Advising and Registration Guide
Bunker Hill Community College

Advising & LifeMap
N-210

On Campus Hours:
Monday-Thursday 9 a.m. - 6 p.m.
Friday 12 - 4 p.m.

Virtual/Chat Hours:
Monday-Tuesday 12 - 6 p.m.
Wednesday-Thursday 10 a.m. - 5 p.m.
Friday 12 - 4 p.m.

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English Language Learning Sequence

- **ELL-101** (6 credits)
- **ELL-102** (6 credits)
- **ELL-103** (6 credits)
- **ENG-111** (3 credits)
- **ENG-112** (3 credits)

English and Reading Sequence

- **ENG-090** (3 credits)
- **ENG-095** (3 credits)
- **RDG-090** (3 credits)
- **RDG-095** (3 credits)
- **ENG-111** (3 credits)
- **ENG-112** (3 credits)

Math Sequence

- **MAT-093** Foundations of Math
- **MAT-098** Foundations of Statistics
- **MAT-097** Foundations of Algebra
- **MAT-171** Finite Math
- **MAT-172** Contemporary Math I
- **MAT-174** Quantitative Reasoning
- **MAT-181** Statistics

STEM Math Sequence

- **MAT-093** Foundations of Math
- **MAT-097** Foundations of Algebra
- **MAT-099** Intermediate Algebra
- **MAT-194** College Algebra
- **MAT-197** Pre-Calculus
- **MAT-231** Calculus for Mgmt Science
- **MAT-281** Calculus I

Culinary Math Sequence

- **MAT-093** Foundations of Math
- **MAT-100** Topics in Career Math

**MAT-100** is for students in A.S. Culinary Arts only.

**MAT-231** is for students in A.A. Business Transfer and A.S. Info Tech Transfer only. Course is not equivalent to MAT-197 or MAT-281.

To view all placement testing options, visit [https://www.bhcc.edu/assessment/](https://www.bhcc.edu/assessment/)

Courses numbered 090-099 are developmental courses. These courses prepare students for college level coursework, and cost the same per credit as college-level courses. These courses do not transfer, count toward graduation requirements, or figure into final GPA.
Transfer to BHCC

Have you studied at another College or University?

1. Order your Official Transcript to be submitted by the college or university you attended.
   a. Official college transcripts must be sent directly to BHCC from a Registrar’s office, Electronic Exchange, or third party transcript service company such as Parchment or Credly. Paper official transcripts must be submitted in their original, unopened envelope. Official transcripts are required for receiving transfer credit.

2. Official Transcript is received and officially evaluated. This can take from 3-4 weeks!

3. Plan and Register for classes! You do not need to wait for your transcript to be evaluated before registering for classes. You can meet with an advisor and use an unofficial transcript to plan and register for classes!

Did you study at a College or University outside of the U.S.?

4. You must request a course by course evaluation from one of the following third party providers:
   a. The Center for Educational Documentation (CED)
      www.cedevaluations.com
   b. Educational Credential Evaluators (ECE)
   c. SpanTran has a custom application for BHCC students to make sure the right kind of evaluation is selected
   d. World Education Services (WES)
   e. Asian American Civic Association (AACA) ONLY offers translation services from Chinese or Vietnamese to English
   f. International Document Center

5. Once the course by course evaluation is complete, please follow steps 1-3 above.

For more Transfer to BHCC Information, Scan Here
What classes should I take this semester?

<table>
<thead>
<tr>
<th>Classes I will register for today...</th>
<th>credits</th>
<th>Classes I will plan for the next semester</th>
<th>credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>1.</td>
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<tr>
<td>2.</td>
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<tr>
<td>3.</td>
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<td>4.</td>
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<tr>
<td>5.</td>
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<td>5.</td>
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</tr>
</tbody>
</table>

Comments:

Full-time = 12 or more credits  
Part-time = 1-11 credits  
Health Insurance required with 9 credits or more

Credit for Prior Learning

https://www.bhcc.edu/cpl/

Credit for Prior Learning may be obtained in various ways. See the website for full details and a summary of options are included below.
# General Education Requirements

To better prepare students to thrive in the twenty-first century workforce and to become engaged and informed citizens, the College provides all associate degree-seeking students with a wide-reaching set of General Education Outcomes, which align with our Institutional Learning Outcomes (Inquire, Communicate, Act, Grow) and Mass Transfer General Education Foundation requirements. At BHCC, these skills are incorporated into the curriculum to provide a cohesive education that prepares students to succeed in their chosen fields, in further study and in the roles and responsibilities they take on within their communities.

Students fulfill their General Education Requirements by completing one course from each of the seven General Education areas below. Students should consult their individual Program of Study Curriculum Map for General Education course requirements specific to their major. Some General Education requirements are met by concentration courses. Such instances are noted in Program of Study Curriculum Maps.

<table>
<thead>
<tr>
<th>Academic Discourse</th>
<th>ENG-111</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Writing</td>
<td>ENG-112</td>
</tr>
<tr>
<td>Quantitative Problem Solving (QPS)</td>
<td>MAT-171, MAT-172, MAT-174, MAT-181, MAT-194</td>
</tr>
<tr>
<td>General Education Elective</td>
<td>HON-200, INT-101, MAN-112, HUM-120, any course listed under Community and Cultural Contexts, Creative Work, or Scientific Reasoning</td>
</tr>
</tbody>
</table>

*General Education courses are subject to change.*
Learning Communities

BHCC Learning Communities provide you with the opportunity to learn in a supportive and engaging environment that enables stronger relationships among students, faculty, and staff. Students in Learning Communities benefit from interdisciplinary learning experiences, teacher to student mentoring, peer mentoring, and integrated support services.

First-time to-college students pursuing associate degrees and enrolled in nine or more credits are required to take a Learning Community Seminar or a Learning Community Cluster within their first year.

Learning Community Seminars

- Understanding Human Behavior (AHE-104)
- Intro to Business (BUS-101)
- Information Technology Problem Solving (CIT-113)
- Game Development Essentials (CMT-101)
- Intro to Communications (COM-110)
- Criminal Justice (CRJ-101)
- Introduction to Computer Science (CSC-120)
- Culinary Fundamentals (CUL-101)
- Becoming a Teacher (EDU-102)
- Creative Writing Workshop ENG-203
- Fire Protection and Safety (FPS-111)
- Hospitality Seminar (HRT-105)
- Self, Culture and Society (HUM-120)
- Intro to Music Business (MUS-180)
- Skills for the Administrative Success (OIM-105)
- Intro to Law (PLG-101)
- Cultures and Careers in Visual Art (VMA-100)

Learning Community Clusters

Learning Community Clusters enable students to take two or more courses together organized around a common academic theme. Clusters prepare students to work together in collaborative environments and provide opportunities for students to accelerate progression through developmental English and math.

Talk to an advisor about registering for an ENG-111/HUM-120 Cluster!

For more information on Learning Communities, scan the QR code:
Earning a Certificate or Degree at BHCC

In addition to deciding what subject to study at BHCC, you will also need to consider the type of program you would like to pursue. Talk with an advisor to learn more about the differences between Certificate, Associate of Arts, and Associate of Science programs and explore which option will best fit your goals.

<table>
<thead>
<tr>
<th>Class</th>
<th>Time in Class</th>
<th>Homework and Studying</th>
<th>Cumulative TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class 1: HUM-120</td>
<td>2.5 hours</td>
<td>5-8 hours</td>
<td>7.5-10.5 hours</td>
</tr>
<tr>
<td>Class 2: ENG-111</td>
<td>2.5 hours</td>
<td>5-8 hours</td>
<td>15-21 hours</td>
</tr>
<tr>
<td>Class 3: MAT-181</td>
<td>2.5 hours</td>
<td>5-8 hours</td>
<td>22.5-31.5 hours</td>
</tr>
<tr>
<td>Class 4: PSY-101</td>
<td>2.5 hours</td>
<td>5-8 hours</td>
<td>30-42 hours</td>
</tr>
<tr>
<td>Class 5: VMA-161</td>
<td>2.5 hours</td>
<td>5-8 hours</td>
<td>37.5-52.5 hours</td>
</tr>
<tr>
<td><strong>WEEKLY TOTAL</strong></td>
<td><strong>12.5 hours</strong></td>
<td><strong>25-40 hours</strong></td>
<td><strong>37.5-52.5 hours</strong></td>
</tr>
</tbody>
</table>

The amount of time required to complete a certificate or Associate’s degree depends on the number of classes you complete each semester. Please refer to the chart above to help you determine how many classes you can successfully complete within a semester. Remember to consider time spent at work, family responsibilities, commuting, working, and sleeping.

Note: The above chart estimates time needed to be successful in a 3-credit course. Classes with 4-credits will require more time.
BHCC offers six Pathways. Each Pathway includes a grouping of programs that allow students to explore their interests and career goals. New students are assigned to an advisor that specializes in advising students in a particular Pathway.

<table>
<thead>
<tr>
<th>Pathway</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts, Humanities, Communication and Design</td>
<td></td>
</tr>
<tr>
<td>Behavioral, Social Sciences and Education</td>
<td></td>
</tr>
<tr>
<td>Business and Hospitality</td>
<td></td>
</tr>
<tr>
<td>Health</td>
<td></td>
</tr>
<tr>
<td>Law and Public Service and Safety</td>
<td></td>
</tr>
<tr>
<td>Science, Technology, Engineering and Math (STEM)</td>
<td></td>
</tr>
</tbody>
</table>
### Section Codes

<table>
<thead>
<tr>
<th>Section</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Clusters</td>
</tr>
<tr>
<td>H</td>
<td>Honors</td>
</tr>
<tr>
<td>WB</td>
<td>Online/Web Course</td>
</tr>
<tr>
<td>WBL</td>
<td>Late Start Online/Web Course</td>
</tr>
<tr>
<td>N01, N02</td>
<td>Workforce Development Contract Course</td>
</tr>
</tbody>
</table>

### Meeting Days

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Day(s) of the week</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>Monday</td>
</tr>
<tr>
<td>T</td>
<td>Tuesday</td>
</tr>
<tr>
<td>W</td>
<td>Wednesday</td>
</tr>
<tr>
<td>TH</td>
<td>Thursday</td>
</tr>
<tr>
<td>F</td>
<td>Friday</td>
</tr>
<tr>
<td>S</td>
<td>Saturday</td>
</tr>
<tr>
<td>SU</td>
<td>Sunday</td>
</tr>
<tr>
<td>M/W</td>
<td>Monday and Wednesday</td>
</tr>
<tr>
<td>T/TH</td>
<td>Tuesday and Thursday</td>
</tr>
</tbody>
</table>

### Section Numbers

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-99</td>
<td>Charlestown Day (classes between 7am-4pm)</td>
</tr>
<tr>
<td>100-199</td>
<td>Chelsea Day (classes between 7am-4pm)</td>
</tr>
<tr>
<td>200-299</td>
<td>Charlestown Evening (classes after 4pm)</td>
</tr>
<tr>
<td>300-399</td>
<td>Chelsea Evening (classes after 4pm)</td>
</tr>
<tr>
<td>400-449</td>
<td>High School Classes</td>
</tr>
<tr>
<td>450-459</td>
<td>CSDL Sections</td>
</tr>
<tr>
<td>460-469</td>
<td>Satellite &amp; Partner locations</td>
</tr>
<tr>
<td>470-479</td>
<td>Learning Contracts</td>
</tr>
<tr>
<td>500-549</td>
<td>Experimental sections</td>
</tr>
</tbody>
</table>

### Campus Locations

- **Charlestown Main Campus** (Buildings A, B, C, D, E, G, N)  
  250 New Rutherford Ave, Charlestown, MA 02129
- **Chelsea Campus**  
  70 Everett Ave, Chelsea, MA 02150
- **Satellite Campuses:**
  - **East Boston Neighborhood Health Center**  
    250 Sumner St. and 20 Maverick Square, East Boston, MA 02128
  - **Malden High School**  
    77 Salem St., Malden, MA 02148
  - **Chinatown Pao Arts Center**  
    99 Albany Street, Chinatown, Boston, MA 02111 (For GPS and walking directions use 99 Kneeland St. Boston, MA 02111)

If you are taking classes at more than one location, please make sure you allow enough time to commute between campuses.

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## Fall 2024 Class Format Options

[https://www.bhcc.edu/coursedelivery/](https://www.bhcc.edu/coursedelivery/)

<table>
<thead>
<tr>
<th>Course Mode</th>
<th>Description</th>
<th>In-Person</th>
<th>Scheduled Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Person</td>
<td>Requires physical attendance at set days/times</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Remote</td>
<td>Requires real-time virtual attendance such as Webex at set days/times</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Web</td>
<td>Requires regular online participation but does not require attendance on set days/times</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Hybrid: In Person and Remote</td>
<td>Requires physical attendance at set days/times and requires real-time virtual attendance such as Webex at set days/times</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Hybrid: In Person and Web</td>
<td>Requires physical attendance at set days/times and online participation outside of scheduled class time</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Hybrid: Remote and Web</td>
<td>Requires real-time virtual attendance such as Webex at set days/times and online participation outside of scheduled class time</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Guided Self-Study</td>
<td>Requires physical attendance and/or real-time virtual attendance. Students will work with instructor to determine regular meeting schedule and modality</td>
<td>To be determined</td>
<td>To be determined</td>
</tr>
</tbody>
</table>
Open Google Chrome or Mozilla Firefox and open the bhcc.edu webpage.

Click on myBHCC at the top of the bhcc.edu webpage.

Click on the Login button

Log-in using your BHCC username and password (if this is your first time logging in your password will be the last 6 digits of your BHCC student I.D. number).

Self-Service allows you to check your financial aid award, waive your health insurance, make a payment, plan and register for your classes, view the courses required for your program of study, and check your grades. You can navigate using the toolbar on the left side of screen or by using the tabs below.
Plan Your Courses

1. Select **My Progress** to view courses required to complete your certificate or degree.

My Progress does not include developmental

2. To plan a course, click on the course link.

3. Select **Add Course to Plan**.

4. Select the term that you want to take the course and click **Add Course to Plan**.

To add more courses, go back to My Progress and follow steps 2-4.

5. Select **Plan & Schedule** from the Student Planning drop-down menu to view your planned course(s).

6. The course(s) you planned will appear on the left column of the weekly planner. You can use the arrows next to the semester to navigate different semesters (i.e. Summer Session I, Summer Session II, Fall, and Spring).

To plan developmental courses or courses not included in your My Progress, use the search bar in the top right corner of the screen and type the course you need (examples: MAT-093, MAT-194 or ENG-095)
Register for Courses

1. After you planned your courses you can search sections (days and times the course is offered) by selecting View other sections.

2. The days and times a course is offered will appear in a list view on the left column as well as on the weekly planner view on the right.

   You can use the arrows under View other Sections to view more options.

3. To add a section to your plan, click on the section on the list view or the weekly planner view and click Add Section.

   The section you have added to your schedule will appear in yellow on your list and weekly planner view.

4. To register for your course, select Register below the section you have selected on the list view or select Register Now on the top right-hand corner of the weekly planner. Planned courses appear in yellow, registered courses appear in green. You only have a seat in the class if it appears in green on your schedule.

   ❌ Registered!
Academic Calendar for Fall 2024

The Academic Calendar is subject to change. For the most up-to-date calendar, check www.bhcc.edu/academic-calendar

The Academic Calendar has important dates associated with the college, such as semester start and end dates, holidays and deadlines. It is important that you review the Academic Calendar multiple times before and during the semester to ensure you do not miss any important deadlines.

Schedule Adjustment takes place during the first week of the semester. Classes that are dropped during Schedule Adjustment will not appear on your schedule or transcript and you will receive a full refund.

Mid-term warning grades are posted during week 7 of the semester. If you are having difficulty during the semester or receive a mid-term warning grade, reach out to your professor and an advisor as soon as possible.

Withdrawing from a course means you will receive a final grade of W for the course on your transcript, you will not receive a refund and the grade does not affect your GPA but does affect your completion rate.

Withdrawing from the college means you will receive a grade of W for all of your courses that semester and will need to reactivate your account to continue taking courses at BHCC.

Final grades are posted after final exams. BHCC uses a 4.0 Grade Point Average (GPA) scale.
Checklist to complete after you register for classes

- **Check your class schedule** and class format in Self Service (myBHCC)

- **Review your bill** in Student Finance menu in Self Service (Account Summary page)
  - Positive balance (greater than $0) is current amount that you owe to Bunker Hill CC
  - Negative balance (-) is extra money after paying for classes (buy books, request refund, etc)
  - $0 balance means there is no current balance

- **Review your financial aid** in Self Service
  - My Awards (active award will be posted here)
  - Missing Documents (submit required documents to Student Central to complete financial aid process)

- **Submit health insurance waiver** (if you are registered for 9 or more credits and have an active health insurance coverage from work, family, your own plan, etc)
  - [www.bhcc.edu/healthinsurance/](http://www.bhcc.edu/healthinsurance/)

- **Make required payment** (pay in full or enroll in payment plan) or submit 3rd party payments by posted payment deadline
  - Contact Student Central Office with questions regarding payment, financial aid, and health insurance [www.bhcc.edu/studentcentral/](http://www.bhcc.edu/studentcentral/)
  - Know the semester start date and schedule adjustment (add/drop) date [www.bhcc.edu/academic-calendar/](http://www.bhcc.edu/academic-calendar/)

- **Log-in to Moodle** (on-line course system tool) [https://online.bhcc.edu/](https://online.bhcc.edu/)

- **Download Webex** to your computer (if taking remote courses)
  - Contact Academic Innovation and Distance Education Office for assistance [www.bhcc.edu/aide/](http://www.bhcc.edu/aide/)

- **Buy your books/access codes/required course materials for courses** [www.bhcc.edu/bookstore/](http://www.bhcc.edu/bookstore/)
  - If you are using financial aid to buy books, you will need to buy books from BHCC bookstore

- **Check BHCC email** every day.

- **Request student ID card** [www.bhcc.edu/studentcentral/bhccidcard/](http://www.bhcc.edu/studentcentral/bhccidcard/)

- **Add/Drop courses** (if necessary) by schedule adjustment deadline [www.bhcc.edu/academic-calendar/](http://www.bhcc.edu/academic-calendar/)