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/](https://www.bhcc.edu/cce-catalog/)

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
<th>Available Seats</th>
<th>Register</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRG-101E: (TEAS) Prep for Reading and Grammar (See Description)</td>
<td>TRG-101E_01</td>
<td>January 7</td>
<td>February 11</td>
<td>Tuesday</td>
<td>4-7 p.m.</td>
<td>H-Building</td>
<td>Lori Mazzarelli</td>
<td>$155</td>
<td>22</td>
<td>Register</td>
</tr>
<tr>
<td>TRG-101E: (TEAS) Prep for Reading And Grammar (See Description)</td>
<td>TRG-101E_02</td>
<td>March 23</td>
<td>April 28</td>
<td>Tuesday</td>
<td>4-7 p.m.</td>
<td>H-Building</td>
<td>Lori Mazzarelli</td>
<td>$155</td>
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<td>Register</td>
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<tr>
<td>TCG-101F: (TEAS) Prep for</td>
<td>TCG-101F_01</td>
<td>January</td>
<td>February</td>
<td>Wednesday</td>
<td>4-7 a.m.</td>
<td>H-Building</td>
<td>TRA</td>
<td>$155</td>
<td>21</td>
<td>Register</td>
</tr>
</tbody>
</table>
3) **Click Register** button to enroll and pay. (Please confirm correct date and time for your schedule before register.)

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<td>Register</td>
</tr>
<tr>
<td>TSG-101E: (TEAS) Prep for Math and Science (See Description)</td>
<td>TSG-101E_01</td>
<td>January 8</td>
<td>February 12</td>
<td>Wednesday</td>
<td>4-7 p.m.</td>
<td>H-Building</td>
<td>TBA</td>
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<td>Register</td>
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<tr>
<td>TSG-101E: (TEAS) Prep for Math and Science (See Description)</td>
<td>TSG-101E_02</td>
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<td>April 29</td>
<td>Wednesday</td>
<td>4-7 p.m.</td>
<td>H-Building</td>
<td>Lori Mazzarelli</td>
<td>$155</td>
<td>20</td>
<td>Register</td>
</tr>
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4) **Click New Account** to register. **Note:** If you have Elevate account, you may type in your username and password to sign in.
5) **Fill in First Name, Last Name & Email Address.** Check box after read and review our data privacy policy. **Click New Account.**

![Create Account](image)

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

![Your Details](image)
7) Please create a user account.

8) Please enter your address below.

9) Below is an overview of the fees due. Please read term and condition and then click to accept.
10) **Last step**: Enter credit card/ debit card for payment method.

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 – 4:00 p.m.
Contact

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