Bunker Hill Community College
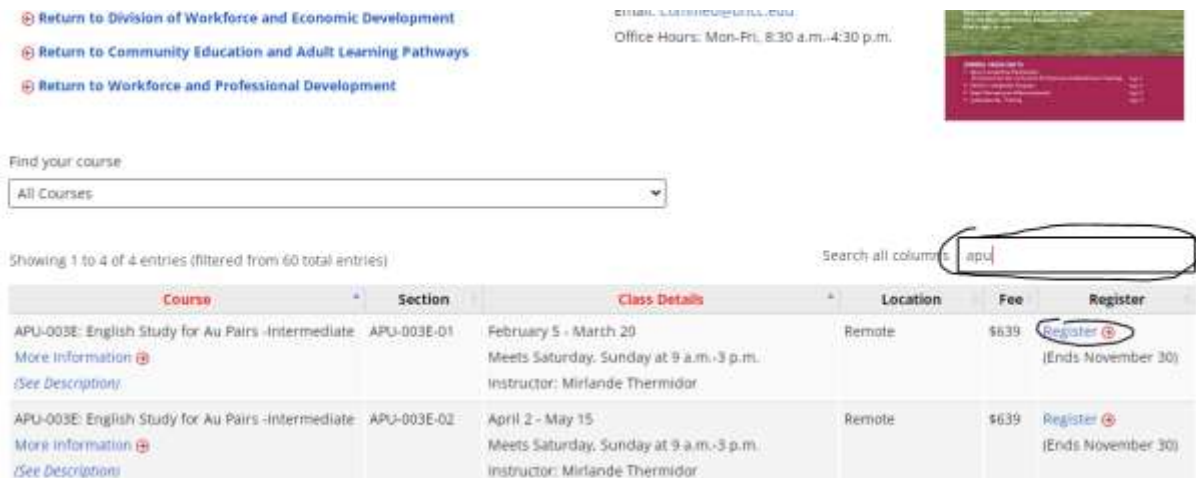
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Workforce and Community Education Registration Process

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**

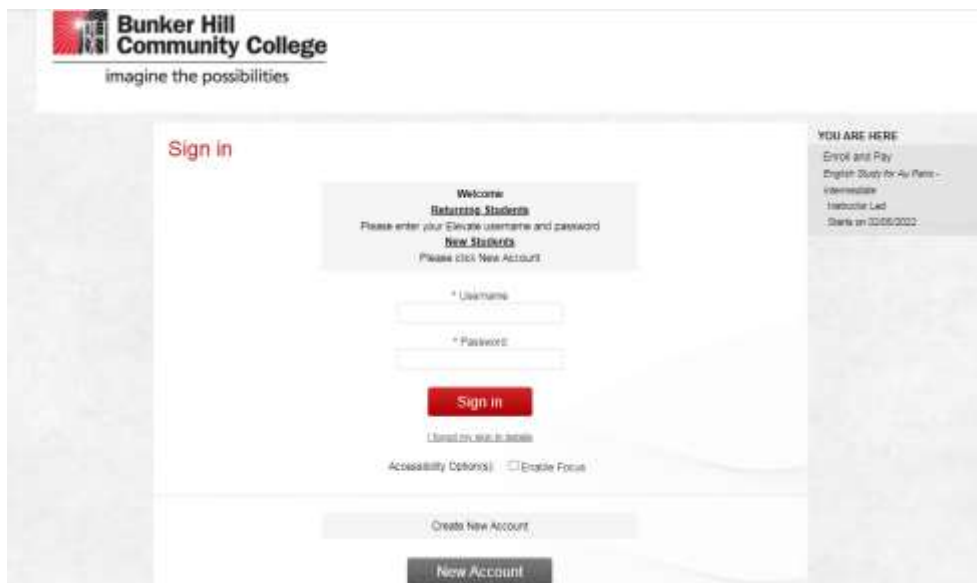3) Click **New Account** for new student **or Sign in**

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

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

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

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   (Select)   Add

Previous   Save & Exit   Next

Your Details
Personal Data
Address
Document Upload
Payment
Review

Home Page   Contact Us   Privacy Policy   © Bunker Hill Community College

8) **Fill in Home Address, then click Next**

Address

- Please enter your address below.

Home Address

* Country	United States
* Address Line 1	
Address Line 2	
* City	
* State	(Select)
* Email	
* Zip code	
Phone	
* Mobile	

Your Details
Personal Data
Address
Document Upload
Payment
Review

Mailing Address (Optional)

	☐ Same as Home Address
* Country	United States
* Address Line 1	
Address Line 2	
* City	
* State	(Select)
* Zip code	

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**

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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

Your Details
Personal Data
Address
Document Upload
Payment
Review

Attach File   Choose File   C.. cord card.jpg

* Description   Vaccine Card   Upload

Previous   Save & Exit   Next

10) Click Next

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

Attach File   Choose File   No file chosen
* Description [   ]   Upload

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

Previous   Save & Exit   Next

11) Checked box, click Next

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Payment

• Below is an overview of the fees due.

Your Fees

Detail View

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 ☑

Previous   Save & Exit   Next

12) **Type in credit card number**, click **Continue**

Payment Client

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:

VISA   DISCOVER   BCard   JCB

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

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Contact

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