

Workforce and Community Education Registration Process

How to search for course information and enroll and pay?

- 1) Go to Bunker Hill Community College Workforce and Community Education Course Catalog. <https://www.bhcc.edu/cce-catalog/>



Corporate and Community Education Registration Process ⓘ

- ⌂ Return to Division of Workforce and Economic Development
- ⌂ Return to Community Education and Adult Learning Pathways
- ⌂ Return to Corporate Learning & Professional Development

New Students who wish to register for BESL classes need to take the [English Placement test](#) at the [Assessment Center](#) on the main campus (250 Rutherford Ave.) in Room B118, before registering for classes. If a student registers for the class without taking the placement test, they will risk the wrong level placement and maybe asked to change levels. Please go to the Assessment Center in B118 to avoid placement issues.

- 2) Type **course name** or **course code** in Search Box. Example: Teas prep or TRG-101e

For questions on courses and how to register for them please contact:

Sonia Sharma
Administrative Assistant
Division of Workforce and Economic Development
Charlestown Campus H-Building, Room H109
Phone: 617-228-2462
Fax: 617-228-2080
Email: Commed@bhcc.edu
Office Hours: Mon-Fri, 8:30 a.m.-4:30 p.m.

Find your course

Showing 1 to 4 of 4 entries (filtered from 101 total entries)

Search all columns

Course	Section	Start Date	End Date	Days	Time	Location	Instructor	Fee	Available Seats	Register
TRG-101E: (TEAS) Prep for Reading and Grammar (See Description)	TRG-101E_01	January 7	February 11	Tuesday	4-7 p.m.	H-Building	Lori Mazzairelli	\$155	22	Register ⓘ
TRG-101E: (TEAS) Prep For Reading And Grammar (See Description)	TRG-101E_02	March 23	April 28	Tuesday	4-7 p.m.	H-Building	Lori Mazzairelli	\$155	22	Register ⓘ
TSG-101F: (TFAS) Pren for	TSG-101F_01	January	February	Wednesday	4-7 p.m.	H-Building	TRA	\$155	21	Register ⓘ

- 3) Click Register button to enroll and pay. (Please confirm correct date and time for your schedule before register.)

Showing 1 to 4 of 4 entries (filtered from 101 total entries)

Search all columns | teas

Course	Section	Start Date	End Date	Days	Time	Location	Instructor	Fee	Available Seats	Register
TRG-101E: (TEAS) Prep for Reading and Grammar <i>(See Description)</i>	TRG-101E_01	January 7	February 11	Tuesday	4-7 p.m.	H-Building	Lori Mazzarelli	\$155	22	Register
TRG-101E: (TEAS) Prep For Reading And Grammar <i>(See Description)</i>	TRG-101E_02	March 23	April 28	Tuesday	4-7 p.m.	H-Building	Lori Mazzarelli	\$155	22	Register
TSG-101E: (TEAS) Prep for Math and Science <i>(See Description)</i>	TSG-101E_01	January 8	February 12	Wednesday	4-7 p.m.	H-Building	TBA	\$155	21	Register
TSG-101E: (TEAS) Prep for Math and Science <i>(See Description)</i>	TSG-101E_02	March 25	April 29	Wednesday	4-7 p.m.	H-Building	Lori Mazzarelli	\$155	20	Register

- 4) Click New Account to register. **Note: If you have Elevate account, you may type in your username and password to sign in.**

Sign in

Welcome

Returning Students
Please enter your Elevate username and password

New Students
Please click New Account

* Username

* Password

Sign in

[I forgot my sign in details](#)

New Account

YOU ARE HERE

Enroll and Pay
(TEAS) Prep for Reading and Grammar
Instructor Led
Starts on 07-JAN-20

- 5) Fill in First Name, Last Name & Email Address. Check box after read and review our data privacy policy. Click New Account.

Create Account

* First Name
Peter

* Last Name
Manson

* Email Address
pmanson@gmail.com

* [Click here to read and review our data privacy policy. If you accept the policy, select this check box.](#) ☒

New Account

YOU ARE HERE

Enroll and Pay
(TEAS) Prep for Reading and Grammar
Instructor Led
Starts on 07-JAN-20

Welcome
Returning Students
Please enter your Elevate username and password
New Students
Please click New Account

Sign In

- 6) Please complete the information below. Fields that have a red asterisk are required.

Your Details

- Please complete the information below. Fields that have a red asterisk are required.
- If you'd rather not receive email updates, you can unsubscribe from our mailing list by clicking "Opt Out" Below.

Title - select -

* First Name Peter

Middle Name

* Last Name Manson

* Email pmanson@gmail.com

* Date of Birth 14 / Feb / 1999

* Gender Male

* [Click here to read the Marketing Correspondence Notice.](#) ☒ Opt In ☐ Opt Out

* [Click here to read the Terms and Conditions and then tick to accept.](#) ☒

Next

YOU ARE HERE

Enroll and Pay
(TEAS) Prep for Reading and Grammar

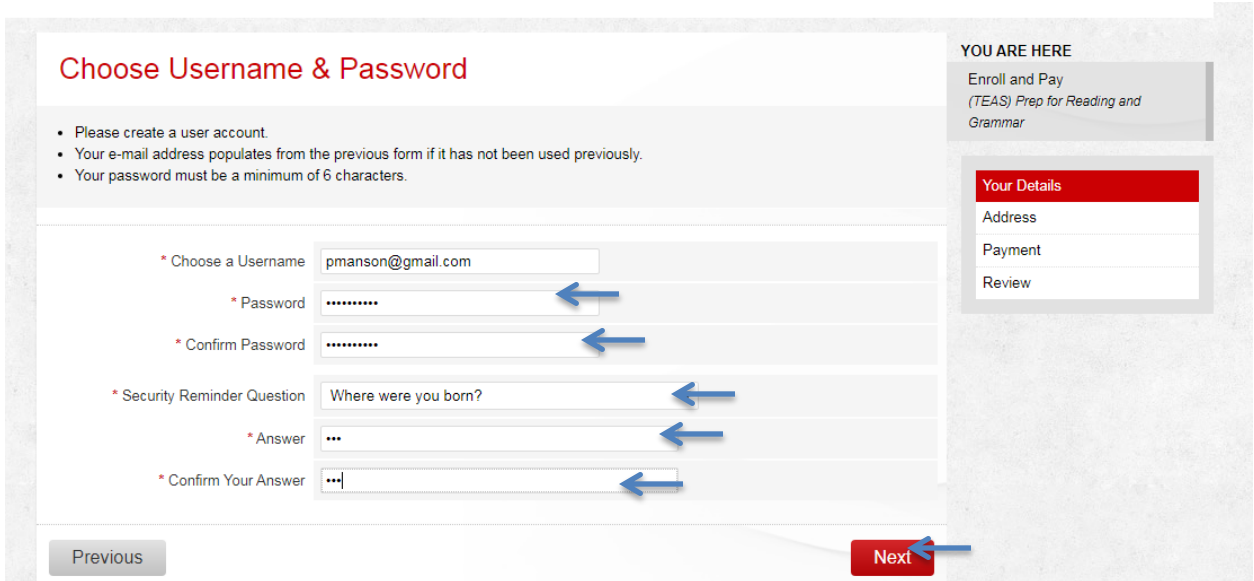
Your Details

Address

Payment

Review

7) Please create a user account.



Choose Username & Password

- Please create a user account.
- Your e-mail address populates from the previous form if it has not been used previously.
- Your password must be a minimum of 6 characters.

* Choose a Username: pmanson@gmail.com

* Password:

* Confirm Password:

* Security Reminder Question: Where were you born?

* Answer: ...

* Confirm Your Answer: ...

Previous **Next**

YOU ARE HERE

Enroll and Pay
(TEAS) Prep for Reading and Grammar

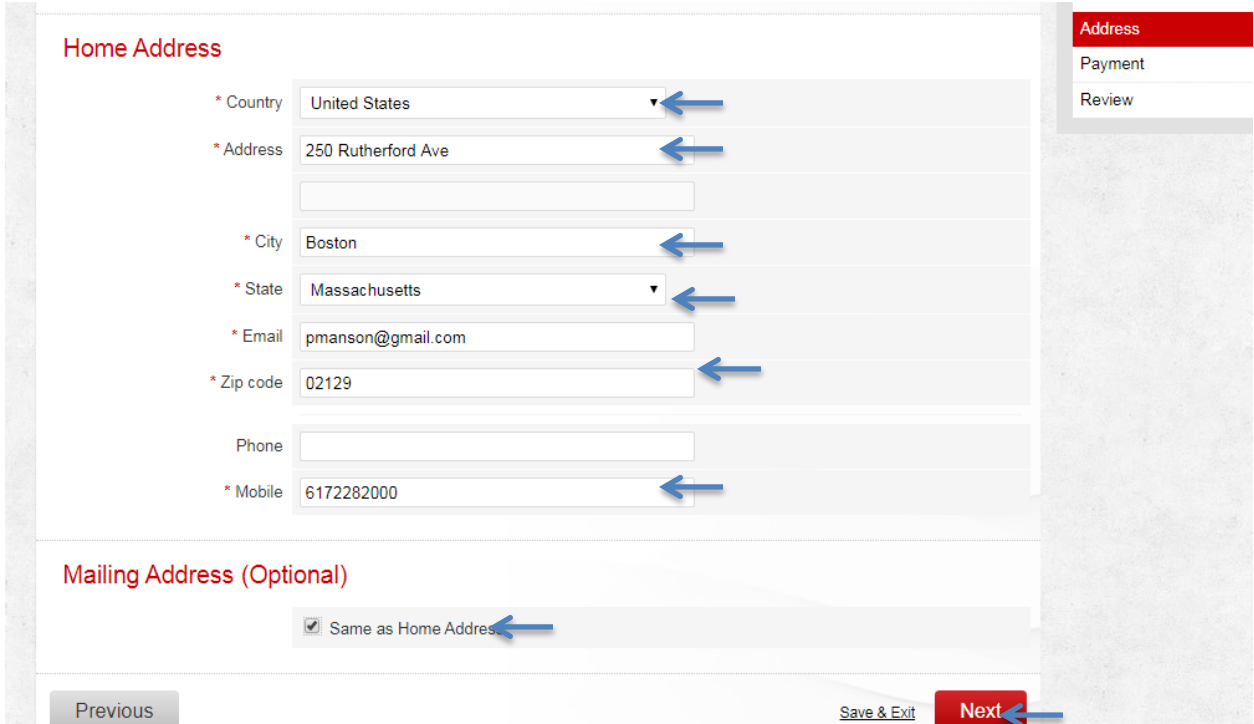
Your Details

Address

Payment

Review

8) Please enter your address below.



Home Address

* Country: United States

* Address: 250 Rutherford Ave

* City: Boston

* State: Massachusetts

* Email: pmanson@gmail.com

* Zip code: 02129

Phone:

* Mobile: 6172282000

Mailing Address (Optional)

☒ Same as Home Address

Previous Save & Exit **Next**

Address

Payment

Review

9) Below is an overview of the fees due. Please read term and condition and then click to accept.

Payment

- Below is an overview of the fees due.

Your Fees

Amount Due	\$ 155.00
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* [Click here to read the Terms and Conditions and then tick to accept](#) ☒

Previous [Save & Exit](#) **Next**

YOU ARE HERE

Enroll and Pay
Fees Reading and Grammar

Your Details

Address

Payment

Review

10) **Last step:** Enter credit card/ debit card for payment method.

Payment Client

Important Information

Payment Method

Confirmation

Transaction	Course Fee
Amount	\$155.00


Card Information

Card number

12333324466216

Cancel **Continue**

Debit and Credit Cards - We accept credit or debit cards with the following logos:



11) **You are now registered for your class.** You will receive an email confirmation to your email.

If you have any questions, you may contact Community Education office Mon-Fri, 9:00 a.m – 4:00p.m.