



ENROLLMENT CHECKLIST

Check off each box as you go, so you don't miss a thing!

ADMISSIONS

774.357.2947 | Admissions@BristolCC.edu

→ BristolCC.edu/Apply

- Complete and submit an application to the Office of Admissions with the following:
 - Program of study specified
 - Official high school or state-approved high school equivalency transcript
 - Official college and/or military joint services transcript(s), if applicable

FINANCIAL AID

774.357.2515 | FinancialAid@BristolCC.edu

→ BristolCC.edu/FinancialAid

You must be admitted to an approved program or certificate to be eligible to receive financial aid.

- Complete and submit the Free Application for Federal Student Aid (FAFSA) → www.fafsa.ed.gov
- Verify the data on your Student Aid Report (SAR)
- Submit any documents requested by the Financial Aid Office


Financial aid will contact you if additional information is required. Learn more in the enclosed *College Financing Guide*.

ACCESS BCC

→ accessBCC.BristolCC.edu

accessBCC is the online information hub for Bristol students. Through **accessBCC**, you can: register for classes, view your class schedule and grades, access your e-bill (tuition and fees), check your financial aid status, access your student email account and eLearning and more! You will also receive important notifications throughout the year as soon as you log in, so we recommend that you check your account daily for updates.

You can only sign up for **accessBCC** once you have been fully admitted to the college.

- Activate your **accessBCC** account.
 - Go to accessBCC.BristolCC.edu
 - As a new user, click on the "Set Up My Account" link and follow the instructions
- Update your contact information as changes occur.
-  Check your **accessBCC** account regularly (even if email is forwarded), as many important messages from your professors and the college are posted **only** in accessBCC.

PLACEMENT TESTING

774.357.3978 | f: 508.730.3291 | TestingCenter@BristolCC.edu

→ BristolCC.edu/TestingCenter

Placement testing is required prior to registration for most courses and must be conducted in person.

- Schedule the placement test by registering online at: BristolCC.edu/RequestTest
- Prepare for your test; you can find helpful information on the Testing Center's website
- Bring your photo ID** with you to your testing appointment
- If requesting testing accommodations due to a documented disability, please contact the Office of Disability Services at 774.357.2955
- If English is not your first language, please contact the English as a Second Language (ESL) Coordinator at 774.357.2476

You may be exempt from placement tests at the time of admission by way of SAT/ACT scores or high school GPA or if you are receiving transfer credit for college English or math. Contact the Testing Center for more information.



ADVISING & CLASS REGISTRATION

774.357.2777 | AdvisingCenter@BristolCC.edu

→ BristolCC.edu/Advising

- Register for classes by attending orientation, meeting with your advisor or visiting the Advising Center.

Please note there is a **deadline to register** for classes. Be sure to register as soon as possible to get the best selection of course sections available.

Before you can register for classes, you must complete the following: (a) admissions application, (b) placement testing and (c) *accessBCC* account activation.

STUDENT ACCOUNTS

774.357.2160 | StudentAccounts@BristolCC.edu

→ BristolCC.edu/HowToPay

- Access and view your tuition bill by logging in to your *accessBCC* account
- Pay your tuition and fees online via *accessBCC* with e-check, credit card* or payment plan, or at an enrollment center with cash (Fall River only), check or credit card* by the scheduled due date
- Make your Electronic Refund Selection using the Refund Kit mailed to your home within two weeks of registration; *Bristol will issue a refund to your selected account in case you receive financial aid or there is a class cancellation after you have already paid your bill*

* A 2.7% service fee will be applied for credit card payments.

Health Insurance: State Law requires all students registered for nine credits or more to carry health insurance (Fall and Spring semesters only). Bristol provides the minimum required coverage for an additional fee. **If you have your own health insurance and wish to waive this fee**, complete the steps below to show proof of insurance:

- Log in to *accessBCC* and click Student Health Insurance Waiver (directs to our vendor, GallagherStudent.com)
- Fill out the waiver. You **must** complete this form each academic year to waive the fee

Students not waiving the health insurance fee must pay in full before the start of the semester; this charge cannot be included in the Nelnet Campus Commerce payment plan.

HEALTH SERVICES

774.357.2232 | f: 508.730.3286 | HealthServices@BristolCC.edu

→ BristolCC.edu/HealthServices

Vaccine Requirements: In order to be registered at any institute of higher education, the Commonwealth of Massachusetts requires proof of immunization for Measles, Mumps, Rubella, Meningitis, Tetanus, Varicella and Hepatitis B for the following students:

- Full-time students taking 12 credits in any semester
- All students in Health Science and Early Childhood Education
- All students on a visa or student exchange program

Failure to comply will result in a hold being placed on your records, blocking registration for courses.

- Submit your immunization records to Health Services. These may be obtained from your doctor's office, elementary or high school, your State Board of Health, your town nurse or your military records. If you cannot access your records, you may get a blood test to prove immunity to Measles, Mumps, Rubella, Varicella and Hepatitis B; however, you will still need to provide proof of vaccines for Tetanus within the last 10 years and Meningitis if under the age of 21.

Students in the Health Sciences or Early Childhood Education programs have additional requirements. Those students should call Health Services for more information.

- If you are younger than 18 years of age, you must have your parent or guardian sign a **Consent for Treatment Form** to enable you to be treated for anything other than emergencies; these forms are available online and at Health Services.



ADDITIONAL CONSIDERATIONS

- Obtain your **student ID card** after you have completed your placement testing or after you have attended Orientation.
- Purchase your **textbooks** from the Bristol Bookstore (a printed copy of your “Detailed Schedule” from *accessBCC* is required), online via *accessBCC* or the Bristol mobile app.
- If you require accommodations for a learning and/or physical disability, please contact the **Office of Disability Services** (ODS) at 774.357.2955 or ODSAccess@BristolCC.edu.
➔ BristolCC.edu/DisabilityServices
- If you are a veteran or in active service, contact **Veteran Educational Services** at the Joseph A. Marshall Veterans Center to see how we may assist you with unique educational opportunities. ➔ BristolCC.edu/Veterans
- Do you want to get credit for prior learning? Contact the **Credit for Prior Learning** coordinator at 774.357.2511 to discuss any non-classroom education (on-the-job or military training, volunteer service, noncredit courses, etc.) that might qualify for college credit. ➔ BristolCC.edu/CPL

STAY INFORMED

- View and download the **academic calendar** for important dates like start of classes, breaks, holidays, finals and more.
➔ BristolCC.edu/AcademicCalendar
- Stay in the know with text messages from Bristol! For important dates and deadlines for students, text “**BCCINFO**” to 67283; to receive timely emergency and weather-related closing announcements, text “**BCCALERT**” to 67283. These are free services, but subscribers are responsible for any messaging charges from their provider.
- Download the free **Bristol app** on your phone. It is your on-the-go resource for all things Bristol. View your schedule, class assignments and grades, pay your bill, find your way around campus and more!
- Review the **Student Handbook** for our academic policies, code of conduct, campus information and more.
➔ BristolCC.edu/StudentHandbook

NOTES

COLLEGE FINANCING GUIDE

A resource to help you finance your future.

Massachusetts Residents

Tuition: \$24/credit
College Fee: \$182/credit

Total: \$206/credit

Out-of-State Residents

Tuition: \$230/credit
College Fee: \$182/credit

Total: \$412/credit

Other Required Fees

Student Support Fee: \$37/semester
(non-refundable)

Registration Deposit: \$50/year
(non-refundable and applied to the total semester charge)

Registration Deposit for Nursing
and Dental Hygiene Programs: \$200/year
(non-refundable and applied to the total semester charge)

Student Health Insurance: \$2,390/year
(non-refundable; may be waived; subject to change)

Student Health Insurance - Spring Semester only: \$1,595
(subject to change)

Application Fee (one-time):
Massachusetts residents: \$10
Out-of-state residents: \$35
(non-refundable; waived for online application; U.S. residents only)

Additional Program-Specific Fees

Clinical Laboratory Science	\$700
Culinary Arts	\$1,250
Dental Hygiene	\$2,500
Healthcare Information	\$500
Medical Assisting	\$500
Nursing	\$1,770
Phlebotomy	\$700
Occupational Therapy Assistant	\$800

Full-time status is considered 12 or more credits per semester. Tuition and College Fees Policies are set by the Massachusetts Department of Higher Education and the College Board of Trustees and are subject to change. Refer to BristolCC.edu for up-to-date information.

UNDERSTANDING COSTS

Estimated Costs

- Tuition and college fees: \$206 per credit (Mass. residents)
- Student Support Fee: \$37, non-refundable
- Instructional Support Fee (ISF): \$9 per credit for courses that require above average technology, material or human resources. Exception: Nursing and Dental Hygiene classes are assessed an ISF of \$50 per credit.

Example of Charges for One Semester

CLASS	CREDITS	TUITION/FEE*	ISF	TOTAL
ENG 101	3	\$618	\$27	\$645
COM 101	3	\$618	\$0	\$618
HST 111	3	\$618	\$0	\$618
BIO 111	4	\$824	\$36	\$860
<i>Student Support Fee</i>				<i>\$37</i>
TOTAL CHARGES				\$2,778

* Tuition for Massachusetts residents; add \$230 per credit for out-of-state.

PLEASE NOTE: All rates shown are as of July 2019 and subject to change. The actual amount of your bill will depend on your course selection and whether or not you need health insurance coverage.

Health Insurance

Students registering in nine or more credits for fall or spring semester are required by state law to have health insurance coverage and will be billed for this charge. (There is no health insurance charge for the summer semester.)

Please see the "Student Accounts" section in the Enrollment Checklist for more information and instructions on how to waive this cost if you already carry insurance. **Waiver must be completed before the start of the semester and must be waived each academic year.**

Other Costs

Other costs related to your education that will not appear on your bill include the cost of books (about \$800 per semester for a full-time student), travel to/from campus, dependent child care and additional expenses, such as food and school supplies.

VIEWING YOUR TUITION BILL

E-Bill provides you with convenient, secure access to your Bristol billing statement through your **accessBCC** account. Learn more at BristolCC.edu/eBill.

You are responsible for checking your latest E-Bill and ensuring that it is paid on or before the due date.

! Your **tuition payment is due** each semester by a scheduled due date; if you register after this date, payment is due at the time of registration. If your payment is late, you are in jeopardy of losing your original course schedule.

! You have the option to grant access to your tuition bill to a parent/guardian or authorized third party through **accessBCC**. If you do not select this option, you are responsible for providing a copy of the bill to them, if needed. If your charges are being paid by a third party, you must also contact the Student Accounts Office at 774.357.2160.

PAYING YOUR TUITION BILL

Bristol offers you a variety of ways to pay your bill:

Online: with credit card* or checking account via **accessBCC**

Enrollment Center: with check, money order or credit card* at all locations. If you are paying at Fall River (G123), you can also use cash.

Nelnet Campus Commerce Payment Plan*: This is not a loan program. There is no debt, no interest. No finance charges are assessed and there is no credit check. The cost to budget your interest-free monthly payment plan is a \$25 per semester non-refundable enrollment fee payable to Nelnet. For more information and how to enroll, go to BristolCC.edu/PayOnline.

* A 2.7% service fee will be applied for credit card payments. Bristol accepts Visa, MasterCard and Discover.

APPLYING FOR FINANCIAL AID

To be considered for grants, work study, and/or loans to help with your college costs, apply for financial aid as soon as possible by filling out the **Free Application for Federal Student Aid (FAFSA)**. You must be admitted to an eligible academic program to receive financial assistance. Information and forms can be downloaded from our website: BristolCC.edu/FinancialAid.

If you plan to begin in either the fall or spring semester, you should complete the appropriate FAFSA form for that academic year. If you plan to attend a summer semester and then continue in the following fall semester, you will need to complete two FAFSA forms for two academic years.

Bristol Priority Financial Aid Deadline

Fall Semester - April 1

Spring Semester - November 1

! If you miss the deadline, apply as soon as possible! Applications are accepted year-round, but remember that applying by the deadline will ensure that you are eligible for the maximum possible award.

! If your application is submitted late, you may need to make arrangements to pay your bill out-of-pocket until you receive a financial aid decision. You will also need to pay for your books on your own. Failure to make payment by the bill due date will result in being dropped from classes.

Financial Aid Payments

If you have a financial aid award that is greater than your tuition bill, you may also be eligible for a book advance, which can be used to purchase books at the Bristol Bookstore at the traditional start of each semester.

Beginning mid-semester, financial aid payments are disbursed. Your financial aid award is paid out as follows:

1. Book advances are paid
2. Foundation advances are paid
3. Tuition and fees are paid

If any funds remain, the balance is paid to you through your selected refund method with Student Accounts. Check the college website for more information on advances and payments at BristolCC.edu/FinancialAid.

For information on using financial aid funds to pay for college health insurance or other non-institutional charges on your school bill, go to BristolCC.edu/FinancialAid/Authorization.

Let Us Help You!

Walk-in workshops are available. Look for dates and locations online. → BristolCC.edu/FinancialAid

WITHDRAWAL POLICY

Students are responsible for withdrawing officially if they stop attending any or all classes.

Withdrawals are accepted until the tenth week of classes or the equivalent (refer to the Academic Calendar for exact date). Students may withdraw online in accessBCC, in person at any Enrollment Center, or via email to EnrollmentServices@BristolCC.edu. Email requests must come from the student's Bristol college email address and must include the student's name, Bristol student ID number, and course information (CRN and/or course and section number). Email from non-Bristol accounts will not be accepted.

Students who use financial aid and who subsequently withdraw may be required to return some or all funds received. Failure to comply may result in ineligibility for future financial assistance at any institution, referral to collections agencies, and interception of income tax refunds. Students withdrawing after the third week of the semester are not entitled to a refund or reduction of charges. Contact the Enrollment Center at 774.357.2590 if you have any questions.

LOCATIONS

Fall River Campus

777 Elsbree Street, Fall River, MA
774.357.2811

New Bedford Campus

800 Purchase Street, New Bedford, MA
774.357.4000

Attleboro Campus

11 Field Road, Attleboro, MA
508.226.2484

Taunton Center

Silver City Galleria, 2 Galleria Mall Drive, Taunton, MA
774.357.3767

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