

REGISTRATION FORM Spring 2010

BHCC mail-in/fax-in Registration Form for Credit and Non-credit courses

Students taking credit courses may use this form to register if:

- they are registering for one or two classes (8 credit maximum);
- they are willing to accept responsibility for their own course selection on the basis of published program requirements for credit courses under their curriculum year;
- they either have taken the College Placement Test (CPTs) or have completed an English or mathematics course at an accredited institution (if they are signing up for a course in these subjects);
- they submit a copy of their transcript from another institution if they are taking a course which requires a prerequisite;
- they are paying in full at the time of registration;
- they are providing or have provided a completed Application for Massachusetts In-State Tuition form and all supporting documentation to receive the in-state tuition rate;

Register by Mail:

Fill out the form, detach the page and mail it with your full payment and any other required documents (specified above) to:

Registrar's Office
Bunker Hill Community College
250 New Rutherford Avenue
Boston, MA 02129-2925

Register by Fax:

Fax the form and related documents with your credit card information to: 617-228-2082

Register by Phone: (for Non-credit courses only)

Phone in your registration by calling: 617-228-2462.
Monday-Thursday, 2 p.m.-5 p.m.

Have your credit card information handy when you call.

Confirmation of your registration will be sent to you before classes begin. Please suggest an alternate course on your registration form in the event your first choice is not available.

The deadline to register for Spring 2010 credit courses by mail or fax is December 31, 2009

Students may register for non-credit courses throughout the semester.

<p>for office use only</p> <p>PAYMENT: <input type="checkbox"/> CHECK <input type="checkbox"/> M.O. <input type="checkbox"/> CHARGE</p> <p>AMOUNT _____</p> <p>DATE _____</p> <p>BY _____</p>

SOCIAL SECURITY NUMBER	DATE OF BIRTH	GENDER
<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>	M <input type="checkbox"/> F <input type="checkbox"/>

STUDENT'S LAST NAME

STUDENT'S FIRST NAME

MAILING ADDRESS

CITY	STATE	ZIP
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

AREA CODE & HOME PHONE	AREA CODE & WORK PHONE
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

RESIDENCY

Massachusetts Resident Out-of-State Resident

CITIZENSHIP

U.S. Citizen Resident Alien # _____ Non-Resident Alien (needs I-20)

ETHNICITY (CHOOSE ONE): Hispanic/Latino Non-Hispanic/Latino

Race (PLEASE SELECT ONE OR MORE OF THE FOLLOWING):

AI - American Indian/Alaskan Native AD - Black/African American AS - Asian

NP - Native Hawaiian/Pacific Islander WH - White CV - Cape Verdean

COST OF ATTENDANCE
For the cost of credit courses, refer to the Tuition and Fee Schedule listed in this publication

TO CALCULATE THE COST OF CREDIT COURSES:
Multiply the tuition and fees by the total number of credits you are taking.

NON-CREDIT COURSES:
Fill in the TOTAL COST line.

Tuition & Fees* _____
x Credits _____
= TOTAL COST _____

NOTE: you may register for a maximum of 8 credits when registering by mail, phone or fax.
** For Health Courses, add an additional \$35 per credit.*

METHOD OF PAYMENT

Check Money Order

VISA MASTERCARD
 DISCOVER AMERICAN EXPRESS

NOTE: For credit courses, if you are claiming entitlement to in-state tuition privileges, you must complete an application for Massachusetts In-State Tuition Rates form and meet the requirements.

NAME _____

ACCOUNT NUMBER _____

EXPIRATION DATE _____

SIGNATURE _____

COURSE SELECTION				
SUBJECT	COURSE NUMBER	SECTION	COURSE TITLE	CREDIT HOURS
SAMPLE ENG	111	M1	College Writing	3

NOTE TO STUDENT: When you sign this registration form, you are academically and financially responsible for the courses for which you register including required prerequisites and the requirements for the program in which you are enrolled.

SIGNATURE _____ DATE _____