

Bunker Hill Community College

Student Support Services

2014-2015



**Bunker Hill
Community College**

imagine the possibilities

Student Support Services

This Guide to Student Support Services explains the function of the various support services available on the Charlestown and Chelsea campuses and how these services can help students. Information on office location, phone numbers, hours and email addresses are provided for each service area.

Contents

Frequently Asked Questions	3
Academic Computing Centers	4
Advising Center	5-6
Adult Basic Education and Transition to College Programs	7
Assessment Center	8
Basic English as a Second Language (BESL)	9
Boston Welcome Back Center for Internationally Educated Nurses	10
Career Center	11
Center for Self-Directed Learning (CSDL)	12
College Connection.	13
Community Center for Entrepreneurship	14
Community Engagement – Service Learning	15
Disability Support Services	16
Early Advantage.	17
E-portfolio Training Lab.	18
Health Services	19
International Center.	20
Internship Programs.	21
Language Lab	22
Learn and Earn Program	23
Learning Communities	24
Library and Learning Commons	25
LifeMap Commons	26
MathSpace	27
Single Stop	28
Student Access and Success Center (SASC), Chelsea Campus.	29
Student Activities	30
Student Emergency Assistance Fund	31
Student Success Program.	32
Tutoring and Academic Support Center (TASC).	33
The Veterans Center	34
The Writing Place	35
Charlestown Campus Map	36

Additional Computer and Printer Availability for Students

Center for Self-Directed Learning

- Computers and printers for CSDL students only.

Disability Services

- Computers and printers for students with documented disabilities only.

LifeMap Commons

- Computers and printers for students working on LifeMap assignments and activities only.

Boston Welcome Back Center

- Computers and printers available for Welcome Back students only.

Language Lab

- Computers and printers available for language learning students only.

MathSpace

- Computers and two printers available for students taking developmental math courses only (MAT-093, MAT-097 and MAT-099).

Student Access and Success Center (SACS) Chelsea Campus

- Computers and printers are available in the Chelsea Computer Center. It is an open lab. However, on occasion it may not be available due to placement and certification exam testing.

Frequently Asked Questions

see pages

Who can help me with my math skills ?	27
Who can help me with a research paper?	29, 32, 33, 35
How can I improve my résumé and cover letter?	11, 18
Who can work with me on my reading skills?	13, 22, 35
Who can I talk to about the G.I. Bill and my veterans benefits?	34
Where can I learn about student clubs ?	30
I am a nurse from another country. Who can advise me?	10
Where can I go for financial help if I have an emergency ?	28, 31
What is Service Learning ?	15
Where do I go if I need help with my income taxes or finances?	28
I have a learning disability . Who can help me?	16
Where can I practice for the Computerized Placement Test (CPT)?	8
Who can help me if I need child care or have housing issues?	28, 31
What is a learning community ?	24
Where do I go to get help with my BHCC email account?	4
What is information literacy ?	23
Where can I learn about taking BESL courses?	9
Where can I go if I have a medical emergency?	19
Where can I get a student I.D. ?	25
Where can I get tutoring help?	13, 17, 22, 26, 27, 29, 32, 33, 35
Who can help me choose a major ?	5-6, 11
I want to own my own business . Where can I get advice?	14
Can I attend any success workshops to help me with my classes?	26, 30, 32
Can I get help with my e-portfolio and electronic presentations?	18
Where can I go for help if I have an F-1 visa ?	20
How do I find out about internships in Business, Biotechnology or Paralegal?	20, 23
I need to map out my educational career at BHCC. Where can I go for help?	26
I am a first-generation college student. Where can I go for support?	32

Advising Center

Contact: 617-228-2230

advising@bhcc.mass.edu

Room E235

Charlestown Campus

Academic advising is available to all degree- and certificate-seeking students throughout the year.

New Students:

Newly accepted students will receive directions in their acceptance packet about registering for a Start Smart Orientation Session.

- All newly accepted students (first time to college, transfer or readmitted students) are required to attend a Start Smart Orientation where they meet with Orientation Mentors and Advisors who assist with the transition to or back to BHCC, including advising and registration.
- A mandatory first-semester advising session is also held for all first-time and transfer students during the first six weeks of the semester; information is sent via BHCC email.

Advisor assignments for newly accepted students and readmitted students are made during the first six weeks of the semester.

- Students are notified via BHCC email once advisor assignments are complete.
- Advisor assignments can be found in the Academic Profile section of WebAdvisor in the BHCC Portal by clicking "My Profile."
- Until students receive an assignment, advising is available at the LifeMap Commons, Room E235.

Continuing Students:

Degree- and certificate-seeking students are assigned to one of the following for academic advising:

- **LCS Advising** – Students enrolled in a Learning Community Seminar should ask their instructor for information about their advising assignment.

(continued on next page)

Advising Center

Contact: 617-228-2230 Room E235
 advising@bhcc.mass.edu Charlestown Campus

(continued from previous page)

- **ESL Advising** – Students enrolled in English as a Second Language will either be assigned to a specific faculty member or to “ESL Advising” – located in Room B118, the Assessment Center.
- **Advising Center** – Students assigned to the Advising Center may meet with an advisor at the LifeMap Commons, Room E235.
- **Faculty** – If there is a name listed, the student has been assigned to a particular faculty member and should make arrangements to meet with this individual during their scheduled office hours or at a mutually agreed upon time during the academic semester.
- **Departments** – Many departments are now involved in Departmental Advising. These departments hold sessions throughout the semester; students should check their BHCC email for information from their department regarding dates and times of scheduled meetings and events.

Hours: Monday - Wednesday: 8:30 a.m. – 7 p.m.
 Thursday: 11 a.m. – 7 p.m.
 Friday and Saturday: 8:30 a.m. – 4 p.m.

Website: **bhcc.mass.edu/admissions/advising**

Basic English as a Second Language (BESL)

Contact: 617-228-2642

Room H109
H-Building
Charlestown Campus

This program offers four levels of non-credit English instruction, from basic literacy through high beginning levels.

- Language Literacy
- Reading and Writing
- Listening and Speaking
- Grammar and Vocabulary
- Computer Literacy

These courses teach Workplace English and Academic Preparation.

Students must take the placement test in the Assessment Center Room B118 before registering.

Hours: Monday - Friday: 8:30 a.m. – 4:30 p.m.

Website: bhcc.mass.edu/besl

Boston Welcome Back Center For Internationally Educated Nurses

Contact: Allison Cohn Room B206
617-228-4226 Charlestown Campus
acohn@bhcc.mass.edu

Were you a nurse in your homeland?

Do you want to be a nurse in Massachusetts?

Are you having trouble getting licensed here?

If your answer is "YES" to all of these questions, please visit the Boston Welcome Back Center in Room B206. The center is designed to help nurses trained outside the United States with:

- Credential evaluation
- English competency TOEFL or IELTS Examination
- Nursing Licensure NCLEX Examination
- Advocacy and support

Hours: Monday - Friday: 9 a.m. – 5 p.m.
Wednesday: 9 a.m. – 8 p.m.

Website: bhcc.mass.edu/welcomeback

Career Center

Contact: Jacki Kiddy
617-228-2143
jkiddy@bhcc.mass.edu
Argentina Ramirez
617-228-3401
aramirez@bhcc.mass.edu
Patty Short
617-228-2365
pshort@bhcc.mass.edu

Sharon Schaff
617-228-2023
sschaff@bhcc.mass.edu
Ann DiClemente
617-936-1971
aediclem@bhcc.mass.edu
LifeMap Commons Room E235
Charlestown Campus

The Career Center helps current students and graduates make wise decisions about their futures.

Students can:

- Work with career counselors for guidance, coaching and support.
- Understand career needs.
- Identify interests, skills and work values.
- Set personal and educational goals.
- Access computer-based career planning software programs.
- Research various occupations to choose the right major.

For help finding a job, students can:

- Develop effective strategies for an online search.
- Write effective résumés and targeted cover letters.
- Search the BHCC Career Connect job portal for jobs and internships.
- Attend a variety of workshops focusing on interviewing, networking and company research.
- Practice and refine interviewing skills using a leading web-based recording software.
- Attend fall/spring Career Fairs to meet and network with employers.
- Connect with alumni and mentors working in your industry.

Hours:

Fall/Spring	Monday - Tuesday:	9 a.m. – 7 p.m.
	Wednesday - Friday:	9 a.m. – 5 p.m.
Summer	Monday - Friday:	9 a.m. – 5 p.m.

Website: bhcc.mass.edu/careercenter

Center for Self-Directed Learning (CSDL)

Contact:	Faeizeh Amini	Room H165
	617-228-2225	H-Building
	CSDL@bhcc.mass.edu	Charlestown Campus

Students may enroll in college credit courses through the Center for Self-Directed Learning (CSDL). CSDL students complete coursework on their own schedule, without attending classes, using both traditional textbook materials and electronic resources. Courses can extend over the entire semester, or be completed in a few weeks, depending on the student's needs. Students stay engaged through required weekly hours at the Center, with computers and study space available for use. Course facilitators, specialists in the subject area, serve as another resource for students' questions and concerns, and also evaluate and grade their work. Facilitators are supported by professional and peer tutors, available at all times during the Center's hours of operation.

At the Center for Self-Directed Learning, students can:

- Take Guided Self-Study courses.
- Learn about the Prior Learning Program.
- Use the Internet for homework assignments.
- Type and print papers.

Students must log in each time with their student I.D. number. No food, beverages, or cell phone use is allowed in the CSDL.

Hours:

Fall/Spring	Monday - Thursday:	8:30 a.m. – 8:45 p.m.
	Friday:	8:30 a.m. – 1 p.m.
	Saturday and Sunday:	8:30 a.m. – 3:45 p.m.
Summer	Monday - Thursday:	8:30 a.m. – 8:45 p.m.

Website: bhcc.mass.edu/csdl

College Connection

Contact: Stacey Curran Conway Room D206
 617-228-2165 Charlestown Campus
 scurranc@bhcc.mass.edu

Students visit the College Connection to improve literacy skills such as reading comprehension and vocabulary development. The College Connection does not offer homework assistance; however, staff can help students understand homework directions.

- Department staff will help RDG-090, RDG-095 and ENG-090 students navigate college resources and adjust to college life.
- Free literacy tutoring and advising is available for RDG-090, RDG-095 and ENG-090 students.
- Students can meet one-on-one with a professional reading tutor.
- Students can attend small group reading and tutoring sessions.
- Practice for the RDG-090 and RDG-095 exit exams.
- Receive feedback and suggestions on how to improve test-taking skills.

The center is not for students in ENG-095. ENG-095 students should go to TASC or The Writing Place. College Connection coaches will visit assigned classes.

You must make an appointment.

Hours: Monday - Thursday: By appointment

Website: bhcc.mass.edu/collegeconnection

Community Center for Entrepreneurship

Contact: 617-228-3224
cce@bhcc.mass.edu

Room H111 and H112,
H-Building
Charlestown Campus

The Community Center for Entrepreneurship, an official outreach center for the Mass Small Business Development Corporation (MSBDC) is a one-stop center for all things entrepreneurial. Whether you're a student, a new business owner or a community-based firm, we can assist and direct you to a wide variety of resources both within the college and beyond.

We offer expert advice and guidance, free public presentations from successful local entrepreneurs, non-credit courses on specific topics such as Entrepreneurship 101, an updated entrepreneurship library, business plan assistance and in some cases legal assistance for your business.

In addition we can point you toward BHCC's credit entrepreneurship certificate programs. In summary, we can help you find the entrepreneurial services that suit your individual needs.

Appointments are available:

Tuesday - Thursday: 10 a.m. – 7 p.m.
Call now for an appointment.

Website: bhcc.mass.edu/entrepreneurship

Community Engagement – Service Learning

Contact: Meghan Callaghan Room B211A-B
 617-228-3485 Charlestown Campus
 engagement@bhcc.mass.edu

Students: Do you like helping others? Do you want to know what it means to be civically engaged? Do you want to connect with other students who like to volunteer in their communities? Are you taking a class with a Community Engagement project?

If your answer is “YES” to any of these questions, please visit the Office of Community Engagement in Room B211A-B. The office:

- Helps students find organizations where they can volunteer.
- Provides resources to help students think critically about being an “engaged” citizen.
- Shows students examples of ways to become involved in their communities.
- Links students with other students who enjoy volunteering.

BHCC defines Service Learning to encompass all Community Engagement projects. This allows a BHCC student to participate in a variety of course-related projects throughout the community. A student might participate in an action research project, where he or she interviews, contemplates and proposes solutions to issues in society. Students might volunteer at a homeless shelter or an after-school program and connect the experience to concepts within their courses. Or a student might go to a local K-12 school with classmates and present complex ideas to elementary students.

The Office of Community Engagement also hosts a variety of co-curricular volunteer initiatives that involve hundreds of BHCC students in direct service to Greater Boston communities.

Hours: Please email or call to make an appointment.

Website: bhcc.mass.edu/community-engagement

Disability Support Services

Contact:	Andrea Schwartz, Coordinator 617-228-3415 aschwartz@bhcc.mass.edu	Kathryn Williams, Educational Coach 617-228-3281 klwillia@bhcc.mass.edu
	Ken Elkind, Assistive Technology Educator 617-228-2234 kelkind@bhcc.mass.edu	Fred Brown, Literacy Specialist 617-228-2263 fabrown@bhcc.mass.edu
	Larissa Schyrokyj, Literacy Specialist 617-228-1980 lschyrok@bhcc.mass.edu	Room E222 Charlestown Campus

Students who have – or suspect they have – a learning disability can obtain professional help and resources through Disability Support Services. Here are some of the services provided:

- Specialized tutoring in reading and writing, especially for those taking RDG-090, RDG-095, ENG-090, ENG-095
- Classroom accommodations
- Testing accommodations
- Personal educational coaching
- Assignment planning and organization strategies
- Access to Kurzweil, a text-to-speech program
- Access to Dragon, a speech-to-text program
- Recorded books, tape recorders and magnifying devices

Hours: Monday - Thursday: 8:30 a.m. – 5:30 p.m.
Friday: 9 a.m. – 4 p.m.

Website: bhcc.mass.edu/disabilitysupportservices

Early Advantage

Contact: 617-228-3267
earlyadvantage@bhcc.mass.edu

The mission of Early Advantage is to help students persist in college and achieve their goals by providing proactive, student-centered interventions that connect students with campus resources and support services that help them overcome academic and personal barriers to success.

Faculty may make a referral to support staff at the College when they observe students struggling with writing, language or math skills, excessive absences or tardiness or incomplete work during the first eight weeks of the semester. The Early Advantage Program provides essential notices by email, so students should check their BHCC email account frequently.

If a student receives an Early Advantage referral, the Early Advantage staff working out of the LifeMap Commons will make every effort to speak with the student in person or via phone.

Early Advantage also coordinates a number of Steps to Success workshops designed to help students reduce stress and earn better grades. Schedules are mailed to all students at the start of the semester; or students may view the schedule via the Steps to Success link on their Portal account.

Hours: Please email or call to set up an appointment.

Health Services

Contact: Denise Amerena Room E154
617-228-2185 Charlestown Campus
damerena@bhcc.mass.edu

The Health Services Office provides emergency care and treatment of minor injuries and common illnesses as well as health maintenance and counseling. Those who experience a major health problem while on campus will be referred to their primary care provider or evaluated and referred to an appropriate agency for medical care. For students enrolled in Health Profession Programs, the required medical records must be sent to the Health Services Office for review and clearance before a student can visit any clinical site. The office is staffed by a registered nurse.

To report an emergency: Dial ext. 2222 on any College phone. Please report the incident and location to the dispatcher and remain on the line until you are instructed to hang up.

How much does it cost to visit Health Services? There is no cost to visit Health Services nor do you need to provide health insurance information.

Do I need an appointment to visit Health Services? No, students are welcome to walk in during posted clinic hours.

I am a student with a disability and need to park close to the College; how do I get a Handicapped Parking permit? Students with disabilities should contact the Health Services Office before parking in a Handicapped Permit Parking Only space.

Can I get my immunizations and prescription medication at Health Services? Immunizations and prescription medications are not provided through Health Services. However, the Health Services Office can assist you in locating clinics and/or providers where these services may be available.

Clinic Hours: Monday, Wednesday, Thursday: 10:30 a.m. – 3:30 p.m.
Tuesday: 11 a.m. – 6 p.m.

Office Hours: Friday: 9 a.m. – 1 p.m.

Website: bhcc.mass.edu/healthservices

Internship Programs

Contact: Marcea Taylor Room E235L
617-228-2111 Charlestown Campus
internships@bhcc.mass.edu

Do you want to build your skills, knowledge and confidence in a real-world setting?

Do you want career experience and the chance to work with professionals in your field?

Do you have time to intern at least 10-15 hours a week for at least 12 weeks?

If so, you might be interested in one of BHCC's internship programs.

Students should visit BHCC's internship web site to learn more:

- Plan ahead for your academic internship. Discover if a three-credit internship course is included in your major. Review eligibility and course prerequisites.
- Determine your schedule for the semester. Do you have a course load that would allow you to dedicate time to an internship?
- Explore opportunities online for ideas of where to intern. Find resources to help you prepare and apply for your internship.
- Learn about paid STEM research internships and the Learn and Earn internship program.
- Take advantage of the multiple Career Development and Internship information sessions.
- Receive mentoring and support for your career goals.

Internships are offered each semester for current BHCC students.

Hours: Please email or call to set up an appointment.

Website: bhcc.mass.edu/internships

Language Lab

Contact: Carmen Magaña Room E226
617-228-3440 Charlestown Campus
cmagana@bhcc.mass.edu

The Language Lab offers the latest language learning software and a friendly, knowledgeable tutoring staff to help students improve their skills in English or any foreign language offered at BHCC.

The Language Lab provides current BHCC students with free assistance if they would like to improve their English language skills.

Features include:

- Drop-in and scheduled tutoring sessions for reading and writing at any level.
- Free grammar, writing, reading and software workshops.
- ESL and English 095/111 practice exit-exam testing.
- Eight language learning software programs.

For students who need to study for the TOEFL or IELTS test:

- Free TOEFL/IELTS tutoring, practice tests and skill evaluation.

For students who need help with pronunciation:

- Discussion groups for students who speak English as a second language.
- Pronunciation software and tutoring.

For students who are learning a foreign language other than English:

- Foreign language software and tutoring.

For students who want to study in the lab:

- Thirty-three computer workstations, many with webcam and voice recorder access.

Hours:

Fall/Spring	Monday - Thursday:	9 a.m. – 9 p.m.
	Friday:	9 a.m. – 4 p.m.
	Saturday and Sunday:	9 a.m. – 4 p.m.
Summer	Monday - Thursday:	9 a.m. – 9 p.m.
	Friday:	9 a.m. – 4 p.m.

Website: bhcc.mass.edu/languagelab

Learn and Earn Program

Contact: Cora T. Miller Room E235R
617-228-2006 LifeMap Commons
learnandearn@bhcc.mass.edu Charlestown Campus

Learn and Earn, a program sponsored by the Massachusetts Competitive Partnership (MACP), offers qualified Bunker Hill Community College students majoring in Biotechnology, Business, Engineering, General Concentration, Graphic Design, IT and other subjects, **paid work experience** at some of the largest companies in and around Boston including Bank of America, Beth Israel Deaconess Medical Center, BJ's Wholesale Club, The Boston Foundation, Dovetail Health, EMC, Fidelity Investments, Raytheon, Staples, State Street Corporation, Suffolk Construction, UBS and Vertex Pharmaceuticals.

Qualified Students will:

- Earn \$15 per hour and work from a minimum of 16 to a maximum of 30 hours per week.
- Take a three-credit internship course, counting toward your major during the same semester as the internship.
- Receive mentoring and support for your career goals.

The Learn and Earn Program offers extended internships for current BHCC students. Internships run in two cycles: Fall (September 1 - January 30), and Spring (February 1 - August 30). Recruitment and application begins at least one semester in advance. Check online for eligibility requirements and for additional information on how to apply.

Hours: Please email or call to set up an appointment.

Website: bhcc.mass.edu/learnandearn

Learning Communities

Contact: Liya Escalera Room E231
617-228-2173 Charlestown Campus
lescaler@bhcc.mass.edu

BHCC Learning Communities promote active and engaged learning through practices such as collaborative and problem-based learning, interdisciplinary learning experiences, mentoring, field study and service learning. Learning communities create a supportive and engaging environment and allow students to make strong connections with faculty, peers and support staff.

BHCC Learning Communities offer students the opportunity to:

- Take courses with classmates who share common academic goals, career aspirations or personal interests.
- Benefit from faculty collaboration across subject areas and curriculum that is grounded in real-world issues.
- Navigate college resources and develop a supportive network of faculty, peer mentors and support staff.

Learning Community courses are offered during the day and evening, as well as on the weekends and online.

Hours: Monday - Friday: 9 a.m. – 5 p.m.

Website: bhcc.mass.edu/learning-communities

Library and Learning Commons

Contact: Vivica Pierre Room E331
617-228-3240 Charlestown Campus
vdpierre@bhcc.mass.edu

The BHCC Library provides students with access to academic library and information resources and services. Librarians will help students find, evaluate, incorporate and use library and information resources efficiently and effectively.

Resources include:

- New books including e-books and e-readers.
- New databases to support career/profession searches and course assignments.
- Information literacy (also called digital literacy) workshops. Students can initiate these workshops by appointment with a BHCC librarian.
- Study spaces with new carrels, tables and chairs.

At the Library, students obtain BHCC photo identification cards, which are needed to log in to the Library's research databases off campus. The BHCC OneCard also allows students to borrow library materials.

Hours:

Monday - Thursday:	8 a.m. – 10 p.m.
Friday:	8 a.m. – 5 p.m.
Saturday and Sunday:	8 a.m. – 4 p.m.

Website: bhcc.mass.edu/library

LifeMap Commons

Contact: Amanda Dooling
617-228-2317
adooling@bhcc.mass.edu

Room E235
Charlestown Campus

Bunker Hill Community College is committed to supporting students in achieving their educational, career and life goals. Toward this end, the College's LifeMap program provides holistic, integrated supports designed to help students chart and realize their goals. To ensure a positive and productive student educational experience, LifeMap combines technology with individual assistance provided by faculty and staff.

The LifeMap Commons is a space where students can work on various LifeMap activities, including career planning, educational planning and financial planning as well as creating e-portfolios and support and social networks. Through the BHCC Portal students can access various assessments, information and resources for LifeMap.

Offices located within the LifeMap Commons include:

- Advising
- Career Planning
- Early Advantage
- Internship
- Language Lab
- Learn and Earn
- LifeMap Lab

Hours:	Monday - Thursday:	8:30 a.m. – 7 p.m.
	Friday:	8:30 a.m. – 4 p.m.
	Saturday:	9 a.m. – 4 p.m.

Website: bhcc.mass.edu/lifemap

Single Stop

Contact: Kathleen O’Neill Room D206
617-228-3330 Charlestown Campus
singlestop@bhcc.mass.edu

Single Stop connects students to state and federal financial resources and local community services in the Greater Boston area, including:

Free Income Tax Assistance

- Completion and e-filing of taxes
- Determining tax credit eligibility
- Walk in or make an appointment from January to April

Benefits Screening

- SNAP (Food Stamp) Applications – DTA Interviews in the Single Stop office
- Help with applying for health insurance
- Assistance with child care referrals
- Consultation regarding homelessness
- Parenting/pregnancy local support and resources

Financial Literacy

- Workshops
- Financial advising
- Credit counseling
- Budgeting
- Money management

Eat Smart - Be Smart

- Emergency help with food needs/insecurity
- Monthly mobile markets - Food Pantry

Hours: Monday: 9 a.m. – 5 p.m.
Tuesday - Thursday: 9 a.m. – 6 p.m.
Friday: 9 a.m. – 4 p.m.

Website: bhcc.mass.edu/singlestop

Student Access and Success Center (SASC), Chelsea Campus

Contact: Sharon Caulfield Room 202
617-228-3356 Chelsea Campus
scaulfield@bhcc.mass.edu

The Chelsea Campus Student Access and Success Center (SASC) is the hub for all student services offered at the Chelsea Campus. Through this Center, students may register and pay for courses, complete course placement assessments (Accuplacer) and access advising and academic support services. The Center offers tutoring in mathematics (all levels), English, writing, psychology, sociology, biology, anatomy and physiology, pharmacy technology, drug calculations, chemistry and physics.

For additional information, contact the Center at 617-228-3361.

Center Hours:

Fall/Spring	Monday - Thursday:	9 a.m. – 7 p.m.
	Friday:	9 a.m. – 4 p.m.
Summer	Monday - Thursday:	9 a.m. – 6 p.m.
	Friday:	9 a.m. – 4 p.m.

Tutoring Hours:

Fall/Spring	Monday - Thursday:	10 a.m. – 7 p.m.
	Friday:	10 a.m. – 4 p.m.

Computer Center Hours:

Fall/Spring	Monday - Friday:	7:30 a.m. – 9 p.m.
	Saturday:	8 a.m. – 3 p.m.
Summer	Monday - Thursday:	7:30 a.m. – 7 p.m.
	Friday:	7:30 a.m. – 4 p.m.

Registration Hours:

Year-round:	Monday - Wednesday:	8:30 a.m. – 7 p.m.
	Thursday:	11 a.m. – 7 p.m.
	Friday:	8:30 a.m. – 4 p.m.

Website: bhcc.mass.edu/chelsea/sasc

Student Activities

Contact: Paul Moda Room D106H
617-228-2260 Charlestown Campus
pmoda@bhcc.mass.edu

Students who want to connect with other students and enhance their lives at BHCC can participate in a variety of student activities. Here are some of the College's many student activities, programs and services:

- Student Government Association
- Start Smart Orientation
- Student Clubs
- Textbook Assistance Program (TAP)
- Mentoring for new students through the Start Smart Orientation Program
- Training for student leaders through workshops and retreats, in areas including program planning, individual leadership and group development
- Lost and found service
- Message center for student clubs and organizations
- Locker rentals

Hours: Monday - Thursday: 9 a.m. – 6:30 p.m.
Friday: 9 a.m. – 5 p.m.

Website: bhcc.mass.edu/activities

The Mary L. Fifield Endowed

Student Emergency Assistance Fund

Contact: Wick Sloane Room B101B
617-228-2380 Charlestown Campus
wicksloane@bhcc.mass.edu

The purpose of the Mary L. Fifield Endowed Student Emergency Assistance Fund is to provide financial help to students experiencing emergencies that may significantly interfere with their ability to continue to attend classes.

The fund does not support tuition, fees, books, cable television, telephone expenses, taxes or fines.

To be eligible, students must be enrolled for six credits or more in a degree or certificate program and have a GPA of 2.5 or higher. As part of the application students must submit documents including, but not limited to, their most recent federal income tax returns, the most recent three months of bank statements and, if unemployed, proof of having applied for unemployment. Avoid emergencies by beginning each semester with a financial plan to pay your expenses including tuition, housing, books, food and transportation.

All applications receive a detailed review and require an interview.

Applying to the Fund does not guarantee a student will receive money.

Applicants must also meet with a financial planner and an academic counselor.

Qualified applicants will be accepted after the end of the schedule adjustment period for the fall and spring semesters. Students with an emergency outside of these dates should contact Wick Sloane (above).

We will try to help.

Drop-in Hours: Monday - Tuesday: 10 a.m. – noon
Wednesday - Thursday: 2 – 4 p.m.

Website: bhcc.mass.edu/emergencyassistancefund

Student Success Program

Contact: Margaret Bovill-Hawkins Room B331
617-228-3283 Charlestown Campus
mbhawkins@bhcc.mass.edu

The Student Success Program is a transfer program. Students must apply and be selected to participate. Its goal is to assist students in transferring to a four-year university or college.

The Student Success Program provides a comprehensive program of academic and student support services designed to help students achieve their educational goals at Bunker Hill Community College and to transfer to their four-year school of choice.

The Program provides the following services: academic counseling, peer tutoring, a counseling/mentor program, cultural enrichment events and college transfer information. It also provides workshops on a variety of topics focusing on learning strategies, financial literacy and life management skills, career planning skills and the college transfer process.

To qualify for these services, students must be enrolled full-time and in college-level courses with intent to graduate and transfer to a four-year school. Students must demonstrate an academic need, meet Programmatic criteria and meet one or more of the following federal criteria:

- Be a first-generation college student
- Meet federal income guidelines
- Have a documented disability

A United States Department of Education, TRIO Student Support Services Grant funds the Student Success Program. For more information, contact the Student Success Program Office, Room B331, or call 617-228-3283.

Hours:

Fall/Spring	Monday - Thursday:	8:30 a.m. – 6 p.m.
	Friday:	8:30 a.m. – 4:30 p.m.
Summer	Monday - Thursday:	8:30 a.m. – 4:30 p.m.
	Friday:	8:30 a.m. – 12:30 p.m.

Website: bhcc.mass.edu/studentsuccessprogram

Tutoring and Academic Support Center (TASC)

Contact: William Pendergast Room E174
617-228-3467 Charlestown Campus
tasc@bhcc.mass.edu

The Tutoring and Academic Support Center (TASC) supports and enhances student learning and academic success by offering a variety of traditional and non traditional services to all Bunker Hill Community College students. The TASC offers tutorial assistance and small group workshops to students enrolled in credit-bearing courses. Students are offered a wide range of services to support their work on basic academic skills as well as on course-specific work in their programs. Students may register for weekly, individual and group appointments. These services are offered in a student-centered atmosphere.

You can:

- Schedule one-on-one appointments for English, ESL or writing.
- Drop in to work with a tutor.
- Access online programs for course work.
- Type and print papers.

Students are required to log in each time with their student I.D. number, and when logging out, to select the appropriate subject or activity.

Hours:

Fall/Spring	Monday - Thursday:	8:30 a.m. – 8 p.m.
	Friday - Sunday:	8:30 a.m. – 4 p.m.
Summer	Monday - Thursday:	10 a.m. – 6 p.m.

Website: bhcc.mass.edu/tasc

The Veterans Center

Contact: Misty Kemp Room B201, Main Lobby
617-228-3213 Charlestown Campus
Fax: 617-228-3212
veterancenter@bhcc.mass.edu

Bunker Hill Community College Veterans Center is committed to providing veterans, active duty military, Guard/Reservists and their eligible dependents with a smooth transition to college and a successful educational experience. The Veterans Center provides specialized customer service for student veterans and serves as an advocate within the College community as well as our community partners. The Veterans Center staff are grateful for your military service and are honored to assist you as you pursue your academic goals.

Students who wish to apply for educational benefits must contact the VA Certifying Official in the Veterans Center. Students receiving educational benefits are required to attend classes and maintain satisfactory academic progress in order to continue receiving education benefits. Furthermore, students must notify the Veterans Center of any changes made to their enrollment status.

The Veterans Center provides services in the following areas:

- Support and advocacy for veteran students
- Assistance in solving problems related to education
- Advice regarding VA Educational Benefits
- Certification to the VA for each semester of enrollment and any change of enrollment
- Referrals to university resources and other agencies
- Verification of pursuit of training
- Assistance with credit for prior learning

Please come and visit the Veterans Center located in the B-Building, in Room B201 on the Charlestown Campus

Office Hours: Charlestown:

Monday - Wednesday: 9 a.m. – 7 p.m.

Thursday: 11 a.m. – 7 p.m.

Friday: 8:30 a.m. – 4 p.m.

Chelsea: By appointment only

Follow us on Facebook: www.facebook.com/bhccveteranscenter

The Writing Place

Contact: Patricia Colella Room E142
617-228-1948 Charlestown Campus
pcolella@bhcc.mass.edu

Are you a student taking ENG090, ENG095, ENG111, ENG112 or literature courses? Your teachers may ask you to work in the Writing Place. You may also visit The Writing Place independently to meet one-on-one with a tutor weekly.

Peer tutors can work with students on:

- Brainstorming ideas for writing assignments.
- Planning and drafting writing assignments.
- Researching information through library and online resources.
- Revising your writing for organization and details.
- Editing your writing for grammar and punctuation.

There are computers with:

- Internet access.
- Grammar and punctuation software programs.
- Word processing and printing capabilities.

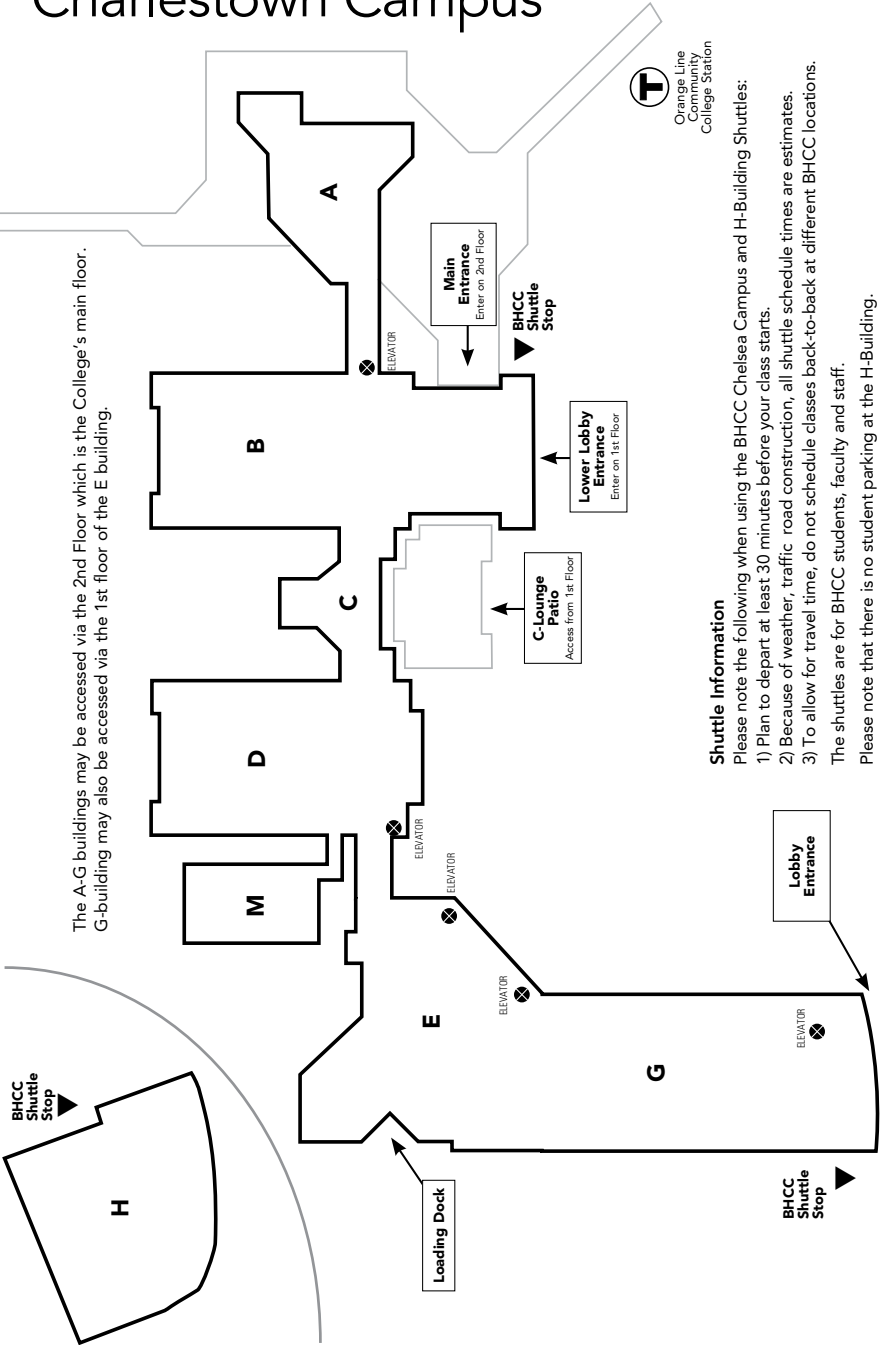
There are handout materials with:

- Exercises to develop grammar and sentence skills.
- Forms for organizing paragraphs and essays.
- Spelling and punctuation review.

Hours: Monday - Thursday: 9 a.m. – 6 p.m.
Friday: Changes semester by semester

Website: bhcc.mass.edu/writingplace

Charlestown Campus



The A-G buildings may be accessed via the 2nd Floor which is the College's main floor. G-building may also be accessed via the 1st floor of the E building.

Shuttle Information

Please note the following when using the BHCC Chelsea Campus and H-Building Shuttles:

- 1) Plan to depart at least 30 minutes before your class starts.
- 2) Because of weather, traffic, road construction, all shuttle schedule times are estimates.
- 3) To allow for travel time, do not schedule classes back-to-back at different BHCC locations.

The shuttles are for BHCC students, faculty and staff.

Please note that there is no student parking at the H-Building.

A-Building

3rd Floor

Lounge
Auditorium
Art Gallery
Human Resources

2nd Floor

Student Trustee
Textbook Assistance Program
Academic Computer Center
D Lounge
Single Stop
Volunteer Income Tax Assistance (VITA)
Classrooms

D106
D106
D111

2nd Floor

D206
D206

B-Building

1st Floor

Security Desk
BHCC Shuttles-Chelsea, H-Building

3rd Floor

MathSpace
MathSpace

M103
M104

M-(Modular) Building

E-Building

Facilities Management
Office of Public Safety
Central Services
The Writing Place
Audio Visual
Commonwealth Honors Center
Health Services
Visual and Media Arts Dept
Tutoring and Academic Support Center (TASC)
Edward L. Kerr Conference Room

E120
E127
E138
E142
E144
E145
E154
E157
E174

1st Floor

Dreamkeepers
Assessment Center
Online Registration
Veterans Center
Admissions and Enrollment Services
Registrar
Welcome Back Center
Office of Community Engagement
Financial Aid
Student Payment

B101B
B118
B201
B203
B204
B206
B211A-B
B213
B219

2nd Floor

Administrative Offices
Business Office
Student Success Program
Adjunct Faculty Center

E175
E222
E226
E230

3rd Floor

Student Lounge
Vending Machines/Games
WBCC Radio Station
Lecture Hall
Deans' Offices

E232
E235

C-Building

1st Floor

C-Lounge
C-Lounge
C-Lounge
C202

2nd Floor

Teaching Learning and Instructional Technology Center (TLITC)
Quiet/Silent Room
LifeMap Commons
• Advising
• LifeMap Lab
• Early Advantage
• Career Planning
• Internships, Learn & Earn
• E-portfolio

E236
E300

2nd Floor

Student Activities
Student Government Association
Student Activities

3rd Floor

International Center
Library and Learning Commons

E236
E300

D-Building

1st Floor

Distance Learning
Center for Self-Directed Learning (CSDL)
• Testing Room

3rd Floor

Library Classroom
Cafeteria
Bookstore
Kershaw Culinary Arts Dining Room
Gymnasium
Security Desk
BHCC Shuttles-Chelsea, H-Building
-Drop Off/Pick Up
Fitness Center
Team Room 2/Lockers
Officials Lockers
Team Room 1/Lockers
Trainers/Exam Room
Athletic Offices Suite
Faculty Offices Suite
Health Center Lobby/Lounge
Faculty Offices Suite
Medical Imaging Labs
Dean's Office Suite
Acute Critical Skill Unit
Basic Skills Unit
Security Desk
BHCC H-Building Shuttle-Drop Off/Pick Up
Workforce Development Center
Community Education
Basic English as a Second Language (BESL)
BHCConline/Weekend College
Distance Learning
Center for Self-Directed Learning (CSDL)
• Testing Room

D106
D106
D106

1st Floor

Community Education
Basic English as a Second Language (BESL)
BHCConline/Weekend College
Distance Learning
Center for Self-Directed Learning (CSDL)
• Testing Room

3rd Floor

Community Education
Basic English as a Second Language (BESL)
BHCConline/Weekend College
Distance Learning
Center for Self-Directed Learning (CSDL)
• Testing Room

E319
E400
E418
E421

4th Floor

G-Building

1st Floor

Gymnasium
Security Desk
BHCC Shuttles-Chelsea, H-Building
-Drop Off/Pick Up
Fitness Center
Team Room 2/Lockers
Officials Lockers
Team Room 1/Lockers
Trainers/Exam Room
Athletic Offices Suite
Faculty Offices Suite
Health Center Lobby/Lounge
Faculty Offices Suite
Medical Imaging Labs
Dean's Office Suite
Acute Critical Skill Unit
Basic Skills Unit
Security Desk
BHCC H-Building Shuttle-Drop Off/Pick Up
Workforce Development Center
Community Education
Basic English as a Second Language (BESL)
BHCConline/Weekend College
Distance Learning
Center for Self-Directed Learning (CSDL)
• Testing Room

G102
G113A
G113B
G113C
G115
G117
G130

2nd Floor

G201-G215
G218-G225
G231
G240
G243

H-Building

Lobby
Lobby

H103
H103
H116
H134
H134
H165

Student Support Services

bhcc.mass.edu/studentsupportservices

Charlestown Campus
250 New Rutherford Avenue
Boston, MA 02129-2925

Chelsea Campus
175 Hawthorne Street
Chelsea, MA 02150-2917

bhcc.mass.edu



imagine the possibilities



AFFIRMATIVE ACTION and EQUAL OPPORTUNITY POLICY

Bunker Hill Community College does not discriminate on the basis of race, creed, religion, color, sex, sexual orientation, gender identity, age, disability, genetic information, maternity leave or national origin in its educational programs and in admission to, access to, treatment in or employment in its programs or activities as required by Chapters 151B and C of the Massachusetts General Laws; Titles VI and VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; and Section 504, Rehabilitation Act of 1973 and regulations promulgated thereunder.

Direct all inquiries concerning the application of these regulations to Thomas L. Saltonstall, Director of Diversity and Inclusion, the College's Affirmative Action Officer and Title IX and Section 504 Coordinator, 250 New Rutherford Avenue, Room E236F, Boston, MA 02129 or by calling 617-228-3311.