



# ENROLLMENT CHECKLIST

CHECK OFF EACH BOX AS YOU GO SO YOU DON'T MISS A THING



## Important Update

All Massachusetts community colleges require students registering for face-to-face or hybrid courses for Wintersession 2022 and/or Spring Semester 2022 to provide proof of COVID-19 Vaccination prior to registration.

Additionally, beginning January 2022, students who wish to come to campus for services will be required to show proof of COVID-19 Vaccination.

➔ Visit [BristolCC.edu/VaccinationPolicy](https://BristolCC.edu/VaccinationPolicy) for more information.

## ADMISSIONS

774.357.2947 | [Admissions@BristolCC.edu](mailto:Admissions@BristolCC.edu)

➔ [BristolCC.edu/Apply](https://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](https://BristolCC.edu/FinancialAid) (FAFSA® School Code: 002176)

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®) online at ➔ [www.studentaid.gov](http://www.studentaid.gov).
- Submit any documents requested by the Financial Aid Office.
- Accept your financial aid online through *accessBCC*.

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

## NEW STUDENT ORIENTATION

774.357.2222 | StudentEngagement@BristolCC.edu

➔ [BristolCC.edu/Orientation](https://BristolCC.edu/Orientation)

New Student Orientation is available virtually. This provides flexibility for you to learn about all our support services at your convenience. Look out for in-person engagement opportunities throughout the year.

- Complete the online New Student Orientation.

**!** New Student Orientation is **required** prior to starting your classes at Bristol. This online program has been designed to introduce you to all the services that are available to you as a Bristol Bayhawk.

## ADVISING & CLASS REGISTRATION

774.357.2777 | AdvisingCenter@BristolCC.edu

➔ [BristolCC.edu/Advising](https://BristolCC.edu/Advising)

- You will be contacted by the Advising Center when you are eligible to register for classes.

**!** Before you can register for classes, you must complete the following: (a) admissions application, (b) placement testing and (c) *accessBCC* account activation. Be sure to complete these steps as soon as possible so you can register on time and get the best selection of courses.

## ACCESS BCC

➔ [accessBCC.BristolCC.edu](https://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](https://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*.

## ACCUPLACER® PLACEMENT TESTING

774.357.3978 | TestingCenter@BristolCC.edu

➔ [BristolCC.edu/TestingCenter](https://BristolCC.edu/TestingCenter)

Placement testing is required prior to registration for most courses.

- Schedule the ACCUPLACER® placement test by registering online at ➔ [BristolCC.edu/RequestTest](https://BristolCC.edu/RequestTest).
- Prepare for your test; you can find helpful information on the Testing Center's website.
- A valid photo ID** is required for 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.



# HEALTH SERVICES

774.357.2232 | f: 508.730.3286 | HealthServices@BristolCC.edu

➔ [BristolCC.edu/HealthServices](https://BristolCC.edu/HealthServices)

The Commonwealth of Massachusetts requires certain students to submit proof of immunizations to Bristol, typically before the start of classes but absolutely no later than 30 days after the start of classes.

### Immunization requirements apply to the following students:

- Full-time students, under 30 years of age, who are taking at least 12 credits in any semester.
- Full-time health science students, regardless of age.
- Full-time or part-time students attending Bristol while on a student VISA, including foreign exchange.

Immunization records may be obtained from your doctor's office, your past school (college, elementary schools, or high school), your State Board of Health, your town nurse, or your military records (if applicable).

A detailed explanation of the immunization requirements is provided on this page. This information is also available online at [Bristol Health Services](#), and is listed in the new-student checklist.

### Recommended Vaccines

The seasonal flu vaccine is strongly recommended to reduce transmission of communicable disease.

Failure to submit your immunization records will result in an enrollment hold being placed on your Bristol record, which will prevent registration for future courses.

Please submit your immunization records in one of the following ways: in person to Health Services in E104, by fax to 508.730.3268, or by using this [UPLOAD FORM](#) link. Please include your student ID number and program of study when completing the upload form.

## REQUIRED IMMUNIZATIONS

<b>TDAP</b>	<b>1 dose of Tdap vaccine:</b> documentation of a dose of Tdap vaccine, received any time at or after 7 years of age. If more than 10 years since last Tdap was given, a dose of Td or Tdap is recommended.
<b>HEPATITIS B</b>	<b>3 doses of Hepatitis B vaccine or 2 doses of Heplisav-B</b> given on or after 18 years of age. Lab evidence of immunity is accepted.
<b>MMR</b>	<b>2 doses of MMR vaccine:</b> 2 doses of live measles, mumps, and rubella vaccine (these 2 doses must be given at least four weeks apart beginning at or after 12 months of age). Lab evidence of immunity is accepted.
<b>VARICELLA</b>	<b>2 doses of Varicella vaccine:</b> 2 doses of live varicella vaccine (these 2 doses must be given at least four weeks apart beginning at or after 12 months of age), <b>OR</b> if the student presents evidence of immunity to <b>Varicella</b> ; a statement is signed by a physician, nurse practitioner, physician assistant, or designee that the student has a reliable history of chickenpox disease; or the student was born in the United States before 1980 with the exception of all full- and part-time students in the health science program who may be in contact with patients. Lab evidence of immunity is accepted.
<b>MENINGOCOCCAL</b>	<b>1 dose of MenACWY meningococcal vaccine administered on or after 16th birthday</b> for newly enrolled <b>full-time students 21 years of age and younger</b> . Students may submit a medical or religious exemption or sign a waiver (105 CMR 220.700; <a href="https://www.mass.gov/lists/meningitis-vaccination-requirements">https://www.mass.gov/lists/meningitis-vaccination-requirements</a> ).

**Education & Health Science students:** Someone from your program will contact you with instructions on where to submit your immunization records as well as required paperwork for background checks. Additional immunizations are required for your program. Please watch your Bristol email for more information. Be sure to include your student ID number and program of study.

**All other students:** Submit your immunization records via a secure form available at [BristolCC.edu/healthservices](https://BristolCC.edu/healthservices). You may also drop them off, in person, to Health Services (Room E104, Fall River campus). Be sure to include your **student ID** number and **program of study**.



## STUDENT ACCOUNTS


774.357.2160 | [StudentAccounts@BristolCC.edu](mailto:StudentAccounts@BristolCC.edu)

→ [BristolCC.edu/HowToPay](https://BristolCC.edu/HowToPay)

- View your tuition bill by logging in to *accessBCC*.
- Pay your tuition and fees online via *accessBCC* with e-check, credit card\* or payment plan by the scheduled due date. If you have any questions, please contact Student Accounts.
- Make your Electronic Refund Selection at [www.refundselection.com](http://www.refundselection.com) using the Personal Code found in the email from BankMobile or in the Refund Kit mailed in a bright green envelope. Activate your account and select how you would like to receive your refunds. Bristol will issue a refund to your selected account if you receive a financial aid refund or paid for a class subsequently canceled.

\* A 2.75% 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](http://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.

## ADDITIONAL CONSIDERATIONS

- Obtain your **student ID card** after you have registered for classes. Learn more → [bristolcc.edu/campuscard](https://bristolcc.edu/campuscard)
- 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](mailto:ODSAccess@BristolCC.edu).  
→ [BristolCC.edu/DisabilityServices](https://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](https://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](https://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](https://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](https://BristolCC.edu/StudentHandbook)

# COLLEGE FINANCING GUIDE

A resource to help you finance your future.

**BRISTOL**  
COMMUNITY COLLEGE

## Massachusetts Residents

Tuition: \$24/credit  
College Fee: \$193/credit

**Total: \$217/credit**

## Out-of-State Residents

Tuition: \$230/credit  
College Fee: \$193/credit

**Total: \$423/credit**

## Other Required Fees

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

Registration Deposit: \$50/year

Additional Program Registration Deposit:

*Nursing, Dental Hygiene* ..... \$200/year

*Occupational Therapy Assistant, Clinical Laboratory Science, Medical Assisting, Phlebotomy* ..... \$50/year  
(non-refundable and applied to the total semester charge)

Student Health Insurance: \$3,599/year  
(non-refundable; may be waived; subject to change)

Student Health Insurance - Spring Semester only: \$2,401  
(subject to change)

Application Fee (one-time): \$10 (*out-of-state: \$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 (freshman) ..... \$5,000  
Dental Hygiene (sophomore) ..... \$3,500  
Medical Assisting ..... \$500  
Nursing ..... \$2,000  
Phlebotomy ..... \$700  
Occupational Therapy Assistant ..... \$1,440

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's Board of Trustees and are subject to change. Visit [BristolCC.edu](http://BristolCC.edu) for up-to-date information.

## UNDERSTANDING COSTS

### Estimated Costs

- Tuition and college fees: \$217 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	\$651	\$27	\$678
COM 101	3	\$651	\$0	\$651
HST 111	3	\$651	\$0	\$651
BIO 111	4	\$868	\$36	\$904
<i>Student Support Fee</i>				\$37
<b>TOTAL CHARGES</b>				<b>\$2,921</b>

\* Tuition/fee for Massachusetts residents.

PLEASE NOTE: All rates shown are in effect for the 2020-2021 academic year 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](http://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**

**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](http://BristolCC.edu/PayOnline).

\* A 2.75% 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](http://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.

### 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 could result in being dropped from classes.

### Book Advances

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

Financial Aid is disbursed mid-semester. If any funds remain, the credit is paid to you through your selected refund method with Student Accounts. Check the college website for more information at [BristolCC.edu/BookAdvance](http://BristolCC.edu/BookAdvance).

For information regarding your bill and Financial Aid check your **accessBCC** account for updated information.

### Let Us Help You!

Financial Aid appointments and workshops are available.

➔ [BristolCC.edu/FinancialAid](http://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](mailto: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.

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## 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

2 Hamilton Street, Taunton, MA  
774.357.3767

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