

**ENROLLMENT
YOUR**

CHECKLIST

From admissions to registration.

The complete list of everything
you need to be BCC ready!

BCC

B R I S T O L C O M M U N I T Y C O L L E G E

Attleboro ▪ Fall River ▪ New Bedford ▪ Taunton ▪ eLearning

ADMISSIONS

774.357.2947

BristolCC.edu/Apply

Admissions@BristolCC.edu

- Complete and submit an application to the Office of Admissions, with the following:
 - o Program of study specified
 - o Official High School or state-approved high school equivalency transcript
 - o Official College and/or Military Joint Services transcript(s), if applicable

FINANCIAL AID

774.357.2515

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 about financing college in the enclosed “Financing Your Future” insert.

accessBCC

accessBCC.BristolCC.edu

accessBCC is your home base for important information such as your personalized course schedule, class registration, grades, and more.

Through accessBCC, you will be able to access, edit, and manage your personal and course information, access your e-bill, view your schedule, check your financial aid status, and more. Your BCC email can also be found here. You will receive important information via email throughout the year. Because of this, it is recommended that students log on to their accessBCC account daily for updates.

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

- Activate your accessBCC account.
 - o Go to AccessBCC.BristolCC.edu
 - o If you are a new user, click on the Set Up My Account link.
 - o If you are a returning user, enter your accessBCC username and password.
- Check your accessBCC account regularly (even if email is forwarded) as many important messages are posted **only** in accessBCC.
- Update your contact information as changes occur.

Did you know that professors and many campus offices will only contact you via your accessBCC account? For this reason, please keep your information current at all times.



Check off each step as you progress,
so you don't miss a thing!

PLACEMENT TESTING

774.357.3978 | fax: 508.730.3291

TestingCenter@BristolCC.edu

BristolCC.edu/TestingCenter

Placement Testing is required prior to new student orientation for most courses and must be conducted in person. A photo ID is required for testing.

- Schedule the placement test by registering online at BristolCC.edu/RequestTest
- Prepare for your test. Information available on the testing center website.
- Bring your photo ID with you to your testing appointment.
- If requesting testing accommodations due to a documented disability, 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.

Students receiving transfer credit for college English and math may be waived from Placement Testing at the time of admission. Contact the Admissions Office at 774.357.2947 for more information.

ORIENTATION, ADVISING, & REGISTRATION

774.357.2777 (Fall River) | 774.357.4000 (New Bedford)

774.357.3527 (Attleboro) | 774.357.2777 (Taunton)

AdvisingCenter@BristolCC.edu

BristolCC.edu/Advising

- Register for New Student Orientation by calling the Advising Center or online at BristolCC.edu/Orientation.
 - o The Admissions application, Placement Testing and accessBCC activation should all be completed before you can attend Orientation.
 - o At New Student Orientation, you will learn about the many student resources available to you at BCC. You will hear from faculty from your program and register for your first semester of courses. Learn more at BristolCC.edu/Orientation.
 - o If you have taken classes at another institution and have credits to transfer, you may be able to waive Orientation.

STUDENT ACCOUNTS

774.357.2160

BristolCC.edu/HowToPay

- Access and view your billing statement via your *accessBCC* account. Learn more at BristolCC.edu/eBill.
- Pay your bill with cash (Fall River ONLY), check, credit card, or payment plan.
- Make your Electronic Refund Selection using your Refund Kit. Approximately two weeks after registration, you will receive your Refund Kit with instructions to set up your refund preference for college refunds for canceled classes, overpayment and financial aid. Contact the Student Accounts Office if you have not received your Refund Kit within two weeks after registration.

Health Insurance Options

Massachusetts State Law requires all students registered for nine credits or more to carry health insurance. You will be billed for this charge (there is no health insurance charge for summer semesters).

This fee can be waived if you have sufficient health insurance coverage. To show proof of insurance, complete a waiver:

- Log onto *accessBCC* and click Student Health Insurance Waiver. You will be directed to GallagherStudent.com/Bristol, where you will find the waiver.
- Waiver must be completed **before** the start of the semester and **must be waived each year**.
- If you need to purchase student insurance, you will find information at CommonwealthStudent.com
- Students that need insurance offered by the school must pay in full before the beginning of the semester. The charge cannot be included in the Nelnet Business Solutions monthly payment plan.

HEALTH SERVICES

774.357.2232 or 774.357.2757 | Fax: 508-730-3286

HealthSrv@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, Tetanus, Varicella & Hepatitis B for the following students:

- All full-time students taking 12 credits in any semester,
- All full- and part-time Health Science and Early Childhood Education students,
and
- Any student 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. These may be obtained from your doctor's office, elementary or high school, the Board of Health in your home state, 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. You will need proof of a vaccine to Tetanus within the last 10 years. Health Science students need a TDAP within 5 years.
- Health Sciences and Early Childhood Education programs have additional requirements. Those students should call Health Services.

Consent Form

- 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 at Health Services and BristolCC.edu/HealthServices.

ADDITIONAL CONSIDERATIONS

- Print your course schedule for bookstore purchases through *accessBCC*. The printed copy of the "Detailed Schedule" is required at the Book Store.
- Contact the Prior Learning Assessment (PLA) Coordinator (774.357.2511) to discuss any learning you have done outside of the classroom (on the job, volunteering, noncredit courses, military training) that could qualify you to earn college credit. Learn more at BristolCC.edu/PLA.
- If you require accommodations, connect with Office of Disability Services (ODS) at 774.357.2955 or ODSAccess@BristolCC.edu
Learn more at BristolCC.edu/DisabilityServices
- If you are a veteran, contact our Veterans Services Center at 774.357.2227 to see how we may assist you with your educational opportunities.
- You can obtain your BCC student ID after you have completed your placement testing or after you have attended Orientation.

STAY INFORMED

- View and download the academic calendar for important dates like start of classes, breaks, holidays, finals, and more: BristolCC.edu/Academics/AcademicCalendar/
- Download the BCC App on your phone. It's your on-the-go resource for all things BCC. View your schedule, access Office 365, view assignments and grades, log in to eLearning, pay your bill, and more.
- Sign up for BeNotified within *accessBCC*. BeNotified delivers important College alerts and messages right to your smartphone, such as weather delays and closings and other emergencies.
- Make the most of your time at BCC. Get to know all the resources available to you at BristolCC.edu/StudentSurvivalGuide
- Download the student handbook: BristolCC.edu/StudentHandbook

UNDERSTANDING COSTS

Estimated Costs

- Tuition and college fees: \$194 per credit
- Student Support Fee: \$37, non-refundable
- Instructional Support Fee (ISF): \$9 per credit for courses with high technology, materials, or human resources. Exception: Nursing and Dental Hygiene classes are assessed an ISF of \$50 per credit.

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 “Student Accounts” section 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 year**.

Example of Charges for One Semester

Class and credits	Tuition and College Fee (\$194/credit)	Instructional Support Fee (\$9/credit)	Student Support Fee (\$37)	Total
ENG 101 3 credits	582	27	37	646
COM 101 3 credits	582	0	-	582
HST 111 3 credits	582	0	-	582
BIO 111 4 credits	776	36	-	812
Total Charges				\$2,622 ¹

¹ Non-residents add \$230 per credit

***Please note:** All rates shown are as of June 2017 and are subject to change. The actual amount of your bill will depend on your course selection and whether or not you need health insurance coverage.

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 school, personal needs, dependent child care, and room and board.

VIEW YOUR BILL

E-Bill provides you with convenient, secure access to your BCC billing statement. Learn more at BristolCC.edu/eBill

Please note: Students are responsible for checking their latest E-Bill and ensuring that it is paid on or before the due date. Students who have not authorized email access to parents or guardians or who need to furnish a copy of their bill to a third party are responsible for printing a copy of the bill and providing it to their parents/guardians or third party.

PAYMENT METHODS

Bristol Community College offers you a variety of ways to pay your bill.

Online

Directly to BCC with a valid credit card (Visa, MasterCard, Discover) or checking account using your *accessBCC* account.

In Person

- **Fall River:** Student Accounts Office (G123) with cash, check, money order, or credit card (Visa, MasterCard, Discover)
- **New Bedford, Attleboro, and Taunton:** Check or money order

NBS Monthly 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 NBS enrollment fee. For more information and how to enroll, go to: BristolCC.edu/PayOnline

OTHER CONSIDERATIONS

- If your charges are being paid by a third party, contact the Student Accounts Office at 774.357.2160.
- If your financial aid application is submitted late, you may need to make one of the other arrangements to pay your bill until you have 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.
- 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/FinancialAidAuthorization
- 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. Please refer to the academic calendar. Students may withdraw online in *accessBCC*, in person at any Enrollment Center, or via their college email to EnrollmentServices@BristolCC.edu. Email requests must come from the student's BCC college email address and must include the student's name, BCC student ID number, and course information (CRN and/or course and section number). Email from non-college 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.

APPLY 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 Student Financial 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

Let us help you! Walk-in workshops are available. Look for dates and locations on the Financial Aid Office website.

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.

BCC Priority Financial Aid Deadline:

April 1 for the fall Semester

November 1 for spring Semester

If you miss the deadline, apply as soon as possible! Applications are accepted year-round.

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 College 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

LOCATIONS

Fall River Campus

777 Elsbree St., Fall River, MA
508.678.2811 / 800.462.0035

New Bedford Campus

800 Purchase St./188 Union St.
New Bedford, MA
508.678.2811, ext. 4000

Attleboro Campus

11 Field Road, Attleboro, MA
508.226.2484
(on GPS, search 34 Forest Street)

Taunton Center

Silver City Galleria
2 Galleria Mall Drive, Taunton, MA
508.678.2811, ext. 3767