Welcome to Bunker Hill Community College
Fall 2020

Due to Covid-19 our office is working remotely
Our regular hours are:
Monday and Tuesday 8:30 a.m. – 7:00 p.m.
Wednesday and Thursday 8:30 a.m. – 5:30 p.m.
Friday 11:00 a.m. – 4:00 p.m.

Saturday hours visit: www.bhcc.edu/studentlife/advising
LifeMap is closed on Sundays.

LifeMap Commons
Charlestown Campus, Room E-235
617-228-2230 | advising@bhcc.mass.edu

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</table>
Complete the Online Advising and Registration Orientation

During the orientation:
- Learn about different resources
- Know how to log in to BHCC selfservice
- Understand my Placement
- Understand what courses I need to take to complete my degree
  Major (Programs of Study) _______________________________
- Understand how I will pay for these courses

After the orientation:
- Check BHCC Email _________________@bhcc.edu
- Complete Registration
- Waive Health Insurance (if applicable)
- Attend New Student Day
English Language Learning Courses

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.
Next-Generation Accuplacer Placement Scores for English and Mathematics

General Math Sequence (Non-STEM)

- **MAT-093** Foundations of Math
  - OR -
  - **MAT-097** Foundations of Algebra
  - **MAT-098** Foundations of Statistics

MAT-171 Finite Math
MAT-172 Contemporary Math I
MAT-174 Quantitative Reasoning
MAT-181 Statistics

**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.**

STEM Math Sequence

- **MAT-093** Foundations of Math
  - **MAT-097** Foundations of Algebra
  - **MAT-099** Intermediate Algebra
  - **MAT-194** College Algebra for STEM
  - **MAT-197** Pre-Calculus
  - **MAT-281** Calculus

A.S. Culinary Arts Math Sequence

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

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

What classes can 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>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td>4.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td>5.</td>
<td></td>
</tr>
</tbody>
</table>

Comments:

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

## Academic Discourse
- ENG-111 College Writing I

## Research Writing
- ENG-112 College Writing II

## Quantitative Problem Solving
- MAT-171 Finite Math
- MAT-172 Contemporary Math I
- MAT-174 Quantitative Reasoning
- MAT-181 Statistics
- MAT-194 College Algebra (only specific programs)

## Community & Cultural Contexts
- ECO-201 Macroeconomics
- ECO-202 Microeconomics
- GEO-101 World Regional Geography
- GOV-101 Gov. and Politics in US
- GOV-103 State and Local Politics
- HIS-101 Western Civilization to the Renaissance
- HIS-102 Western Civilization from the Renaissance
- HIS-111 World Civilization to 1500
- HIS-151 Colonization thru Civil War
- HIS-152 Reconstruction to Present
- PHL-103 Ethics
- PSY-101 Principles of Psychology
- PSY-107 Group Dynamics
- REL-111 World Religion
- SOC-101 Principles of Sociology
- SOC-109 Cultural Anthropology
- SOC-227 Sociology of Race & Ethnicity
- VMA-111 Intro to Mass Media

## Scientific Reasoning
- AST-102 Astronomy/Lab
- BIO-105 Introduction to Biology/Lab
- BIO-108 Human Biology/Lab
- BIO-115 Nutrition Science/Lab
- ENV-115 Earth Science
- ENV-105 Environmental Science I/Lab
- ENV-110 Sustainability and Resource Conservation
- ENV-111 Survey of Renewable Energy/Lab
- ENV-113 Introduction to Oceanography/Lab
- ENV-120 Tropical Field Studies

## Creative Work
- All LIT (Literature) courses
- Language 102 or Higher
- ENG-203 Creative Writing Workshop
- ENG-231 Introduction to Fiction Writing
- ENG-232 Introduction to Poetry Writing
- FLM-101 Film as Art
- FLM-102 American Cinema
- INT-110 American Culture
- MUS-101 Music Fundamentals
- MUS-130 Music Appreciation
- MUS-141 Rock and Roll History
- MUS-144 World Music
- MUS-147 Music in the United States
- PHL-101 Introduction to Philosophy
- THE-107 Acting I
- VMA-104 Drawing from Observation
- VMA-112 Art History I
- VMA-113 Art History II
- VMA-122 Painting for General Education
- VMA-123 Watercolor I
- VMA-124 Printmaking I
- VMA-161 Intro to Digital Photography

## General Education Elective
- INT-101 Intro to Yoga Studies
- MAN-112 Organizational Behavior/Design

Any course listed under Community and Cultural Context, Creative Work, or Scientific Reasoning General Education courses are subject to change. Visit [www.bhcc.edu/programsofstudy/generaleducationrequirements/](http://www.bhcc.edu/programsofstudy/generaleducationrequirements/)
BHCC Learning Communities provide students with the opportunity to explore contemporary issues in a challenging and supportive environment. Learning Communities foster stronger relationships among students, faculty and staff and offer culturally relevant and active learning experiences. 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

The Learning Community Seminar is a three-credit college level course designed to help incoming students identify academic goals and pathways. Seminars engage students in early career exploration and feature integrated support services, including peer mentors and success coach advisors.

Professional Studies Learning Communities

Business (BUS-101)
Computer Info Tech (CIT-113)
Computer Science (CIT-120)
Computer Media Tech (CMT-101)
Criminal Justice (CRJ-101)
Culinary Arts (CUL-101)
Fine Arts and Visual Media Arts (VMA-100)
Fire Protection and Safety (FPS-111)
Hospitality (HRT-105)
Music (MUS-180)
Skills for the Administrative Success (OIM-105)
Paralegal Studies (PLG-101)

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 ACE Mentor about our Learning Community Courses!
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.

Benefits to finishing a degree at BHCC

- Earning an Associate’s degree can help you start a career or help you get ahead in your current job
- Transfer to state colleges and UMASS universities with the Mass Transfer Pathways program
- Transfer to private colleges and universities with our transfer articulation agreements
- Get an advantage when applying to colleges with competitive admissions
- Save money! BHCC is the most affordable community college in Massachusetts!
- Qualify for scholarships only available for community college graduates

Budget your time! Most college coursework is completed outside the classroom.

<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: LCS-101</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>WEEKLY TOTAL</td>
<td>12.5 hours</td>
<td>25-40 hours</td>
<td>37.5-52.5 hours</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.
### Helpful Registration Information

#### Section Codes

<table>
<thead>
<tr>
<th>Section</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Cluster course: two or more courses grouped together</td>
</tr>
<tr>
<td>I</td>
<td>Integrated ESL cluster</td>
</tr>
<tr>
<td>H</td>
<td>Honors course: registration requires permission or 3.3 GPA</td>
</tr>
<tr>
<td>FT</td>
<td>Fast-track</td>
</tr>
<tr>
<td>WB</td>
<td>Web course: the course is taught online</td>
</tr>
<tr>
<td>WBL</td>
<td>Web courses with a late start date</td>
</tr>
<tr>
<td>LC</td>
<td>Center For Self-Directed Learning</td>
</tr>
<tr>
<td>HB</td>
<td>Hybrid course: taught partially online and partially on campus</td>
</tr>
<tr>
<td>Q*</td>
<td>Mini Session I runs from 09/13/2020 – 10/31/2020</td>
</tr>
<tr>
<td>R*</td>
<td>Mini Session II runs from 11/01/2020-12/19/2020</td>
</tr>
<tr>
<td>MH*</td>
<td>Malden High School: open to all students</td>
</tr>
<tr>
<td>EB</td>
<td>Course is offered at the East Boston Health Center</td>
</tr>
<tr>
<td>VV</td>
<td>Course is offered at the Villa Victoria/South End</td>
</tr>
</tbody>
</table>

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</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>

*You may see a number next to all the sections that are marked with an asterisk (*).

### Section Codes

<table>
<thead>
<tr>
<th>Section</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>Eversource program</td>
</tr>
<tr>
<td>G</td>
<td>Gas Utility program</td>
</tr>
<tr>
<td>CH</td>
<td>Chelsea High School: open to Chelsea High School students only</td>
</tr>
<tr>
<td>CT</td>
<td>Charlestown High School: open to Charlestown High School students only</td>
</tr>
<tr>
<td>EH</td>
<td>Everett High School: open to Everett High School students only</td>
</tr>
</tbody>
</table>

### Campus Locations

#### Charlestown Main Campus

- **Buildings A, B, C, D, E and G**
  - Charlestown Main Campus (Buildings A, B, C, D, E and G)
  - 250 New Rutherford Ave, Charlestown, MA 02129

#### Charlestown H-Building*

- 570 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

### Closed Section Codes

<table>
<thead>
<tr>
<th>Section</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>Eversource program</td>
</tr>
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</tr>
<tr>
<td>EH</td>
<td>Everett High School: open to Everett High School students only</td>
</tr>
</tbody>
</table>

*Free shuttle bus service is available to and from the Charlestown Main Campus and H-Building and the Charlestown Main Campus and Chelsea Campus. Shuttle drop off/pick can be found outside the E-building next the Gym/Fitness Center.

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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**Please be mindful that some courses have themes attached to them, check the course description before registering.**

---

### College Writing 1.32

**Course title**

**Course section**

<table>
<thead>
<tr>
<th>Seats</th>
<th>Times</th>
<th>Locations</th>
<th>Instructors</th>
</tr>
</thead>
</table>
| 18    | T/TH 7:00 AM - 8:15 AM | Charlestown Campus, B Building
|       | 1/22/2019 - 5/20/2019 | B125
|       | Start and end dates  | Lecture |
|       | Days and times       | Location, room number, and format |

Instructor Name. If not available, TBA or TBD will be listed.
1. Open Google Chrome or Mozilla Firefox and open the bhcc.edu webpage.

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

3. Click on the Login button.

4. 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 ID number).

5. 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 the 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.

   OR

   ✔ Registered!
## Academic Calendar for FALL 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 7</td>
<td>Labor Day – College closed</td>
</tr>
<tr>
<td>September 8</td>
<td>Fall classes begin</td>
</tr>
<tr>
<td>September 13</td>
<td>Mini Session I and Web Late-Start (WBL) classes begin</td>
</tr>
<tr>
<td>September 14</td>
<td>Last day for schedule adjustment (add/drop) - all classes except Mini Session I/Web Late-Start (WBL)/ CSDL (LC). (CSDL courses may be dropped or cancelled during the scheduled adjustment period, or within five (5) working days from the date of registration - More info.)</td>
</tr>
<tr>
<td>September 14</td>
<td>Last day to submit change of major form for Fall 2020</td>
</tr>
<tr>
<td>September 15</td>
<td>Last day for schedule adjustment (add/drop) - Mini Session I and Web Late-Start (WBL)</td>
</tr>
<tr>
<td>October 2</td>
<td>Last day to register - CSDL classes</td>
</tr>
<tr>
<td>October 12</td>
<td>Columbus Day – College closed</td>
</tr>
<tr>
<td>October 21</td>
<td>Last day to withdraw with “W” grades - Mini Session I course</td>
</tr>
<tr>
<td>October 29</td>
<td>Fall Professional Day – No Classes 1-3:55 p.m.</td>
</tr>
<tr>
<td>October 31</td>
<td>Mini Session I classes end</td>
</tr>
<tr>
<td>November 1</td>
<td>Mini Session II classes begin</td>
</tr>
<tr>
<td>November 3</td>
<td>Continuing Student Registration begins - Spring 2021</td>
</tr>
<tr>
<td>November 3</td>
<td>Registration begins - Winter Session</td>
</tr>
<tr>
<td>November 3</td>
<td>Last day for schedule adjustment (add/drop) - Mini Session II</td>
</tr>
<tr>
<td>November 11</td>
<td>Veterans Day – College closed</td>
</tr>
<tr>
<td>November 20</td>
<td>Last day to withdraw from course with “W” grade - all courses except Mini Session II</td>
</tr>
<tr>
<td>November 26-29</td>
<td>Thanksgiving Day Recess – College closed (Thursday through Sunday)</td>
</tr>
<tr>
<td>December 8</td>
<td>Last day to withdraw from fall semester with “W” grades</td>
</tr>
<tr>
<td>December 9</td>
<td>Last day to withdraw with “W” grades - Mini Session II</td>
</tr>
<tr>
<td>December 19</td>
<td>Mini Session II classes end</td>
</tr>
<tr>
<td>December 21</td>
<td>Fall classes end (All classes except Mini Session II)</td>
</tr>
<tr>
<td>December 22 &amp; 23</td>
<td>Assessment Days (final exams)</td>
</tr>
<tr>
<td>December 28</td>
<td>Final grades due by 5 p.m.</td>
</tr>
</tbody>
</table>

† 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.

*The academic is calendar is subject to change. View the most up-to-date calendar at [www.bhcc.edu/academic-calendar](http://www.bhcc.edu/academic-calendar)*
**Student Registration and Financial Responsibility Statement**

Every student enrolled in classes at BHCC is responsible for making sure their enrollment costs are paid.

- Never attending and not officially dropping your classes does not remove your obligation to pay for your classes.
- You may not use financial aid to pay for any classes that you registered for but didn't attend.
- You will be liable to pay all charges for classes that are not attended and not officially dropped before the schedule adjustment (add/drop) deadline. Your financial aid award may be adjusted.
- If you do not plan to remain enrolled in classes and do not drop before the add/drop deadline, it may have a negative impact on your financial aid or other student financial assistance programs.
- If you officially drop your classes before the add/drop deadline, you will not be charged for those classes. This is true for all students, including those receiving financial aid and/or any type of sponsorship.
- If you drop classes after the start of the term, you will be subject to the College's Refund Policy.

For more information, please review the Refund Policy at bhcc.edu/studentcentral/studentpayment/refunds

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### Ways to Pay

#### Financial Aid
- Complete the **2020-2021 FAFSA** (Free Application for Federal Student Aid) at www.fafsa.ed.gov
  - School Code: 011210
- You must reapply for financial aid every academic year.
- If you have any questions please contact Student Central located in the B-Lobby

#### Payment Plan
- Students can set-up an automatic payment plan under the Financial Information section of Self-Service
  - There are monthly and bi-weekly payment plan options
  - Payment methods include bank account, credit/debit card.
- For more information visit https://www.bhcc.edu/autopay/

#### Pay in Full
- Students can pay in full under the Financial Information section of Self-Service
  - Cash is not accepted when paying for courses
  - For more information visit the payment page on the website of visit Student Central in the B-Lobby

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### Payment Deadlines

Your payment deadline is determined by when you registered for courses. For an updated grid visit the student payment page on the BHCC website —> https://www.bhcc.edu/studentcentral/studentpayment/

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### Health Insurance

If you have registered for 9-credits or more, you are required to participate in the student health insurance program or complete an online waiver form declaring proof of health insurance. The waiver form can be competed at https://www.gallagherstudent.com/bhcc

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Student Central: B-Lobby | 617-228-2370 | StudentCentral@bhcc.mass.edu | www.bhcc.edu/studentcentral
The cost of attendance depends on in-state or out-of-state status and the number of registered credits. Please refer to the table on the following page for the cost of courses based on credit enrollment. Please note, some courses have additional course fees.

### In-State Tuition Rates for Fall 2020

<table>
<thead>
<tr>
<th>Credits</th>
<th>Total Semester Tuition and Fees</th>
<th>Health Insurance</th>
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### Out-of-State Tuition Rates for Fall 2020

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<th>Health Insurance</th>
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PAYMENTS

STUDENT CENTRAL
BHCC’s one-stop student services center, including financial aid, student payment and academic records.

FINANCIAL AID
Money that is given (grants) or lent (loans) to students in order to help pay for their education, she or he is qualified for financial aid.

FAFSA
Free Application for Federal Student Aid found on www.fafsa.gov.

TUITION
Charges by the College to a student for registration in credit courses.

FEES
Charges by the College for specific services to students.

BEFORE REGISTRATION

PLA
(Prior Learning Assessment)- A program through which students can earn credit for college-level learning acquired through non-college experiences such as employment, military training, community service or volunteer activities.

PLACEMENT TEST
A test which determines a student’s level of learning in a subject, typically English or Mathematics, before they begin a college program.

ACADEMICS

STUDENT STATUS
Full Time: 12 Credits or More, Part Time: 11 Credits or less.

ACADEMIC YEAR
• Fall Semester: September – December (16 weeks)
• Spring Semester: January – May (16 weeks)
• Summer Semester: June – August (4-1 weeks)

ACADEMIC CALENDAR
A semester calendar that contains key dates, important deadlines (withdrawal, add/drop etc.), and college closings.

ADD/DROP (SCHEDULE ADJUSTMENT)
A short period of time after a semester begins that allows students to adjust schedules: adding or removing courses from schedule without any repercussion.

WITHDRAWAL FROM A COURSE
Formally removing yourself from a class after the drop/add period has ended is considered a Withdrawal the course remains on the transcript with a “W” as a grade. It does not affect the GPA. The Course Withdrawal form can completed with a staff member in LifeMap and then later processed by Student Central.

WITHDRAWAL FROM COLLEGE
The formal process of notifying the College of the decision to discontinue attending all classes. The College Withdrawal form can completed with a staff member in LifeMap and then later processed by Student Central.

DEGREE PROGRAM

MAJORS/ PROGRAM OF STUDIES
Is the academic discipline to which a student formally commits. A student who successfully completes all courses required for the major qualifies for an undergraduate degree.
A.A. (ASSOCIATE IN ARTS)
An undergraduate degree of at least 60 credits awarded upon successful completion of a program of study in liberal arts and sciences that prepares students to transfer to a baccalaureate institution.

A.S. (ASSOCIATE IN SCIENCE)
An undergraduate degree of at least 60 credits awarded upon successful completion of a program of study in an applied subject area, such as computers, electronics, or health care that prepares students to enter the work force.

CERTIFICATE PROGRAM
An academic program of study in a specific field intended for occupational training, job upgrading or job retraining, generally requiring 30 credits or less. A certificate is awarded upon successful completion of the program.

SELECTIVE PROGRAM ADMISSION
Some programs have specific requirements that must be met before a student may submit an application for admission. These programs are competitive and acceptance is not guaranteed. (Nursing, Gas Utility, Paramedic, etc.)

LEARNING CONTRACT
An independent learning agreement between a student and a faculty member under the auspices of a Dean that allows a student to enroll in and complete a course that is not offered in any other format in a semester.

COURSES

DEVELOPMENTAL COURSE
A basic skill foundational course numbered below 100.

ELECTIVE
Courses in a program of study that may be selected from a variety of courses in the designated discipline and is numbered above 100.

GENERAL EDUCATION
A common core of courses required of all students to build core skills and knowledge necessary in a literate society.

PREREQUISITE
Skill or course required for entry into a course or program of study.

CO-REQUISITE
A course that is required to be taken during the same semester as another course.

COURSE LOAD
The number of credit hours in which a student is enrolled during the semester.

CLUSTER COURSES
Two or more courses grouped together around a common academic theme that enroll the same group of students. Instructors work as a team to ensure cluster objectives are met.

CREDIT HOUR
A standard measure of the amount of instructional time required to successfully complete a course. 
For example: ENG111, College Writing I = 3 credits
3 credit course= Meets 3 hours a week

NON-TERM COURSES
Courses that you may have already completed or have been placed into based on your completed placement results. This listing of course can be found on your BHCC Self-Service website portal.

SYLLABUS
An outline of the professor’s plans for the course that includes assignments, exam dates and projects. The syllabus also includes the learning objectives for the course and class policies like attendance. It is very important to read the syllabus carefully one semester.

GRADES

IP (In Progress) GRADE
A grade giving a student a period after the end of the semester to complete the required coursework to earn a passing grade.
Fresh Start Policy

Under the Fresh Start Policy, you may enroll in BHCC without having to carry a very poor GPA record or low completion rate from years back that could prevent you from graduating or completing a program. The policy states:

1. The student must be a former Bunker Hill Community College student who has credits from BHCC.
2. The credits held by the student must be at least 5 years old. No credits shall have been earned or attempted at BHCC within the past five years.
3. The credits will be treated as the College treats credits transferred from other colleges. Credit will be granted for a course where a grade of C or better was earned, and will be counted as free electives or as courses fulfilling requirements depending on the program requirements of the re-entering student. Only credits subsequently taken at BHCC are counted in the GPA. Likewise, only the completion rate following the return will be used to determine progress.
4. This process can be used only once. If the student drops out again and then returns, the student cannot start again with a new GPA or a new completion rate.
5. This process does not affect the need to repeat courses in certain programs where the earlier completion may be considered out of date. (This is often the case in science, computer technology, and health programs such as nursing).
6. In all cases where these policies are at variance with federal financial aid policies, the federal policies will determine eligibility for such aid.

For more information talk to an advisor if this might be a good fit for you,
Advising Directory

The LifeMap advising team includes Success Coaches, Academic, Career, Transfer Advisors, and Part-Time Advisors. We can help you explore career options, select or change your program of study, help you stay on track towards degree completion, and connect you to campus resources. Current students may walk-in during office hours; no appointment is necessary.

How to Contact Advising After your Session

I. Contact the advisors who is presenting during your Advising session: __________________________@bhcc.edu

I. Contact advising@bhcc.edu

II. You can also find us on Chat via your Self-Service page:

https://www.bhcc.edu/media/03-documents/advising/StudentDirectionsforChat.pdf

For up-to-date information about our campus during Covid-19 visit

https://www.bhcc.edu/coronavirus-info/

https://www.bhcc.edu/coronavirus-info/importantcontactsandhours/

Important Reminders

Before the Semester Begins...

⇒ Attend New Student Day
  • Visit www. bhcc.edu/orientation for more information

⇒ Review the College Catalog
  • Visit www.bhcc.edu/catalog

⇒ Become Familiar with Resources
  • Visit www.bhcc.edu/academics

⇒ Get your Textbooks
  • Visit the bookstore in the 4th floor of the E-Building for renting or purchasing text books.
  • Complete the online Text book Assistance Program (TAP) request form
    https://www.bhcc.edu/library/textbookassistanceprogramtap/