or a member of the BHCCOnline staff.

With the exception of having to take a midterm or final exam on campus (depending on the course), Distance Education – also known as Online Learning - does not require that the student be in a particular place at a particular time, or be physically located where the instructor happens to be. Students engaged in Online courses are required to establish and maintain weekly dialogue with instructors through various methods such as e-mail, discussion forums, chat rooms, messaging and web conferencing.

## Web Course Orientation

Students who are new to online courses are strongly urged to participate in one or more Orientation options to learn more about taking an online course, and to learn more using Moodle, our Learning Management System (LMS). Although participation is not mandatory, taking part in one of these orientation options will help you get a better grasp of the guidelines and expectations for successfully completing web courses at Bunker Hill Community College:

1. Participate in either of the "live" virtual computer based orientations from home or work on Thursday evening, September 3, 2015, beginning at 8:00 p.m. EDT; or on Friday, September 4, 2015, beginning at 12:00 p.m. (noon) EDT. Go to <http://www.bhcc.mass.edu/bhcconline> for login information. Note: a phone or microphone will be needed for audio, and a webcam is encouraged, although questions can be asked through the session's Chat feature, where you can type your inquiries.
2. Listen to the prerecorded orientation any time by clicking on the link located on the BHCCOnline website.
3. Join the Online Student orientation course, which begins one week prior to the start of the semester on Tuesday, September 1, 2015, and is available through Monday, September 7, 2015. Note: This course is a non-graded course, but it is an excellent chance to learn and to test the different tools you will be using in your actual course(s) in Moodle.

For more assistance, and for information about orientation, along with general information regarding BHCCOnline, please email Katie Turner ([kturner@bhcc.mass.edu](mailto:kturner@bhcc.mass.edu)), or call 617-228-2466, or visit the BHCCOnline Office (located at the Charlestown Campus H Building at 570 Rutherford Avenue, behind the Hood Milk Office Park – Room H134), and/or review all the information on the BHCCOnline website.

## Academic Requirements and Expectations

It is highly recommended that students complete RDG095 and ENG095 or place out of these courses through the college's incoming placement tests before enrolling in a web course. New students should complete one of the BHCCOnline Orientation sessions.

Successful students are highly motivated, independent learners with excellent time management skills. Distance learning students are required to maintain a consistent pace in submitting coursework and are expected to complete their course in a semester's time.

Distance learning courses are rigorous, and students should expect to spend between 6-10 hours each week working on their course.

## Distance Education Exam Requirement

A number of web courses require proctored exams on campus. In extreme circumstances, you may also arrange to have exams



proctored at other colleges or approved testing locations. Call 617-228-2466 for more information.

### Technical Skills Required to take BHCCOnline Courses

- Students must possess basic computer skills such as navigating the Internet, sending and receiving e-mail, word-processing, attaching documents, and toggling back-and-forth between applications and pages.
- Multimedia "PC" computer with at least a 1.8GHz processor, 4GB of RAM, Windows 7 or higher (or a comparable Macintosh) with the latest operating system updates is required. Tablet devices (8" and larger) are also acceptable to use with web courses – Windows, iOS or Android OS based.. Macintosh computers may not be used for CIT-110.
- A recent version of Microsoft Office (2010 or better, with Word, PowerPoint and Excel) is recommended.
- Access to the Internet with broadband connectivity is required.
- Browser requirements: Mozilla Firefox or Google Chrome are the recommended web browsers for Moodle (or Safari for Mac).
- Updated Java and Adobe Flash plugins on your web browsers.
- All students must be familiar with and know how to access their BHCC email (<https://webmail.bhcc.edu>). Your username and password for accessing email are the same as that for accessing Web Advisor. For more information about Web Advisor, go to [www.bhcc.mass.edu](http://www.bhcc.mass.edu) and click "myBHCC." Click "Students" and follow directions for User ID and password.
- Access to a printer.

### Accessing Web, Hybrid and Web-enhanced Courses

Your username and password for Moodle are the same as the credentials you use for the "myBHCC" Web Advisor portal.

Courses in Moodle for the upcoming semester are accessible to students one week prior to the start of classes. Access to courses in Moodle is given at the discretion of the instructor at any time between September 1 and 8, 2015 (September 22 for "WBL" / late-start courses). To log in, go to the BHCC Portal at [www.bhcc.mass.edu/portal](http://www.bhcc.mass.edu/portal) or to the BHCCOnline site at [www.bhcc.mass.edu/bhcconline](http://www.bhcc.mass.edu/bhcconline).

Students must begin their coursework during the first week of classes. Students should email [onlineservices@bhcc.mass.edu](mailto:onlineservices@bhcc.mass.edu) or attend an Orientation session (see the BHCCOnline website for links if having technical difficulties logging in to course).

### Center for Self-Directed Learning (CSDL)

The Center for Self-Directed Learning (CSDL) provides a unique program of study for Bunker Hill Community College students. This guided self-study program allows students to complete coursework without attending traditional lecture classes, but instead by working independently according to their own schedule and educational needs.

CSDL students work under the guidance of a course facilitator, who will be available to answer questions, offer advice, evaluate, respond to and grade student work. Facilitators are assisted by trained professional and peer tutors, who work closely with students in a one-on-one setting, or in small groups. Through the use of textbooks, multimedia resources, and required weekly hours in the CSDL, students remain active and engaged. For more information, please visit our website at [bhcc.mass.edu/csdl](http://bhcc.mass.edu/csdl), call 617-228-2225, e-mail us at [csdl@bhcc.mass.edu](mailto:csdl@bhcc.mass.edu), or visit room H165.

#### Fall Semester Hours:

Monday-Thursday: 8:30 a.m.-8:45 p.m.

Friday: 8:30 a.m.-1:00 p.m.

Saturday-Sunday: 8:30 a.m.-3:45 p.m.

### Late Night and Weekend Classes

Bunker Hill Community College offers both late night and weekend courses. Late-night courses are geared toward students who work late hours and others who cannot attend day-time classes, and make it possible for students currently taking 6 p.m. courses to attend two courses in the same evening. Weekend classes are designed to accommodate our students' busy lives. Classes are scheduled in various formats to provide students with flexible options including:

- Traditional sixteen week courses available on Friday evenings, Saturdays and Sundays;
- Hybrid courses (which combine classroom instruction with online instruction); and
- Saturday mini-session classes

Late night and weekend students may also take advantage of our other flexible options including:

- Individualized, self-paced courses through the Center for Self-Directed Learning and
- Web courses

For more information contact [onlineadvising@bhcc.mass.edu](mailto:onlineadvising@bhcc.mass.edu); Advising 617-228-2230; or Admissions 617-228-3398

# MASSACHUSETTS IN-STATE TUITION ELIGIBILITY FORM

**PLEASE PRINT CLEARLY**

Student I.D. number: or Social Security number: (Mandatory for Financial Aid and Tax Reporting)

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Gender:  Male  Female

Student's Last Name: \_\_\_\_\_

Student's First Name: \_\_\_\_\_

Middle Initial: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Apt: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Are you a U.S. Citizen?  Yes  No **If not, please complete the following question.**

Are you a Permanent Resident?  Yes (If yes, list alien registration number in box at end of row)  No

If you are not a U.S. Citizen or Permanent Resident, please state your Visa or immigration status in detail:

**PLEASE CHECK THE IN-STATE OR REDUCED TUITION ELIGIBILITY CATEGORY THAT APPLIES TO YOU:**

- I have been a Massachusetts resident for six (6) continuous months and intend to remain here.
- I have been a Massachusetts resident for LESS than six (6) continuous months.

As proof of my intent to remain in Massachusetts, I possess at least 2 of the following documents, which I shall present to the institution upon request. These documents\* must be dated between six (6) months and one (1) year of the start date of the academic semester for which I seek to enroll (except for my high school diploma, which may only be used if I graduated within one (1) year of the start date of the academic semester for which I am enrolling †). The institution reserves the right to make any additional inquiries regarding the applicant's status and to require submission of any additional documentation it deems necessary.

**Please check the documents you possess as proof of your intent to remain in Massachusetts and bring them with you to BHCC.**

- |  |  |   |  |   |
|--|--|---|--|---|
| <input type="checkbox"/> Valid Drivers License                                   | <input type="checkbox"/> Utility Bills *                     | <input type="checkbox"/> Employment Pay Stub *          | <input type="checkbox"/> Valid Car Registration    | <input type="checkbox"/> Voter Registration * |
| <input type="checkbox"/> State/Federal Tax Returns *                             | <input type="checkbox"/> Massachusetts High School Diploma † | <input type="checkbox"/> Signed Lease or Rent receipt * | <input type="checkbox"/> Military Home of Record * | <input type="checkbox"/> Other                |
| <input type="checkbox"/> Record of parents' residency for unemancipated person * |  |   |  |   |

I am an eligible participant in the New England Board of Higher Education's Regional Student Program.

I am a member of the armed forces (or spouse or unemancipated child) on active duty in Massachusetts.

- i. I possess a work authorization card and will provide this as part of my instate eligibility.
- ii. I am a Deferred Action Childhood Arrival (DACA) and will provide a C33 card as part of my instate eligibility.

## CERTIFICATION OF INFORMATION

I certify that this information is true and accurate. I understand that any misrepresentation, omission or incorrect information shall be cause for disciplinary action up to dismissal, with no right of appeal or to a tuition refund.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_  
Applicant is under 18 Years Old

Date: \_\_\_\_\_

## FOR OFFICIAL USE ONLY - DO NOT WRITE IN THIS AREA

I have reviewed the above information in order to determine this individual's eligibility to receive the in-state tuition rate. Based on my review I have determined that this individual:

- IS eligible for the in-state Tuition rate
- IS NOT eligible for the in-state tuition rate
- I am unable to make a determination at this time

Authorized College Personnel: \_\_\_\_\_

Date: \_\_\_\_\_

The following additional information has been requested from the applicant:

Course Number Section Title

Course Number Section Title

Course Number Section Title

Course Number Section Title

Course Number Section Title

Course Number Section Title

Day	7:00-8:15	8:30-9:45	10:00-11:15	11:30-12:45	1:00-2:15	2:30-3:45	3:55-5:10	Early Evening	Evening
Monday	A	C	E	G	I	J	L		
Tuesday	B	D	F	H	ACTIVITY PERIOD	K	M		
Wednesday	A	C	E	G	I	J	L		
Thursday	B	D	F	H	ACTIVITY PERIOD	K	M		
Friday		N		O					
Saturday			A.M. Classes: 9:00-11:45 a.m.				P.M. Classes: 12:00 p.m. on		
Sunday			A.M. Classes: 9:00-11:45 a.m.				P.M. Classes: 12:00 p.m. on		

# Bunker Hill Community College Registration Form

Student I.D. number: or Social Security number: *(Mandatory for Financial Aid and Tax Reporting)* ↓

Date of Birth: \_\_\_ / \_\_\_ / \_\_\_

Gender:  Male  Female

Student's Last Name: \_\_\_\_\_

Student's First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Apt: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

<b>Residency:</b>	<input type="checkbox"/> Massachusetts Resident	<input type="checkbox"/> Out of State Resident	<b>TERM:</b> Fall <u>20</u> <input type="checkbox"/> Spring <u>20</u> <input type="checkbox"/> Summer <u>20</u> <input type="checkbox"/>
<b>Citizenship:</b>	<input type="checkbox"/> U.S. Citizen	<input type="checkbox"/> Resident Alien #	
	<input type="checkbox"/> Non-Resident Alien Needs I-20	<input type="checkbox"/> Non-Resident Alien Does not need I-20	
<b>Ethnicity: (choose one)</b>	<input type="checkbox"/> Hispanic/Latino	<input type="checkbox"/> Non Hispanic/Latino	

**Race:**  
*(please select one or more of the following)*

<input type="checkbox"/> AN - American Indian/ Alaskan Native	<input type="checkbox"/> HP - Native Hawaiian/ Pacific Islander	<input type="checkbox"/> AS - Asian
<input type="checkbox"/> BL - Black/African American	<input type="checkbox"/> WH - White	<input type="checkbox"/> CV - Cape Verdean
<input type="checkbox"/> NR - Non-Resident	<input type="checkbox"/> UN - Unknown	

COMMENTS:

SUBJECT	COURSE NUMBER	SECTION	COURSE TITLE	CREDIT HOURS	ADVISOR APPROVAL
Example <b>ENG</b>	<b>111</b>	<b>01</b>	<b>College Writing I</b>	<b>3</b>	

**Note:** When you sign this registration form, you are academically and financially responsible for the course(s) for which you register.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course Entry:
Initials:
Date:

250 New Rutherford Avenue  
Boston, MA 02129-2929  
bhcc.mass.edu

**CHARLESTOWN CAMPUS**  
250 New Rutherford Avenue  
Boston, MA 02129  
617-228-2000  
TTY: 617-228-2051

**CHELSEA CAMPUS**  
175 Hawthorne Street  
Chelsea, MA 02150  
617-228-2101  
TTY: 617-228-3377

**EAST BOSTON SATELLITE**  
East Boston Neighborhood  
Health Center, Education and  
Training Institute  
250 Sumner Street  
East Boston, MA 02128  
20 Maverick Square  
East Boston, MA 02128  
617-568-6492  
TTY: 617-228-3377

**MALDEN SATELLITE**  
Malden High School  
77 Salem Street  
Malden, MA 02148  
617-228-3319  
TTY: 617-228-2051

**SOUTH END SATELLITE**  
I.B.A./Villa Victoria  
405 Shawmut Avenue  
Boston, MA 02118  
617-927-1707  
TTY: 617-228-2051

**AFFIRMATIVE ACTION and EQUAL OPPORTUNITY POLICY**

Bunker Hill Community College is an affirmative action/equal opportunity institution and does not discriminate on the basis of race, creed, religion, color, sex, sexual orientation, gender identity, age, disability, genetic information, maternity leave, and national origin in its education programs or employment pursuant to Massachusetts General Laws, Chapter 151B and 151C, Titles VI and VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973; Americans with Disabilities Act, and regulations promulgated thereunder, 34 C.F.R. Part 100 (Title VI), Part 106 (Title IX) and Part 104 (Section 504). All inquiries concerning application of the above should be directed to Thomas L. Saltonstall, Director of Diversity and Inclusion, Affirmative Action Officer, and Coordinator of Title IX and Section 504, at 250 New Rutherford Avenue, Room E236F, Boston, MA 02129, by calling 617-228-3311 or via email at [tsalton@bhcc.mass.edu](mailto:tsalton@bhcc.mass.edu).

When a student or employee believes s/he has been discriminated against based on race, creed, religion, color, national origin, age, sex, gender identity, genetic information, maternity leave, sexual orientation or disability status, the College's Affirmative Action Plan provides an informal complaint process and a formal complaint process which may be accessed by any member of the College community. Whether a complaint/grievance is formal or informal, the College will conduct a prompt, thorough, fair and objective investigation, and will take such corrective action as is appropriate under the circumstances. No student or employee shall be retaliated against for filing a discrimination complaint/grievance or for cooperating with the College's investigation thereof.

For more information, to file a complaint/grievance, or for a copy of the plan and/or complaint/grievance procedure, contact Thomas L. Saltonstall, the College's Affirmative Action Officer at 617-228-3311.