

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 (if they are signing up for a course in these subjects). Students must submit a copy of their transcript if they have taken English or math at another institution;
- 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.

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:

**Enrollment Services Center
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 2008 credit courses by mail or fax is December 27, 2007.

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

for office use only

PAYMENT: CHECK M.O. CHARGE

AMOUNT _____

DATE _____

BY _____

SOCIAL SECURITY NUMBER

- -

DATE OF BIRTH

- -

GENDER

M F

STUDENT'S LAST NAME

STUDENT'S FIRST NAME

MAILING ADDRESS

CITY

STATE

ZIP

AREA CODE & HOME PHONE

- -

AREA CODE & WORK PHONE

- -

RESIDENCY

Massachusetts Resident Out-of-State Resident

CITIZENSHIP

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

OPTIONAL INFORMATION (NOT REQUIRED)

With which ethnic background do you most clearly identify yourself?

American Indian/Alaskan Native African American Cape Verdean
 Asian/Pacific Islander Hispanic/Latino Caucasian/Non-Hispanic

First semester attended BHCC? FALL SPRING SUMMER YEAR _____

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

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.

Please see last page for further information.

NAME _____

ACCOUNT NUMBER _____

EXPIRATION DATE _____

SIGNATURE _____

COURSE SELECTION

COURSE NAME	COURSE NUMBER	SECTION CODE	COURSE TITLE	CREDITS
SAMPLE ENG	111	M1	College Writing	3

ALTERNATE COURSE CHOICE:

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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 _____

DETACH HERE

