

# BHCCselfservice

1

Open Google Chrome or Mozilla Firefox and open the [bhcc.edu](http://bhcc.edu) webpage.

2

[Request Information](#) | [myBHCC](#) | [email](#) | [Portal](#) | [BHCCOnline](#) | [Directory](#)

Click on **myBHCC** at the top of the bhcc.edu webpage.



3

Click on the Login button

**myBHCC**

▶ BHCC ID/ One Card

▶ Financial Information

▶ Financial Aid Information

What's my ID  
Student email

Login to BHCCselfservice

BHCCselfservice is a one-stop virtual destination for online student services.

Login



4

Log-in using your BHCC username and password (if this is your first time logging in your password will be the last 6 digits of your BHCC student I.D. number).

5

Self-Service allows you to check your financial aid award, waive your health insurance, make a payment, plan and register for your classes, view the courses required for your program of study, and check your grades. You can navigate using the toolbar on the left side of screen or by using the tabs below.

**BHCCselfservice**

jadvisin Sign out Help 1

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.

## Notifications

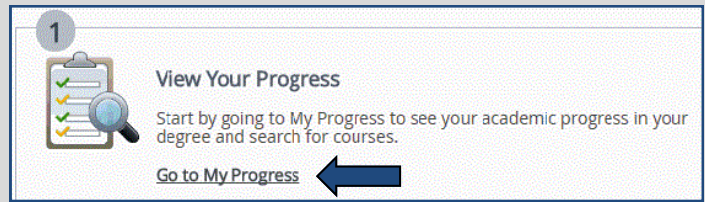
<b>Student Finance</b> Here you can view your latest statement and make a payment online.	<b>Financial Aid</b> Here you can access financial aid data, forms, etc.
<b>Tax Information</b> Here you can change your consent for e-delivery of tax information.	<b>Student Planning</b> Here you can search for courses, plan your terms, and schedule & register your course sections.
<b>Grades</b> Here you can view your grades by term.	<b>Graduation Overview</b> Here you can view and submit a graduation application.

# Plan Your Courses

1

Select **My Progress** to view courses required to complete your certificate or degree.

My Progress does not include developmental



2

To plan a course, click on the course link.

Status	Course
Not Started	<a href="#">ENG-111</a> College Writing I

3

Select **Add Course to Plan**.

ENG-111 College Writing I (3 Credits)

This course emphasizes writing as a process, from planning and drafting through revising and editing. Using personal experience, readings, and other sources, students write unified, coherent, well-developed essays and practice paraphrasing, summarizing, and using sources responsibly. To be eligible to take College Writing II (ENG112), students must earn a grade of C or better for this course. The course meets General Education College Writing Requirement Area 1. Prerequisite: Grade of C or better in Writing Skills II (ENG095) and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.

[Add Course to Plan](#)

4

Select the term that you want to take the course and click **Add Course to Plan**.

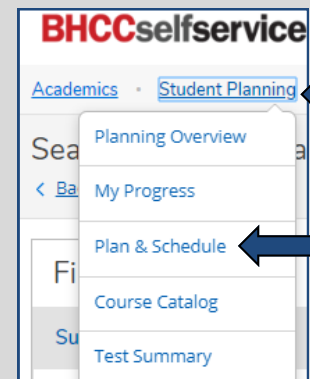
To add more courses, go back to My Progress and follow steps 2-4.

Term:

Close [Add Course to Plan](#)

5

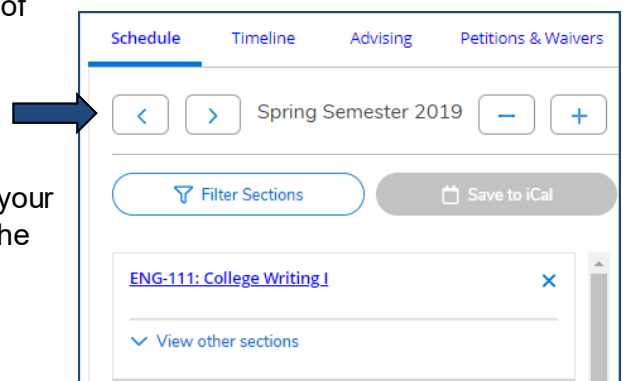
Select **Plan & Schedule** from the Student Planning drop-down menu to view your planned course(s).



6

The course(s) you planned will appear on the left column of the weekly planner. You can use the arrows next to the semester to navigate different semesters (i.e. Summer Session I, Summer Session II, Fall, and Spring).

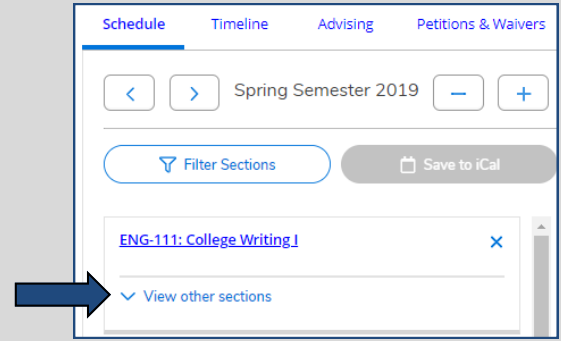
To plan developmental courses or courses not included in your My Progress, use the search bar in the top right corner of the screen and type the course you need (examples: MAT-093, MAT-194 or ENG-095)



# Register for Courses

1

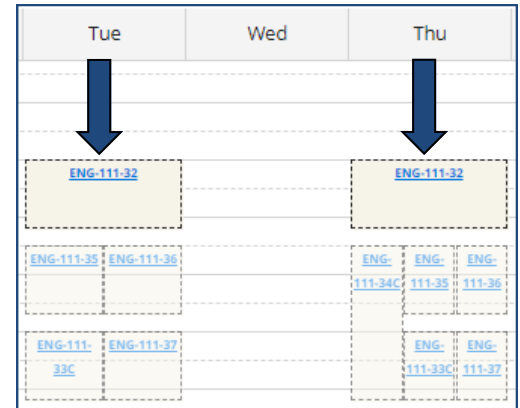
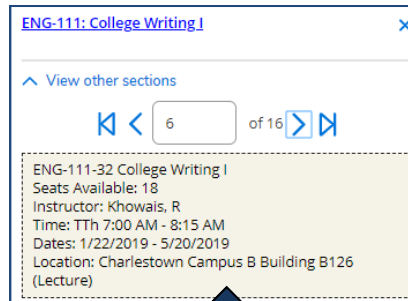
After you planned your courses you can search sections (days and times the course is offered) by selecting **View other sections**.



2

The days and times a course is offered will appear in a list view on the left column as well as on the weekly planner view on the right.

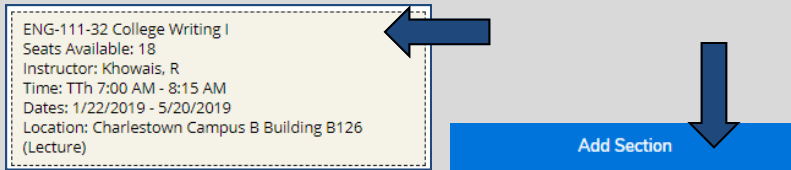
You can use the arrows under View other Sections to view more options.



3

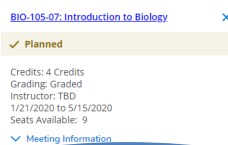
To add a section to your plan, click on the section on the list view or the weekly planner view and click **Add Section**.

The section you have added to your schedule will appear in yellow on your list and weekly planner view.

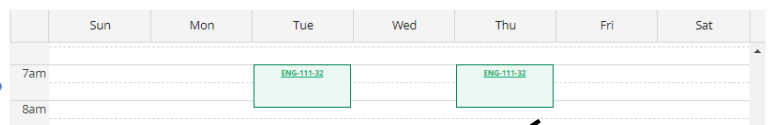


4

To register for your course, select **Register** below the section you have selected on the list view or select **Register Now** on the top right-hand corner of the weekly planner. Planned courses appear in **yellow**, registered courses appear in **green**. You only have a seat in the class if it appears in green on your schedule.



OR









✓ Registered!

# Spring 2021 Course Format Options

To ensure the health and safety of all students, faculty and staff, most spring 2021 classes will be taught remotely through a few different course types as described below.

Certain courses that cannot be completed remotely will be held face-to-face following strict safety protocols. These include nursing and science labs as well as performing and culinary arts classes.

 <b>Remote &amp; Synchronous</b>	Video-Conference Meetings	This class will not meet face-to-face on campus. It will meet remotely during the scheduled times listed. Course materials will be online.
 <b>Remote &amp; Asynchronous</b>	Optional Video-Conference Meetings	This class will not meet face-to-face on campus or remotely at a scheduled time. Students will complete coursework according to the syllabus provided by the instructor. Course materials will be online. The instructor may host optional meetings during the times listed.
 <b>Hybrid &amp; Remote</b>	Video-Conference Meetings	This class will not meet face-to-face on campus. It will meet remotely online during the scheduled times listed. In addition to remote class meetings, students will participate in coursework independently.
 <b>Lecture &amp; Remote</b>	On Campus & Video-Conference Meetings	This class will meet face-to-face on campus and will also meet remotely during the scheduled times listed. Course materials will be online.
 <b>Lab &amp; Remote</b>	On Campus Lab & Video-Conference Meetings	This class will meet face-to-face on campus for lab and remotely for lecture during the scheduled times listed. Course materials will be online. Students should come to campus prepared for lab work.
 <b>Web</b>	No Meetings	This class will not meet face-to-face on campus or remotely at a scheduled time. Students will complete coursework according to the syllabus provided by the instructor. Course materials will be online.

## How To Video Links:

[Understanding My Progress- An Overview](#)  
[Planning, Registering, and Dropping Courses](#)  
[Registering for a Cluster Course](#)  
[Course Formats for Spring 2021](#)

# Helpful Registration Information

Section Codes	
Section	Definition
C	Cluster course: two or more courses grouped together
I	Integrated ELL cluster
H	Honors course: registration requires permission or 3.3 GPA
FT	Fast-track
WB	Web course: the course is taught online
WBL	Web courses with a late start date
LC	Center For Self-Directed Learning
HB	Hybrid course: taught partially online and partially on campus
Q*	Mini Session I runs from 02/02/2021-03/27/2021
R*	Mini Session II runs from 03/28/2021-05/15/2021
MH*	Malden High School: open to all students
EB	Course is offered at the East Boston Health Center
VV	Course is offered at the Villa Victoria/South End

Closed Section Codes	
Section	Definition
N	Eversource program
G	Gas Utility program
CH	Chelsea High School: open to Chelsea High School students only
CT	Charlestown High School: open to Charlestown High School students only
EH	Everett High School: open to Everett High School students

Section Codes	
Section	Definition
M*	Monday evening course
T*	Tuesday evening course
W*	Wednesday evening course
H*	Thursday evening course
F*	Friday evening course
S*	Saturday course
SU*	Sunday course

\* You may see a number next to all the sections that are marked with an asterisk (\*)

*Please be mindful that some courses have themes attached to them, check the course description before registering.*

Meeting Days	
Abbreviation	Day(s) of the week
M	Monday
T	Tuesday
W	Wednesday
TH	Thursday
F	Friday
S	Saturday
SU	Sunday
M/W	Monday and Wednesday
T/TH	Tuesday and Thursday

Campus Locations	
Charlestown Main Campus (Buildings A, B, C, D, E and G)	250 New Rutherford Ave, Charlestown, MA 02129
Charlestown H-Building*	570 New Rutherford Ave, Charlestown, MA 02129
Chelsea Campus*	70 Everett Ave, Chelsea, MA 02150
Satellite Campuses:	
East Boston Neighborhood Health Center	250 Sumner St. and 20 Maverick Square, East Boston, MA 02128
Malden High School	77 Salem St., Malden, MA 02148
Chinatown Pao Arts Center	99 Albany Street, Chinatown, Boston, MA 02111 **For GPS and walking directions use: 99 Kneeland St. Boston, MA 02111

\*Free shuttle bus service is available to and from the Charlestown Main Campus and H-Building and the Charlestown Main Campus and Chelsea Campus. Shuttle drop off/pick can be found outside the E-building next the Gym/Fitness Center

If you are taking classes at more than one location, please make sure you allow enough time to commute between campuses.

Course title and section

**ENG-111-02**  
College Writing I

Seats	Times	Locations	Instructors
20	T 8:30 AM - 9:45 AM 1/25/2021 - 5/18/2021	Remote Charlestown Campus, Remote REMOTE Hybrid and Remote	Bennett, L

Available seats      Days and times Start and end dates      Location and format      Instructor Name. If not available, TBA or TBD will be listed.