

SHRM Learning Certification Test Prep

Course Sections

Please review carefully and select the appropriate course section.

BSN-124-T1 (Tuesday section: Tuesday evenings from 6pm – 9pm, 12 sessions)

BSN-124-S1 (Saturday section: Saturdays from 9am - 3pm, bring your own lunch, half-hour lunch, six sessions)

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” → 

Prospective Students

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
<input type="checkbox"/>	BSN-124-S1 (60324) Society for Human Resource Mgt	02/28/2015-05/16/2015 Lecture Saturday 09:00AM - 02:00PM, Health and Wellness Building, Room G138	Community Education
<input type="checkbox"/>	BSN-124-T1 (60323) Society for Human Resource Mgt	02/10/2015-05/05/2015 Lecture Tuesday 06:00PM - 09:00PM, Health and Wellness Building, Room G140	Community Education

Then click SUBMIT



SUBMIT

Please note that if you are registering for the Saturday section, BSN-124-S1, the class end time is 3pm, not 2pm.

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

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
1,200.00	BSN-124-S1 (60324) Society for Human Resource Mgt	02/28/2015-05/16/2015 Lecture Saturday 09:00AM - 02:00PM, Health and Wellness Building, Room G138

Total Amount Due 1,200.00

Choose one of the following: *

Select a payment method to complete registration (check out)

Payment Type

Then Click→

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!"