

# SHRM Learning Certification Test Prep Course Sections

Please review carefully and select the appropriate course section.

**BSN-124-T1** (Tuesday section: Tuesday evenings from 6pm – 9pm, 12 sessions)

**BSN-124-S1** (Saturday section: Saturdays from 9am - 3pm, bring your own lunch, half-hour lunch, six sessions )

*STEP-BY-STEP REGISTRATION INSTRUCTIONS*

# How To Register for Your Class → **\*\*Print These Directions Please**

1<sup>st</sup>—Go to (click on) this website: <http://www.bhcc.mass.edu/ce>

**Scroll Down** ↓

2<sup>nd</sup>—Click on the Register Now RED Button → 

3<sup>rd</sup>—Click on “Community Education” → 

4<sup>th</sup>—Click on →   
[Register and Pay for Community Education Classes](#)

5<sup>th</sup>—Type “bsn” in the field labeled “Course Code Number.” → 

6<sup>th</sup>—Click the “Submit” button → 

7<sup>th</sup> – Put checkmark “√” next to the course option you are registering for.



Select	Course Name and Title	Meeting Information	Location
<input type="checkbox"/>	<a href="#">BSN-124-S1 (60324) Society for Human Resource Mgt</a>	02/28/2015-05/16/2015 Lecture Saturday 09:00AM - 02:00PM, Health and Wellness Building, Room G138	Community Education
<input type="checkbox"/>	<a href="#">BSN-124-T1 (60323) Society for Human Resource Mgt</a>	02/10/2015-05/05/2015 Lecture Tuesday 06:00PM - 09:00PM, Health and Wellness Building, Room G140	Community Education

Then click SUBMIT



**SUBMIT**

Please note that if you are registering for the Saturday section, BSN-124-S1, the class end time is 3pm, not 2pm.

**8<sup>th</sup> -- Fill out Personal Identification page, (only \* fields)**

**→ For the address, use your host family address:**

**Check Box → then Click Submit**



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YOU MUST CERTIFY IN ORDER TO PROCEED: I certify that I am the person described above, and that the information presented here is correct to the best of my knowledge.

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**SUBMIT**

**9<sup>th</sup>—Additional Registration Info Page > Select “Non-degree Personal/Job” from the drop-down menu.**



Educational Goal

Then Click  **SUBMIT**

**10<sup>th</sup>—On the “Pay for Classes” Page→ Select “Register now (check out)” and then select payment method.**

Price	Course Name and Title	Meeting Information
1,200.00	BSN-124-S1 (60324) Society for Human Resource Mgt	02/28/2015-05/16/2015 Lecture Saturday 09:00AM - 02:00PM, Health and Wellness Building, Room G138

Total Amount Due 1,200.00

Choose one of the following: \*

Select a payment method to complete registration (check out)

Payment Type

Then Click→

**SUBMIT**

**11<sup>th</sup>— Processing My Credit Card Payment**

Click



**CONTINUE**

**12<sup>th</sup>— You will be directed Enter Your Credit Card information and click “Pay Now”.**

Thank you, and we look forward to meeting you on your first day of class!"