

# BUNKER HILL



## Fall 2016 Registration Information

[bhcc.edu/courseschedules](http://bhcc.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

To enroll in a degree or certificate program, complete an admissions application at [www.bhcc/admissions/applynow/](http://www.bhcc/admissions/applynow/). 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

Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and fill out the FAFSA; list Bunker Hill Community College in the "Schools Information Section" BHCC's code is 011210. Financial aid requires enrollment in a degree or certificate program; applying for admission 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 must complete the Computerized Placement Test (CPTs) unless they have successfully completed college-level English and math courses (earning a grade of C or higher) at another accredited college/university. 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

Information about attending a mandatory orientation, advising and registration session will be mailed to accepted students with the acceptance letter. Non-degree seeking students may register during posted registration hours.

## Pay for Classes

Fall courses must be paid for by posted deadlines. For more information, please go to: <http://www.bhcc.mass.edu/admissions/studentpayment/payments/>.

## Submit Immunization Documentation

Students registered in 12 or more credits (full time) or students enrolled in a health career program, must complete an immunization record form (available the Registration Desk, Main Lobby, B-Building) and return it within 30 days of the date of registration.

## Obtain a BHCC Identification Card

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

## Obtain a Parking Permit

To park on campus, purchase a BHCC parking permit 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. Enter your address correctly; 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.

## Online Services and Student Email

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. 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 Registration Desk, Main Lobby, B-Building, Charlestown Campus.

# Registration Information

BHCC students currently enrolled in Spring courses begin registering on April 6, 2016.

Newly accepted students will receive information about registration in acceptance packet.

Non-degree seeking (guest) students begin registering on May 4, 2016.

## Fall 2016 Session Dates

Fall Semester . . . . .	September 6 - December 23
Mini Session I . . . . .	September 12 - October 30
Late Start Web Courses . . . . .	September 12 - December 23
Mini Session II . . . . .	October 31 - December 18
Center for Self-Directed Learning (CSDL) . . . . .	September 6 - December 16

## 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 or completed an online application; 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 non-degree seeking students).
- Pay for courses or make payment by the required payment due date.

## How to Register for Classes

Online registration is required for all continuing students. New non-degree seeking students may submit their completed registration form at the Registration desk, located in the Main Lobby, B-Building on the Charlestown Campus, and at the Enrollment Office on the Chelsea Campus:

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 a.m. - 4:00 p.m. (Charlestown only)

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

## Course Availability

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

## Register Online

Currently enrolled students are required to register online using their WebAdvisor/Portal account. If you have a problem logging in, please contact the student help line at 617-228-3441. Assistance with online registration is available in the LifeMap Commons, room E235 for degree/certificate seeking students. Assistance for non-degree seeking students is available at the computer counter in the Main Lobby, B-Building on the Charlestown Campus. If you have problems registering for classes, please contact the Academic Records Office at 617-228-2403 or visit the Admissions and Registration Desk, Main Lobby, B-Building on the Charlestown Campus or Enrollment Services on the Chelsea Campus. Paper registrations will only be accepted at the Registration desk for students with special circumstances who are unable to register online.

## 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 noncredit course may register online at [www.bhcc.mass.edu/CE](http://www.bhcc.mass.edu/CE) or in person at the Registration desk located in the Main Lobby, B-Building on the Charlestown Campus 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.

# 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 (except web and Center for Self-Directed Learning courses). Students who have difficulty and are unable to process a schedule adjustment online should seek assistance at the Registration Desk, Main Lobby, B-Building on the Charlestown Campus.

- For courses meeting TWICE a week; a student may add a course before the start of the second class meeting.
- For courses meeting ONCE a week; a student may not add a course that has already met.
- Web Courses must be added in person at the Registration Desk, Main Lobby, B-Building on the Charlestown Campus by 4 p.m., Friday, September 9, 2016.
- Financial Aid recipients must register for all mini session and late start courses by the end of the schedule adjustment period.
- Students may drop a course up until the schedule adjustment deadline listed in the academic calendar.
- Students who adjust their schedule (including adding a waitlisted course) must make payment arrangements by posted payment deadlines. 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. 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 meet the required prerequisites, are required to pay full tuition, and once approved may not change to a graded course status. An audit course may not be transferred or used toward graduation requirements.

### **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 Registration Desk, Main Lobby, B-Building on the Charlestown Campus.

### **Residency Requirement**

All students registering for credit courses at BHCC, who are claiming entitlement to in-state tuition privileges, must complete the Massachusetts In-State Tuition Eligibility Form or complete online admissions application.

## **Alternative Learning**

### **BHCCOnline: Your Source for Distance Education**

BHCCOnline offers 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 traditional in-class courses. Like traditional classes, they are fully accredited and transferable to other institutions. Students are strongly encouraged to discuss taking a Distance Learning course with an academic advisor, faculty member, or a member of the BHCCOnline staff.

For more assistance, and for information about orientation, along with general information regarding BHCCOnline, please visit <http://www.bhcc.edu/bhcconline/>. The BHCCOnline Office is 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](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.

# 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?  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: ↓

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: 617-228-2051

**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 [tlsalton@bhcc.mass.edu](mailto:tlsalton@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.