



Bunker Hill Community College Summer 2015 Registration Information

Registration Information • Tuition/Fees/Financial Aid • Course Information and Requirements

TABLE OF CONTENTS

Registration Information

Summer 2015 Session Dates	page 3
Registration Requirements	page 3
How to Register for Classes	page 3
Continuous Walk-in Registration	page 3
Online	page 3
Community Education (Non-Credit Courses)	page 3
Online Services and Student Email	page 3

The Higher Education Opportunity Act (HEOA) Textbook Provision	page 4
--	--------

Summer 2015 Academic Calendar	page 4
---	--------

Tuition and Fees

Massachusetts Residents	page 4
Non-Massachusetts Residents and International Students	page 4
The New England Regional Student Program	page 4
High Cost Courses	page 4
Additional Fees	page 4
Returned Check Fee	page 4
Stop Payment/Reissue Check Fee	page 4
Liability Insurance Fee	page 4
Photo ID Replacement Fee	page 4
Parking Permit Fee	page 4

Payment Methods

Pay Online	page 5
Pay via Express Drop Box	page 5
Pay by Phone	page 5
Payment/Billing for Current Students Who Register Online	page 5
Third Party Billing	page 5
Payment Plans	page 5
Outstanding Financial Obligations	page 5
Refunds	page 5

Obtain a BHCC Identification Card	page 5
Obtain a Parking Permit	page 5

Financial Aid

Eligibility	page 6
Financial Aid Policy for Adding Courses	page 6

Course Information and Requirements

Course Prerequisites	page 6
Developmental Courses	page 6
Schedule Adjustments	page 6
Auditing a Course	page 6
Immunization Requirement	page 6
Residency Requirement	page 7

Alternative Learning

BHCC Online:	page 7
Web Course Orientation	page 7
Academic Requirements and Expectations	page 7
Distance Education Exam Requirement	page 7
Technical Skills Required to take BHCCOnline Courses	page 7
Accessing Web, Hybrid and Web-Enhanced Courses	page 8

Center for Self-Directed Learning (CSDL)	page 8
--	--------

Weekend Courses	page 8
---------------------------	--------

Massachusetts In-State Tuition

Eligibility Form	page 9-10
----------------------------	-----------

Course Planner and Advising Grid	page 11
--	---------

Registration Form for Credit and Non-Credit Courses	page 12
---	---------

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

Registration for Summer 2015 Courses begins on April 14, 2015

Currently Enrolled Students May Begin Registering on April 7, 2015

Summer 2015 Session Dates

Summer I	June 1-July 9
Bridge Session	June 1-July 23
Academic ESL Session	June 1-July 31
Web Courses	June 1-August 20
Center for Self-Directed Learning (CSDL) . . .	June 1-August 13
Session II	July 13-August 20

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 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.

Apply for Admission

BHCC is currently accepting applications for our fall 2015 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 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:	8:00 am.-4:00 p.m. (Charlestown only)

Please note: the College will be closed: Monday, May 25 and Saturday, July 4, 2015.

Register Online

Currently enrolled students are required to register online using their myBHCC account. Registration for currently enrolled students begins April 7, 2015. 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 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)

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 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 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 Admissions and Registration desk, B203. 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.

Summer 2015 Academic Calendar

SUMMER 2015 SESSIONS	
May 29	Last day to register for Session I, Bridge, ESL, and Web classes
June 1	Session I/Bridge/Academic ESL classes begin
June 3	Last day for adjusting schedules (add/drop) for Session I, Bridge, and Academic ESL
June 5	Updated rosters available online
June 24	Last day for Session I class withdrawal
June 26	Last day to register for CSDL classes
July 3	Last day for Bridge Session class withdrawal
July 4	Independence Day – College closed
July 8	Last day for Academic ESL Session class withdrawal
July 9	Session I classes end
July 10	Last day to register for Session II classes
July 13	Session II classes begin
July 15	Last day for adjusting schedules (add/drop) for Session II
July 23	Bridge Session classes end
July 29	Last day for CSDL and Web class withdrawal
July 31	Academic ESL Session classes end
August 5	Last day for Session II classes withdrawal
August 13	CSDL classes end
August 20	Session II classes end

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.

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

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 at the time of registration. Failure to pay 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 <http://onlineservices.bhcc.mass.edu> (select Student Menu) and then select Make A Payment.

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 Phone

Dial 1-866-519-0785. Processing phone payments may take at least 48 hours to appear on your account in WebAdvisor, however your account will be noted by the end of the business day (7 p.m.).

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 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.

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: <http://bhcc.mass.edu/media/03-documents/Authorization-to-Disclose-Information-Form>.

Payment Plans

The College does not offer a payment plan for summer courses.

Outstanding Financial Obligations

Students who have any outstanding financial obligations to the College will not be permitted to register for classes. Delinquent accounts must be paid in full. Unpaid balances will be referred for 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.

Refunds

Students may drop (cancel) a credit course and receive a 100% refund within the schedule adjustment period. (See Schedule Adjustments.)

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, B203.

- Session I, Bridge, ESL courses and Web courses 100% tuition and fees will be refunded through June 3, 2015.
- Session II courses 100% tuition and fees will be refunded through July 15, 2015.
- For Center for Self-Directed Learning courses (LC) 100% tuition and fees will be refunded if course is dropped (cancelled) during the schedule adjustment period for Session I (June 3) or if registered after schedule adjustment within five (5) days from the date of registration.
- 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.

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.

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.*

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. When completing the FAFSA online, be sure to list Bunker Hill Community College as 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 summer financial aid is only available for students who have already been accepted and are currently matriculated at the college. 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 need help with your financial aid application or college financial planning, our Financial Aid Office has counselors who can assist you.

Financial Aid Policy for Adding Courses

If you intend to take "late start" courses in Summer Session I and/or Session II (for example, independent arranged courses etc. and/or CSDL (LC) courses), registration MUST be completed by the last day of the add/drop period for the specific Summer Session in which you intend to enroll.

For further information concerning financial aid eligibility, please contact the Financial Aid Office at 617-228-2275 or drop by the Financial Aid Office, Room B213.

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 Admissions and Registration desk, B203. 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.

Immunization Requirement

Massachusetts General Laws, Chapter 76, section 15C, requires that all full-time (9 credits in any Summer Session) 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 located at the end of this publication. 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, May 28, 2015, beginning at 8:00 p.m. EDT; or on Friday, May 29, 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, May 26, 2015, and is available through Sunday, May 31, 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 (ktturner@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 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 May 26 and June 1, 2015. To log in, go to the BHCC Portal at www.bhcc.mass.edu/portal or to the BHCCOnline site at www.bhcc.mass.edu/bhcconline.

Students must begin their coursework during the first week of classes. Students should email 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, 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.

Weekend Courses

Weekend classes are designed to accommodate our students’ busy lives. Classes are scheduled in various formats to provide students with flexible options including:

- Traditional courses available on Saturdays; and
- Hybrid courses (which combine classroom instruction with online instruction).

For more information contact onlineadvising@bhcc.mass.edu; Advising 617-228-2230; or Admissions 617-228-3398

Massachusetts Community College In-State Tuition Eligibility Form

Bunker Hill Community College requires all students claiming in-state tuition eligibility to submit documentation. An eligible person shall mean (A) a U.S. Citizen, lawful immigrant, permanent resident, or holder of another legal immigration status, (B) who has satisfied the durational residency requirement and can demonstrate his/her intent to remain in Massachusetts.

Provide one document from the list below:

- U.S. Citizen (student must submit birth certificate or U.S. passport)
- Resident Alien (student must submit copy of resident alien card)
- U.S. permanent resident with I-151, I-551, and I-551C forms (students must submit INS documentation)
- I-94 from the U.S. Immigration and Naturalization Service with one of the following designations stamped on the card: refugee; Cuban-Haitian entrant status pending; asylum granted; indefinite parole; or humanitarian parole (student must submit passport or INS documentation).
- Non-citizen who is in (or who is eligible to apply and who has applied for) refugee/asylum status

Provide two documents from the document list in the box on the next page of this form.

Please present the two documents you selected from the next page of this form. The documents must be dated at least 6 months prior to the first day of classes for the semester/session you are enrolling, but not more than one year prior to that date.

Documentation must be provided to Admissions and Enrollment Services at the time of registration or upon submission of your admission application, whichever comes first. For questions concerning residency requirements, please contact the Office of Admissions at 617-228-3398.



imagine the possibilities

Massachusetts Community College 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.

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:

- | | | |
|--|--|---|
| <input type="checkbox"/> IS eligible for the in-state Tuition rate | <input type="checkbox"/> IS NOT eligible for the in-state tuition rate | <input type="checkbox"/> 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 Planner and Advising Grid

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: _____

Residency:

Massachusetts Resident

Out of State Resident

Citizenship:

U.S. Citizen

Resident Alien #

Non-Resident Alien
Needs I-20

Non-Resident Alien
Does not need I-20

TERM:

Fall 20

Spring 20

Summer 20

Ethnicity: (choose one)

Hispanic/Latino

Non Hispanic/Latino

Race:

(please select one or more of the following)

AN - American Indian/
Alaskan Native

HP - Native Hawaiian/
Pacific Islander

AS - Asian

BL - Black/African American

WH - White

CV - Cape Verdean

NR - Non-Resident

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:



imagine the possibilities

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

CHARLESTOWN CAMPUS

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

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

I.B.A./Villa Victoria
405 Shawmut Avenue
Boston, MA 02118
617-927-1707
TTY: 617-242-2365

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.

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.