

Advising and Registration Guide

Bunker Hill Community College

Fall
2025

Advising & LifeMap N-210

On Campus Hours:

Monday-Thursday 9 a.m. - 6 p.m.

Friday 12 - 4 p.m.

Virtual/Chat Hours:

Monday-Tuesday 12 - 6 p.m.

Wednesday-Thursday 10 a.m. - 5 p.m.

Friday 12 - 4 p.m.

HOPE E-225

On Campus Hours:

Monday-Thursday 9 a.m. - 5:30 p.m.

Friday 12:30 - 4 p.m.

Remote Hours:

Monday-Friday 9 a.m.- 6 p.m.

Getting Started!

We are excited to have you join our student body! This guide is here to help you register for classes. You will use it today—and we encourage you to keep it to help you register for future semesters on your own.

Before we look at the classes you need to graduate, please **answer the questions below**.

Q1. Transfer In:

Have you ever earned college credit before in the U.S. **or abroad**? _____

- If yes, please be sure to review your transcript with your advisor to make sure you are registering for the right classes
- Resources for transferring in credits are on page 10 of the Bulldog Resource book.

Q2. Credit for Prior Learning:

- Did you take an AP (advanced placement) exam in High School? _____
- Do you speak a second language (such as French, Spanish, Arabic, Portuguese, Japanese, German, Italian, Russian, or Mandarin)? _____
- Where you or are you in the Military? _____
- Do you have any workplace training skills or qualifications that you believe could count for college credit? _____
 - If yes to any of the 3 above, please refer to page 15 of the Bulldog Resource Guide regarding Credit for Prior Learning.

Q3. Transfer Out:

Do you already know where you will transfer to earn a bachelors degree? _____

Have you heard of our Joint Admissions program? _____

- If yes, please be sure to share that with your advisor to develop the best plan for transfer.
- Resources for transferring out and Joint Admissions are on pages 10-11 of the Bulldog Resource book.

YES for any questions

When you meet with an advisor at the end of this presentation, please share with them any questions you answered yes to.

NO to all

Welcome to College - we look forward to getting you started on your first steps in Higher Education.



BHCC offers six Pathways. Each Pathway includes a grouping of programs that allow students to explore their interests and career goals. New students are assigned to an advisor that specializes in advising students in a particular Pathway.



Arts, Humanities, Communication and
Design



Behavioral, Social Sciences and
Education



Business and Hospitality



Health



Law and Public Service and Safety



Science, Technology, Engineering and
Math (STEM)

Which Pathway are you on? _____

What program do you plan to graduate from at BHCC? _____

Follow the steps on the next page to find your Pathway and your program Curriculum Map



[Email](#)
[myBHCC](#)
[Moodle](#)
[Translate](#)
[A](#)

| | | | | | |
|--|---|--|-----------|-----------|----|
| Academics | Future Students | Current Students | Employees | Workforce | Co |
| ACADEMICS HOME ► Academic Calendar Academic Resources Accreditation BHCC Bookstore | Boston Welcome Back Center College Catalog Commonwealth Honors Program Course Schedules Departments | Divisions Learning Communities Library Programs of Study Self Directed Learning | | | |

Programs
by Pathway

Select your Program (degree): exam-
ples: Liberal Arts, Health Science, Busi-
ness Transfer

Curriculum Map

If you aren't sure which Program of Study you are planning to complete, either select one from your Pathway of interest, or select Liberal Arts. If you are applying to a Selective Health program, please open AA Health Science and the Program you intend to apply to (ie. General Sonography).

Program of Study—Liberal Arts Example

Semester 1

- HUM-120 Self, Culture and Society **Credits: 3 ***
- ENG-111 College Writing I **Credits: 3 ***
- GenEd-QPS Quantitative Problem Solving **Credits: 3-4 ***
- GenEd-CCC Community & Cultural Contexts **Credits: 3 ***
- GenEd-CW Creative Work **Credits: 3 ***

Note: Classes with an asterisk * are priority classes—take these first (pending prerequisite completion). If a class is listed in Semester 1 or 3—it means you can count on that class being offered every fall semester. If it's listed in Semester 2 or 4—then every spring semester. Many classes are offered every semester, but it's good to confirm before adding it to your plan. Always read the "Semester Advising Notes".

General Education Requirements

To thrive in the twenty-first century workforce and to **become engaged and informed citizens**, the College provides all associate degree-seeking students with a wide-reaching set of General Education Outcomes, which align with our Institutional Learning Outcomes (Inquire, Communicate, Act, Grow).

You will fulfill your General Education Requirements by completing a well rounded education including courses from each of the below categories. Consult your individual Program of Study for General Education course requirements specific to your major.

Writing composition (English)
Quantitative Problem Solving (Math)
Scientific Reasoning (Lab Science)
Creative work
Community & Cultural Context
General Electives



Learning Community Requirement

BHCC Learning Communities provide you with the opportunity to learn in a supportive and engaging environment that enables stronger relationships among students, faculty, and staff.

First-time to-college students pursuing associate degrees and enrolled in nine or more credits are required to take a Learning Community Seminar within their first year.



****HUM-120 classes all have their own topic—check the course descriptions in MyBHCC self-service.**

AHE-104-Understanding Human Behavior
BUS-101-Intro to Business
CIT-113-Information Technology Problem Solving
CMT-101-Game Development Essentials
COM-110-Intro to Communications
CRJ-101-Criminal Justice
CSC-120-Introduction to Computer Science
CUL-101-Culinary Fundamentals
EDU-102-Becoming a Teacher
ENG-203-Creative Writing Workshop
FPS-111-Fire Protection and Safety
HRT-105-Hospitality Seminar
HUM-120-Self, Culture & Society**
MUS-180-Intro to Music Business
PLG-101-Intro to Law
VMA-100-Cultures and Careers in Visual Art

Degree Timeline at BHCC

While the curriculum map lays out Associates Degrees in 4 semesters, the time it takes to earn an Associates Degree or a Certificate will be different for every student. The amount of time required to complete a degree depends on two main things: 1. What, if any, prerequisites are needed before taking the recommended first semester classes, and 2. the number of classes you complete each semester **You should take the number of classes that is best for you.** Please refer to the chart below to help you determine how many classes you can successfully complete within a semester. Remember to consider time spent at work, family responsibilities, commuting, working, and sleeping.

Budget your time! Most college coursework is completed outside the classroom, take the right number of credits that fits your schedule.

| CLASS | TIME IN CLASS | Homework and Studying | Cumulative TOTALS |
|---------------------|-----------------|-----------------------|--------------------|
| Class 1: HUM-120 | 2.5 hours | 5-8 hours | 7.5-10.5 hours |
| Class 2: ENG-111 | 2.5 hours | 5-8 hours | 15-21 hours |
| Class 3: MAT-181 | 2.5 hours | 5-8 hours | 22.5-31.5 hours |
| Class 4: PSY-101 | 2.5 hours | 5-8 hours | 30-42 hours |
| Class 5: BIO-105 | 4.0 hours | 8-11 hours | 42-57 hours |
| WEEKLY TOTAL | 14 hours | 28-43 hours | 42-57 hours |

Note: The above chart estimates time needed to be successful in a 3-credit course for Class 1-4. Class 5 is a 4 credit class, which will require more time.

Setting GOALS

I am studying at BHCC because:

The semester I plan to graduate is:

My plans after graduation are:

Resources and support I need to help me accomplish these goals:


Which Pre-requisites do you need?

BHCCselfservice

1 Open Google Chrome or Mozilla Firefox and open the bhcc.edu webpage.

2 Click on **myBHCC** at the top of the bhcc.edu

[Email](#) [myBHCC](#) [Moodle](#)



3 Click on the Login button in the middle of the picture:



4 Log-in using your BHCC username and password (which was emailed to you with your acceptance).
PLEASE NOTE: Your username must be entered in all lowercase letters

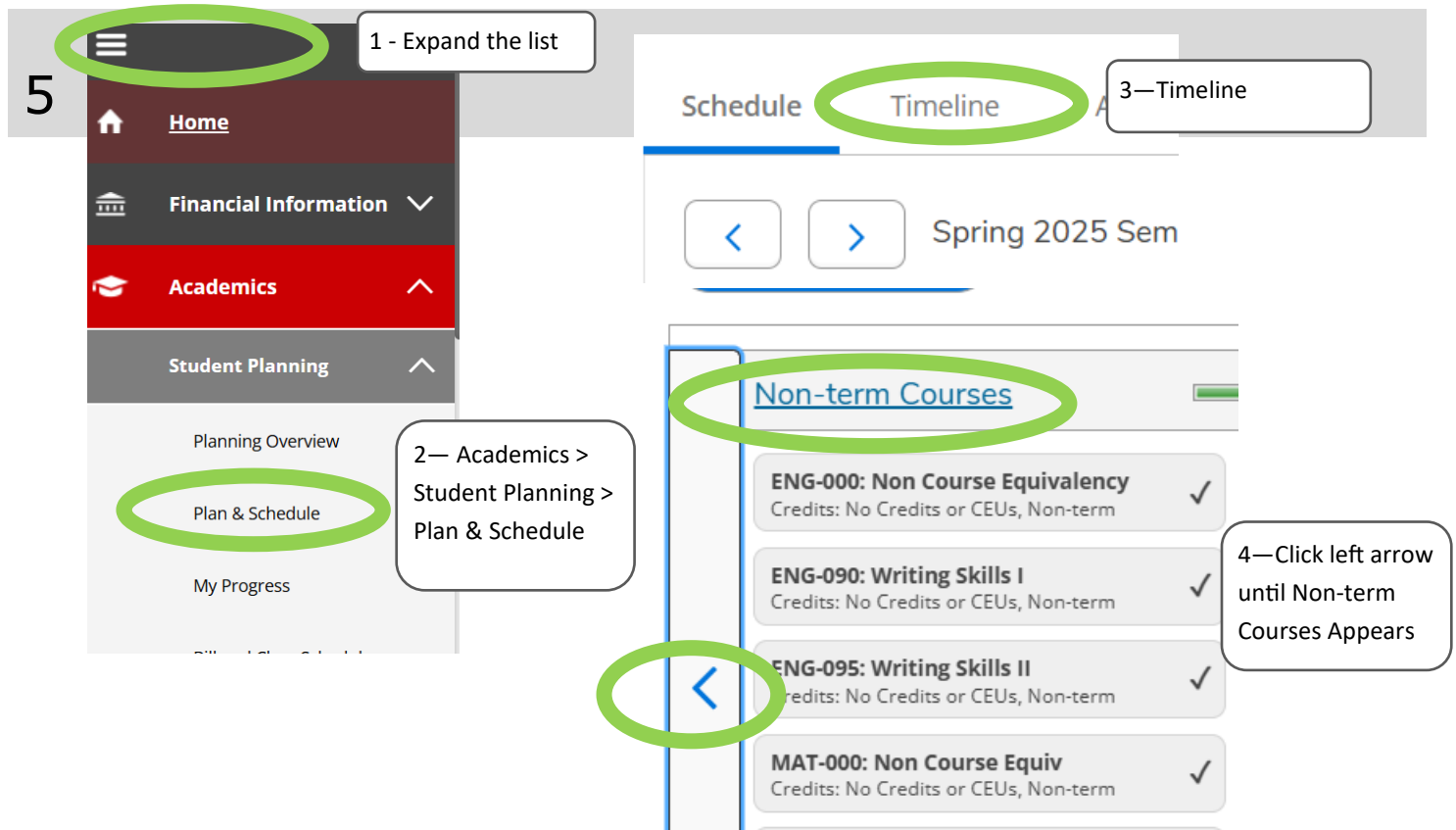
5

1 - Expand the list

2— Academics > Student Planning > Plan & Schedule

3—Timeline

4—Click left arrow until Non-term Courses Appears



Check off your Non-Term Courses:

These are the prerequisites you already have based on placements.

For all categories that apply to your degree program, if you cannot check off a course in that sequence, that should be the next class you take**

Language Non-term Course students will have EITHER ENG/RDG or ELL

| | | | | | | | |
|------------------|---|------------------|---|------------------|---|------------------|---|
| Non-term Courses | ✓ | Non-term Courses | ✓ | Non-term Courses | ✓ | Non-term Courses | ✓ |
| ENG 000 | | ENG 090 | | ENG 095 | | | |
| RDG 000 | | RDG 090 | | RDG 095 | | | |

OR

| | | | | | | | |
|---------|--|---------|--|---------|--|---------|--|
| ELL 000 | | ELL 101 | | ELL 102 | | ELL 103 | |
|---------|--|---------|--|---------|--|---------|--|

Math Non-term Courses ALL Associates Degrees*

| | | | | | |
|------------------|---|------------------|---|------------------|---|
| Non-term Courses | ✓ | Non-term Courses | ✓ | Non-term Courses | ✓ |
| MAT 000 | | MAT 093 | | MAT 097 | |

*Note: except Culinary which does not need MAT 097

Math continued for STEM and Business Transfer Students

| | | | |
|------------------|---|------------------|---|
| Non-term Courses | ✓ | Non-term Courses | ✓ |
| MAT 099 | | MAT 194 | |

If Calculus I is required

| | |
|------------------|---|
| Non-term Courses | ✓ |
| MAT 197 | |

**Only exceptions to the above are for Certificate students with different requirement & potentially for students who answered YES to questions on page 2, in this case, please discuss with an advisor. If you do not see any 000 course, it means you must still complete your English and Math Placement.

What classes should I take this semester?

Courses numbered **090-099** should be planned first. If eligible to take it, plan your Learning Community Seminar.

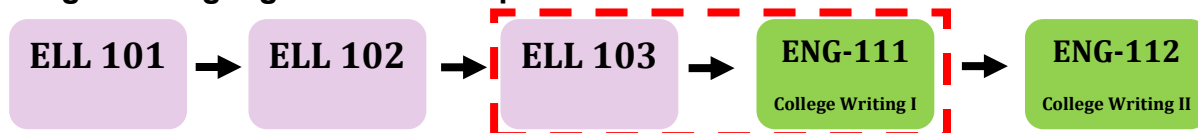
| Classes I will register for today... | credits | Classes I will plan for the next semester | credits |
|--------------------------------------|---------|---|---------|
| 1. | | 1. | |
| 2. | | 2. | |
| 3. | | 3. | |
| 4. | | 4. | |
| 5. | | 5. | |

Comments:

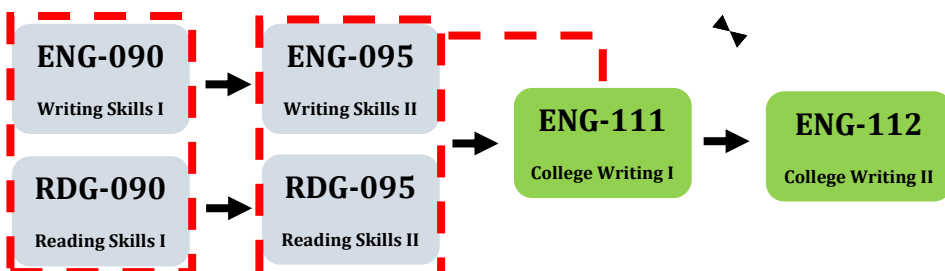
Full-time = 12 or more credits Part-time = 1-11 credits
Health Insurance required with 9 credits or more

Education Planning

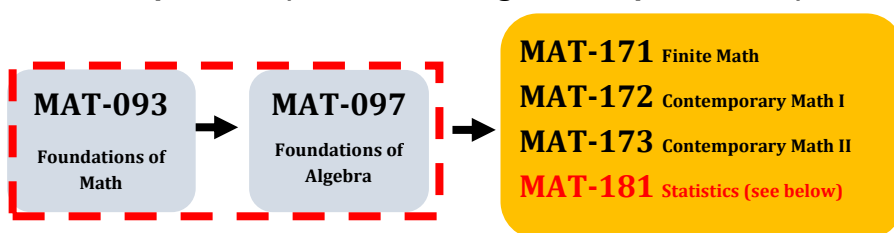
English Language Learners Sequence



English and Reading Sequence



Math Sequences (based on Program Requirements)



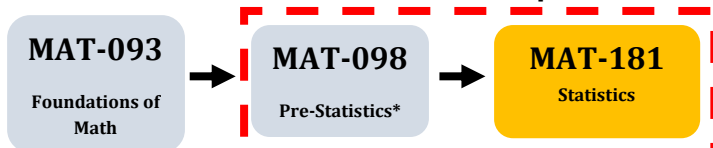
Clusters allow you to move through your math and/or English courses faster.

Example:

ENG-095 with ENG-111

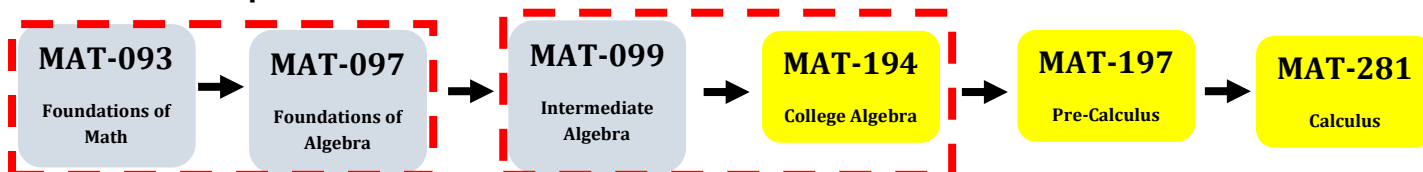
More on Clusters and how to register for them on page 15.

Recommended Statistics Math Sequence

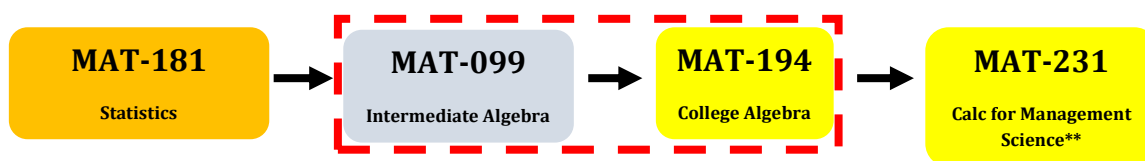


*Depending on math placement, students required to take CHM-120 may take MAT-093 with MAT-097 cluster, MAT-097 stand alone course or the MAT-098 with MAT-181 cluster.

STEM Math Sequence



Calc for Management Science Math Sequence



** MAT 231 course is not equivalent to MAT-197 or MAT-281. Students in Business Transfer & Info Tech Transfer may select STEM Math Sequence as an alternative.

A.S. Culinary Arts Math Sequence



**MAT-100 is for students in A.S. Culinary Arts only.

To view all placement testing options, visit <https://www.bhcc.edu/assessment/>.

Courses numbered **090-099** prepare students for college level coursework, and cost the same per credit as college-level courses. These courses **do not transfer or count toward graduation** requirements, or figure into final graduation GPA.

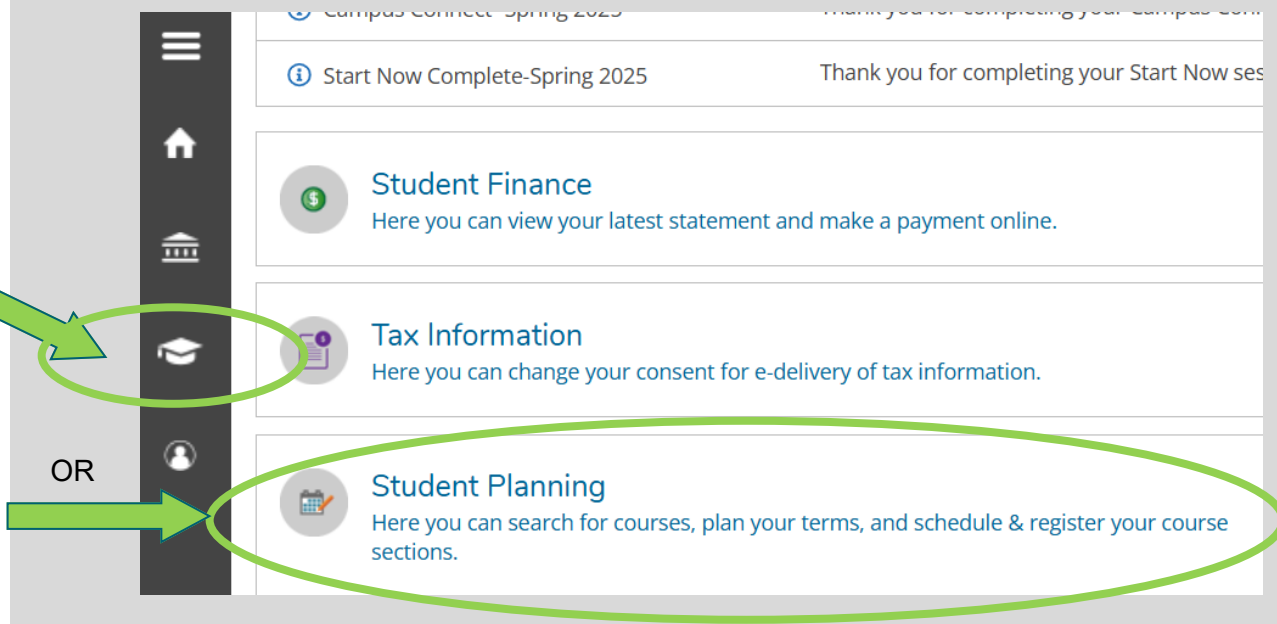
BHCCselfservice

Now that you know which classes you need—lets learn how to register

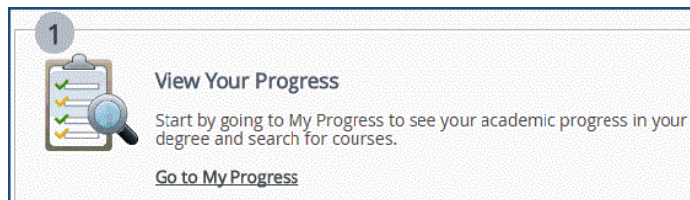
1 If you got logged out of self-service—refer to page 7

2 You can navigate using the toolbar on the left side of screen or by using the categories on the home page.

3 Student Planning is where you find your academic advising related content.

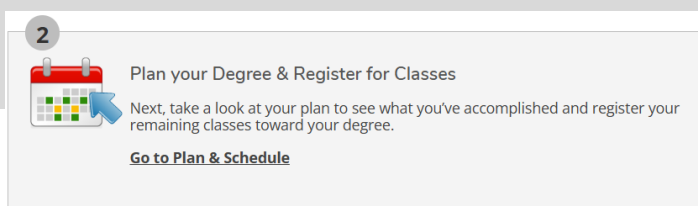


4 Select **My Progress** to for a macro view courses required to complete your certificate or degree



My Progress does not list courses in recommended order, nor does it include developmental courses or other prerequisites. Please ignore the anticipated graduation and progress bars on the righthand side. To determine your anticipated graduation, it is best to use the timeline tab previously shared.

5 Select **Plan & Schedule** to for a micro view of courses planned per semester.



The Plan & Schedule page may be blank until you add courses for individual semesters.

Plan Your Courses

1 Courses may be planned from either the **My Progress** or from **Plan & Schedule**. Add the course.

My Progress, click on the course.

Plan & Schedule, enter the course code & search.

| Status | Course |
|-------------|---|
| Not Started | ENG-111 College Writing I |

2 Select **Add Course to Plan**.

ENG-111 College Writing I (3 Credits)

This course emphasizes writing as a process, from planning and drafting through revising and editing. Using personal experience, readings, and other sources, students write unified, coherent, well-developed essays and practice paraphrasing, summarizing, and using sources responsibly. To be eligible to take College Writing II (ENG112), students must earn a grade of C or better for this course. The course meets General Education College Writing Requirement Area 1. Prerequisite: Grade of C or better in Writing Skills II (ENG095) and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.

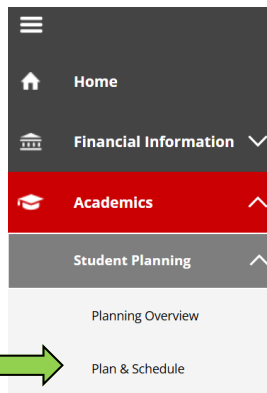
Add Course to Plan

3 Select the term that you want to take the course and click **Add Course to Plan**.

Continue this process until you have the right number of classes for yourself.

| | |
|-------|--------------------|
| Term | Select a Term... |
| Close | Add Course to Plan |

4 Go back to the **Plan & Schedule** page.



5

The course(s) you planned will appear on the left column of the weekly planner. You can use the arrows next to the semester to navigate different semesters (i.e. Summer, Fall, and Spring).

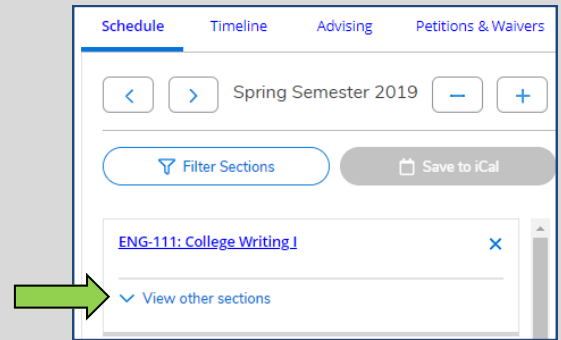
| | | | |
|----------------------------|----------|----------|---------------------|
| Schedule | Timeline | Advising | Petitions & Waivers |
| Spring 2025 Semester | | | |
| Filter Sections | | | |
| ENG-111: College Writing I | | | |
| View other sections | | | |

Reminder—To plan courses not included in your My Progress, use the search bar in the top right corner of the screen and type the course you need (examples: MAT-093, MAT-194 or ENG-095)

Register for Courses

1

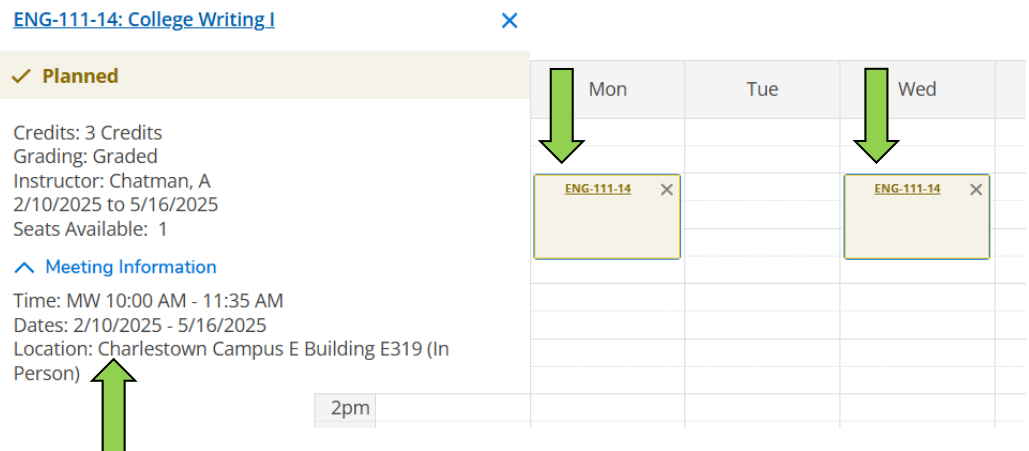
After you planned your courses you can search sections (days and times the course is offered) by selecting **View other sections**.



2

The days and times a course is offered will appear in a list view on the left column as well as on the weekly planner view on the right.

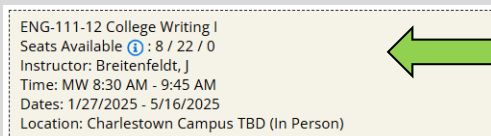
You can use the arrows under View other Sections to view more options.



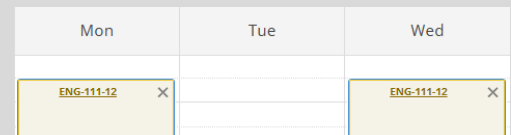
3

To add a section to your plan, click on the section on the list view or the weekly planner view and click **Add Section**.

The section you have added to your schedule will appear in yellow on your list and weekly planner view.

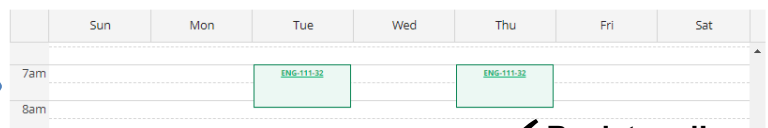


Add Section



4

To register for your course, select **Register** below the section you have selected on the list view or select **Register Now** on the top right-hand corner of the weekly planner. Planned courses appear in **yellow**, registered courses appear in **green**. You only have a seat in the class if it appears in green on your schedule.

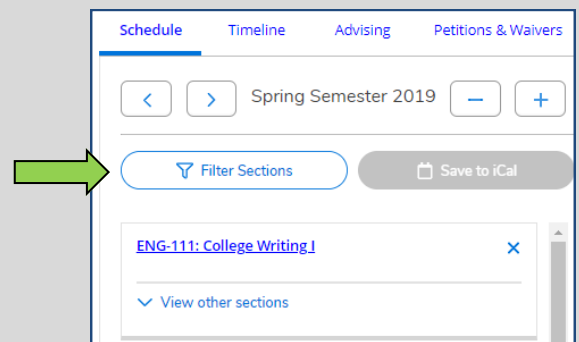


✓ Registered!

Search for Courses by Time and/or Location

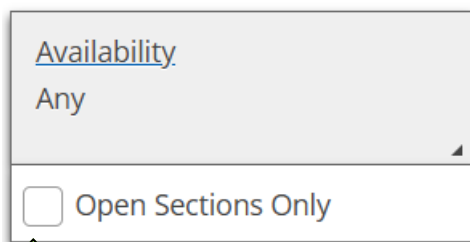
1

From the **Plan & Schedule** page—after you planned your courses you can Filter Sections to find specific days, times and learning modalities that are right for you.

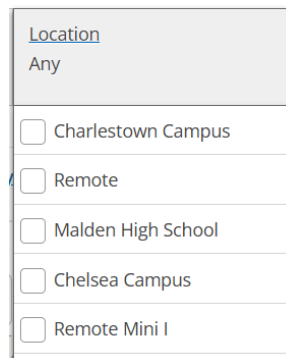


2

There are many options you can search by, the ones that work the best to filter are:



Searching Open sections only allows you to only view sections that currently have open seats

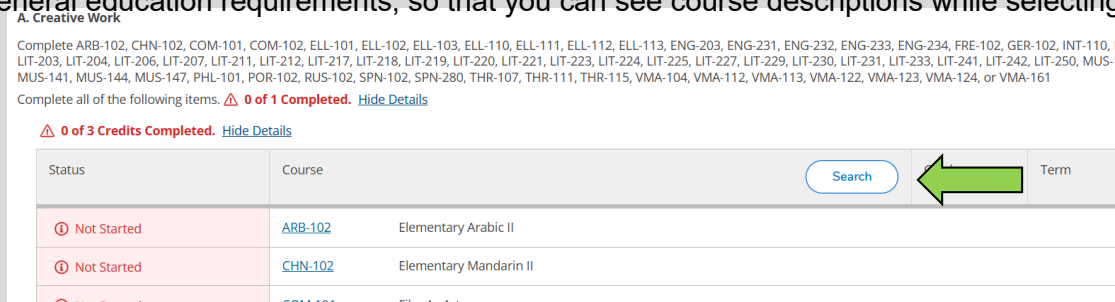


Searching by location allows you to filter by person classes, or online classes, while also showing you alternative campus locations and mini-session options.

Search for Courses by Requirement

1

From the **My Progress** page, you can also search for classes by category. This is particularly helpful for general education requirements, so that you can see course descriptions while selecting a class.



2

This opens the courses offered in that category in the **Course Catalog**. In addition to seeing course descriptions here, you can also search by the left-hand bar. This allows you to only select from courses that have the filters you enter.

COM-101 Film As Art (3 Credits)

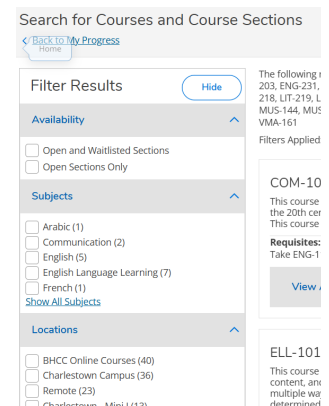
This course provides an introduction to the appreciation of film as an art form. It covers film techniques, terminology, and criticism, using film from the turn of the 20th century to the present. Students are exposed to film beyond the American canon, including African American, Asian, Latinx and international works. This course meets the General Education requirement for Creative Work.

Requisites:

Take ENG-111. - Must be taken either prior to or at the same time as this course.

[View Available Sections for COM-101](#)








[Add Course to Plan](#)



Class Format Options

When selecting your course section, it's important you know how the course is taught.

<https://www.bhcc.edu/coursedelivery/>

| Course Mode | Description | In-Person | Scheduled Meeting |
|---|---|------------------|-------------------|
|  In Person | Requires physical attendance at set days/times | Yes | Yes |
|  Remote | Requires real-time virtual attendance such as Webex at set days/times | No | Yes |
|  Web | Requires regular online participation but does not require attendance on set days/times | No | No |
|  Hybrid: In Person and Remote | Requires physical attendance at set days/times and requires real-time virtual attendance such as Webex at set days/times | Yes | Yes |
|  Hybrid: In Person and Web | Requires physical attendance at set days/times and online participation outside of scheduled class time | Yes | Yes |
|  Hybrid: Remote and Web | Requires real-time virtual attendance such as Webex at set days/times and online participation outside of scheduled class time | No | Yes |
|  Guided Self-Study | Requires physical attendance and/or real-time virtual attendance. Students will work with instructor to determine regular meeting schedule and modality | To be determined | To be determined |

F-1 visa student, military, or any other student with in-person requirements, please note “Hybrid” does not mean it counts as in person. The specific section you select must have an in-person day for the class to count as in-person.

Cluster Courses

Clusters are proven to increase a students success in the subject matter by over 20%. Not only can it save you time, but Clusters prepare students to work together in collaborative environments and provide opportunities for students to accelerate progression through developmental English and math.

Common Clusters are Identified on Page 9 in red dotted lines (- - - -)

Section Details

Additional clusters are HUM-120 & SOC-101; HUM-120 & ENG-111

MAT-181-200C
Statistics I
Spring 2025 Semester

How to Identify CLUSTERS in BHCC Self-Service?

Instructors Kane, J (joli.kane@bhcc.edu)

Meeting Information W 6:00 PM - 8:45 PM
1/27/2025 - 5/16/2025
Charlestown Campus, B Building B224 (In Person)

Dates 1/27/2025 - 5/16/2025

Seats Available 1 / 22 / 0

Requisites

- Successfully complete MAT-097 or higher level math course (Excluding MAT-100 and MAT-133); minimum grade C. - Must be taken either prior to or at the same time as this course.
- MAT-098-200C - Must be taken at the same time as this course.

MAT-098-01C
Pre-Statistics

MAT-181-01C
Statistics I

The C in the section number means these are a cluster. That means you MUST take them both.

When registered for cluster sessions—you attend ALL meeting times for both classes for the FULL semester. During all 4 meeting times in this example, you would be following the syllabus for MAT 098 for the first half of the semester. Then students receive a grade for MAT 098. Assuming you receive a C or higher, you continue meeting all 4 times a week for the second half of the semester to complete MAT 181.

| | Mon | Tue | Wed | Thu |
|------|---------------|---------------|---------------|---------------|
| 10am | | | | |
| 11am | | | | |
| 12pm | MAT-181-01C X | MAT-098-01C X | MAT-181-01C X | MAT-098-01C X |
| 1pm | | | | |
| 2pm | | | | |

Mini Sessions

Mini Sessions are offered for only half of the full semester, while still covering the same content required of a full semester class. This means they are fast paced and require on average double the time per credit as a regular semester course.

As seen below

Q = First half of the semester—in this example 1/27 until 3/16

R = Second half of the semester—in this example 3/24 until 5/16

ENG-111-01Q

College Writing I

Runs from 1/27/2025 - 3/16/2025

ENG-111-04R

College Writing I

Runs from 3/24/2025 - 5/16/2025

Helpful Registration Information

| Section Codes | |
|---------------|---------------------------------------|
| Section | Definition |
| C | Clusters |
| Q | Mini I |
| R | Mini II |
| H | Honors |
| WB | Online/Web Course |
| WBL | Late Start Online/Web Course |
| N01, N02 | Workforce Development Contract Course |

| Meeting Days | |
|--------------|----------------------|
| Abbreviation | Day(s) of the week |
| M | Monday |
| T | Tuesday |
| W | Wednesday |
| TH | Thursday |
| F | Friday |
| S | Saturday |
| SU | Sunday |
| M/W | Monday and Wednesday |
| T/TH | Tuesday and Thursday |

| Section Numbers | |
|-----------------|---|
| Section Number | Description |
| 01-99 | Charlestown Day (classes between 7am-4pm) |
| 100-199 | Chelsea Day (classes between 7am-4pm) |
| 200-299 | Charlestown Evening (classes after 4pm) |
| 300-399 | Chelsea Evening (classes after 4pm) |
| 400-449 | High School Classes |
| 450-459 | CSDL Sections |
| 460-469 | Satellite & Partner locations |
| 470-479 | Learning Contracts |
| 500-549 | Experimental sections |

| Campus Locations | |
|--|---|
| Charlestown Main Campus (Buildings A, B, C, D, E, G, N) | 250 New Rutherford Ave, Charlestown, MA 02129 |
| Chelsea Campus | 70 Everett Ave, Chelsea, MA 02150 |
| Satellite Campuses: | |
| East Boston Neighborhood Health Center | 250 Sumner St. and 20 Maverick Square, East Boston, MA 02128 |
| Malden High School | 77 Salem St., Malden, MA 02148 |
| Chinatown Pao Arts Center | 99 Albany Street, Chinatown, Boston, MA 02111 (For GPS and walking directions use 99 Kneeland St. Boston, MA 02111) |

Please be mindful that some courses have themes attached to them, check the course description before registering.

If you are taking classes at more than one location, please make sure you allow enough time to commute between campuses.

Specifically the number 18 in this example is referring to how this section is taught. General rule of thumb—look for sections that end in a number only, unless you are specifically looking for a Cluster, Mini, or Honors section (C, R, Q, or H).

Course title and section

ENG-111-18

College Writing I

Add Section to Schedule

| Seats ⓘ | Times | Locations | Instructors |
|---|--|---|--|
| <p>15 / 22 / 0</p> <p>Available seats</p> <p>Total seats in the class</p> | <p>T 10:00 AM - 12:45 PM</p> <p>1/23/2023 - 5/15/2023</p> <p>Days and times</p> <p>Start and end dates</p> | <p>Charlestown Campus</p> <p>In Person</p> <p>Location and format</p> | <p>Valdez, J (In Person)</p> <p>Instructor Name. If not available, TBD will be listed.</p> |

Academic Calendar for Fall 2025

The Academic Calendar is subject to change. For the most up-to-date calendar, check www.bhcc.edu/academic-calendar

The Academic Calendar has important dates associated with the college, such as semester start and end dates, holidays and deadlines. It is important that you review the Academic Calendar multiple times before and during the semester to ensure you do not miss any important deadlines.

| Date(s) | Academic Calendar |
|-----------------------|---|
| September 1 | Labor Day – College closed |
| September 2 | Semester Begins – First Day of Full semester, Web (WB), CSDL classes, Mini Session I |
| September 4 | Last day for adjusting schedules (add/drop) - Mini Session I |
| September 9 | Last day for adjusting schedules (add/drop) – Full Semester and Web (WB) courses. CSDL courses may be dropped or cancelled during the scheduled adjustment period, or within five (5) working days from the date of registration - More info. |
| September 15 | Late-Start classes begin (Charlestown Chelsea Satellite locations Remote Web Late-Start (WBL) Early College/Dual Enrollment) |
| September 17 | Last day for adjusting schedule (add/drop) – Late-Start classes (Charlestown Chelsea Satellite locations Remote Web Late-Start (WBL)) Early College/Dual Enrollment courses may be dropped or cancelled within one week of the start date. |
| September 26 | Last day to register for CSDL classes |
| October 10 | Last day to withdraw from course with "W" grades - Mini Session I |
| October 13 | Indigenous Peoples Day – College Closed |
| October 15 | Fall 2025 Graduation Application Closes |
| October 20 | Mini Session I ends |
| October 21 | Continuing Student Registration for Winter and Spring 2026 |
| October 22 | Mini Session I Final grades due by 5:00 p.m. |
| October 23 | Fall Transfer Fair |
| October 28 | Mini Session II begins |
| October 30 | Last day for adjusting schedules (add/drop) - Mini Session II |
| October 30 | Fall Professional Day – No Classes 1-3:55 p.m. |
| November 10 | Spring 2026 Registration for Community Education, ECET & BELL |
| November 11 | Veterans Day – College Closed |
| November 27-30 | Thanksgiving Day Recess – College Closed (Thursday through Sunday) |
| December 1 | New Student Registration for Winter and Spring 2026 |
| December 5 | Last day to withdraw from course with 'W' grades – Mini Session II |
| December 8 | Last day to withdraw from Fall 2025 semester with 'W' grades |
| December 16 | Last Day of Mini Session II |
| December 16 | Last Day of Classes – Full semester, Web, CSDL, Late-Start |
| December 17, 18 | Assessment Days |
| December 18 | Semester Ends |
| December 22 | Final grades due by 5:00 p.m. |

Schedule Adjustment:

Classes that are dropped during Schedule Adjustment will not appear on your schedule or transcript and you will receive a full refund. The deadline to adjust depends on when the class starts.

Mid-term warning are **grades** posted during week 7 of the semester. If you are having difficulty during the semester or receive a mid-term warning grade, reach out to your professor and assigned advisor as soon as possible.

Withdrawing from a course means you will receive a final grade of **W** for the course on your transcript.

Withdrawing from the college means you will receive a grade of **W** for all of your courses that semester and will need to reactivate your account to continue taking courses at BHCC.

Student do not receive a refund when they withdraw. Courses with **W** grades do not affect your GPA but do affect your completion rate.

Final grades are posted after final exams. BHCC uses a 4.0 Grade Point Average (GPA) scale.

Benefits to finishing a degree at BHCC before transferring to a Bachelors

- Earning an Associate's degree can help you start a career or help you get ahead in your current job
- Transfer to state colleges and UMASS universities with the Mass Transfer Pathways program
- Transfer to private colleges and universities with our transfer articulation agreements
- Get an advantage when applying to colleges with competitive admissions
- Save money! Community College is FREE to eligible Massachusetts Residence & less cost per credit for out of state students than traditional colleges!
- Qualify for scholarships only available for community college graduates

Notes

Checklist to complete after you register for classes

- ☐ **Check your class schedule** and class format in Self Service (myBHCC)
- ☐ **Review your bill** in Student Finance menu in Self Service (Account Summary page)
 - Positive balance (greater than \$0) is current amount that you owe to BHCC
 - Negative balance (-) is extra money after paying for classes (buy books, request refund, etc)
 - \$0 balance means there is no current balance
- ☐ **Review your financial aid** in Self Service
 - My Awards (active award will be posted here)
 - Missing Documents (submit required documents to Student Central to complete financial aid process)
- ☐ **Submit health insurance waiver** (if you are registered for 9 or more credits and have an active health insurance coverage from work, family, your own plan, etc.)
 - www.bhcc.edu/healthinsurance/
- ☐ **Submit Immunizations** (if you are registered for 12 or more credits or in a Health Science program)
 - www.bhcc.edu/immunizations
- ☐ **Make required payment** (pay in full or enroll in payment plan) or submit 3rd party payments by posted payment deadline
 - Contact Student Central Office with questions regarding payment, financial aid, and health insurance www.bhcc.edu/studentcentral/
 - Know the semester start date and schedule adjustment (add/drop) date) www.bhcc.edu/academic-calendar/
- ☐ **Log-in to Moodle** (on-line course system tool) <https://online.bhcc.edu/>
- ☐ **Download WebEx** to your computer (if taking remote courses)
 - Contact Academic Innovation and Distance Education Office for assistance www.bhcc.edu/aide/
- ☐ **Get your books before the first day of class/Bulldog Books+**
 - If you are using financial aid to buy books, you will need to buy books from BHCC bookstore or use Bulldog Books+. Bulldog Books+ is recommended.
 - Access codes/required course materials for courses www.bhcc.edu/bookstore/
- ☐ **Check BHCC email** every day.
- ☐ **Request student ID card** www.bhcc.edu/studentcentral/bhccidcard/
- ☐ **Add/Drop courses** (if necessary) **by schedule adjustment deadline** www.bhcc.edu/academic-calendar/