

SHRM Essentials of Human Resources

Please review carefully.

STEP-BY-STEP REGISTRATION INSTRUCTIONS

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

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

Scroll Down ↓

2nd—Click on the Register Now RED Button  

3rd—Click on “Community Education”  


4th—Click on  
[Register and Pay for Community Education Classes](#)

5th—Type “bsn” in the field labeled “Course Code Number.”  

6th—Click the “Submit” button  

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



Select	Course Name and Title	Meeting Information	Location	Start Date	End Date	Faculty	Credits	CEUs	Capacity / Available Seats
<input type="checkbox"/>	BSN-124-S1 (70790) Shrm Certification Human Resou	09/29/2018-12/15/2018 Lecture Saturday 09:00AM - 03:00PM, G Building, Room G138	Community Education	09/29/18	12/15/18	To be Announced	0.00		18 / 18
<input type="checkbox"/>	BSN-124-T1 (70791) Shrm Certification Human Resou	09/11/2018-11/27/2018 Lecture Tuesday 06:00PM - 09:15PM, G Building, Room G140	Charlestown Campus	09/11/18	11/27/18	To be Announced	0.00		18 / 18
<input checked="" type="checkbox"/>	BSN-124A-H1 (71367) SHRM Essentials of HR Mgmt	10/11/2018-11/08/2018 Web Based Thursday 06:00PM - 09:00PM, Room to be Announced	Community Education	10/11/18	11/08/18	To be Announced	0.00		18 / 18

SUBMIT

Then click SUBMIT



SUBMIT

8th -- Fill out Personal Identification page, (only * fields)

→ For the address, use your host family address:

Check Box → then Click Submit



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.

SUBMIT

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



Educational Goal Non-Degree Personal/Job ▼

Then Click  **SUBMIT**

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

Price	Course Name and Title	Meeting Information	Start Date	End Date
695.00	BSN-124A-H1 (71367) SHRM Essentials of HR Mgmt	10/11/2018-11/08/2018 Web Based Thursday 06:00PM - 09:00PM, Room to be Announced	10/11/18	11/08/18

Total Amount Due 695.00

Choose one of the following:*

Register now (check out)

Select a payment method to complete registration (check out)

Payment Type

Visa Card

SUBMIT

11th— Processing My Credit Card Payment

Click

CONTINUE

12th— 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!"