



Summer 2016 Registration Information

bhcc.edu/courseschedules



**Bunker Hill
Community College**

imagine the possibilities

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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

Registration Information

Summer 2016 Course Registration

BHCC Students currently enrolled in Spring Courses begin registering on April 6, 2016.

New and Non-degree Seeking (Guest) Students begin registering on April 13, 2016.

Summer 2016 Session Dates

Summer I	June 6 - July 16
Bridge Session	June 6 - July 29
Academic ESL Session	June 6 - August 6
Web Courses	June 6 - August 26
Center for Self-Directed Learning (CSDL)	June 6 - August 18
Session II	July 18 - August 26

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 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).
- Register online for currently enrolled students or submit a completed registration form (new students).
- Pay for courses.

Apply for Admission

BHCC is currently accepting applications for our fall 2016 semester. We encourage you to apply online at <http://bhcc.edu/admissions/applynow/>. The Admissions Office does not accept students for the summer semester and financial aid is not available for students who are only attending the summer semester. If you are not seeking a degree/certificate and just want to take classes, you do not need to complete an application of admission. For more information contact the Admission Office at 617-228-3398 or email us at admissions@bhcc.mass.edu.

How to Register for Classes

Continuous walk-in Registration

Non-degree seeking (guest) students may register at the Registration desk, located in the Main Lobby, B-Building, Charlestown Campus, and at the Enrollment Office on the

Chelsea Campus (see registration requirements above) on the following days and times:

- Mondays-Tuesdays: 8:30 a.m.-7:00 p.m.
- Wednesdays: 8:30 a.m. - 6 p.m.
- Thursdays: 11 a.m. - 6 p.m.
- Fridays: 8:30 a.m. - 4:00 p.m.
- Saturdays: 8:30 am. - 4:00 p.m. (Charlestown only)

Course Availability

Use the Search for Sections feature of BHCC's online system to see what courses are being offered this summer. Directions for How to Search for Availability of Classes are located at <http://www.bhcc.mass.edu/admissions/academicrecords/howtosearchforavailabilityofclasses/>

To find:

- Summer I courses**
select the Term Summer I from the pull-down menu
- Bridge Session courses**
select the Term Summer I from the pull-down menu
- Academic ESL courses**
select the Term Summer I from the pull-down menu
- Web courses**
select the Term Summer I from the pull-down menu
- Center for Self-Directed Learning courses**
select the Term Summer I from the pull-down menu
- Summer II courses**
select the Term Summer II from the pull-down menu

The College will be closed: Monday, May 30 and Monday, July 4, 2016. Registration will also be closed on Saturday, May 21, 2016 as we celebrate Commencement with our Spring graduates.

Register Online

Currently enrolled students are required to register online using their myBHCC account. To access online registration log in to our BHCC website (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 Registration desk, Main Lobby, Charlestown Campus or Enrollment Services on the Chelsea Campus. Paper registrations will only be accepted at the Registration desk for students with special circumstances as referred by an advisor.

Pay for Classes

Summer courses must be paid for at the time of registration. Failure to pay will result in courses being dropped at the close of business on the day of registration. Financial aid students should

be aware that a financial aid award may hold your course from being dropped. All students who have decided not to attend a course must ensure that they have dropped the course online or in person. Please visit www.bhcc.mass.edu/tuition/tuitionfees-summer2016 and <http://www.bhcc.mass.edu/admissions/studentpayment/payments/> for information on the cost of attendance and payment options.

Please note that payment plans are not available for summer courses and financial aid is only available for eligible students who were enrolled at BHCC during the 2015/2016 academic year. Please visit www.bhcc.mass.edu/admissions/studentpayment/refunds for information regarding refunds.

Registration for Community Education (Non-Credit Courses)

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 <http://www.bhcc.mass.edu/ce> or in person at the Registration desk on the Charlestown Campus, 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 courses offered through Community Education or for further information, please visit www.bhcc.mass.edu/ce.

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>. New non-degree students will have access to their online services account after completing their initial registration with the College. Directions for accessing your online account and BHCC email are available at the Registration desk, Main Lobby, B-Building, Charlestown. BHCC correspondence will be sent to your BHCC email account. Email accounts are assigned to all registered students. Students are required to check their BHCC email account frequently for up-to-date information concerning their academic record and official college correspondence.

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 [\[bhcc.bncollege.com\]\(http://bhcc.bncollege.com\). Students may click on the textbook tab at the top of the page and follow the directions.](http://</p></div><div data-bbox=)

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.

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. 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.

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 higher (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 Registration desk, Main Lobby, Charlestown Campus or Enrollment Services on the Chelsea Campus. Summer courses must be added before the course begins. Center for Self-Directed Learning courses must be added prior to last day to register for a CSDL course as noted in the Academic Calendar. Students who adjust their schedule (including adding a waitlisted course) must make full payment 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 designated schedule adjustment deadline. 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.

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.

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")

For more assistance, and for information about orientation, along with general information regarding BHCCOnline, www.bhcc.edu/bhcconline 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).

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, call 617-228-2225, e-mail us at csdl@bhcc.mass.edu, or visit room H165.

Summer Semester Hours:

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

For more information, please visit www.bhcc.mass.edu/csdl/

MASSACHUSETTS IN-STATE TUITION ELIGIBILITY FORM

PLEASE PRINT CLEARLY

Student I.D. number: ↓

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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If not, please complete the following question.
Are you a Permanent Resident?	<input type="checkbox"/> Yes (If yes, list alien registration number in box at end of row)	<input type="checkbox"/> 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:



Bunker Hill Community College Registration Form

Student I.D. number: ↓

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: _____

Residency:	<input type="checkbox"/> Massachusetts Resident	<input type="checkbox"/> Out of State Resident	TERM: Fall <u> 20 </u> <input type="checkbox"/> Spring <u> 20 </u> <input type="checkbox"/> Summer <u> 20 </u> <input type="checkbox"/>
Citizenship:	<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	
Ethnicity: (choose one)	<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 ENG	111	01	College Writing I	3	

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: