AFFIRMATIVE ACTION and EQUAL OPPORTUNITY POLICY

Bunker Hill Community College does not discriminate on the basis of race, creed, religion, color, sex, sexual orientation, gender identity, age, disability, genetic information, maternity leave or national origin in its educational programs and in admission to, access to, treatment in or employment in its programs or activities as required by Chapters 151B and C of the Massachusetts General Laws, Titles VI and VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; and Section 504, Rehabilitation Act of 1973 and regulations promulgated thereunder.

Direct all inquiries concerning the application of these regulations to Thomas L. Saltonstall, Director of Diversity and Inclusion, the College’s Affirmative Action Officer and Title IX and Section 504 Coordinator, 250 New Rutherford Avenue, Room E236F, Boston, MA 02129 or by calling 617-228-3311.
Student Support Services

This Guide to Student Support Services explains the function of the various support services available on the Charlestown and Chelsea campuses and how these services can help students. Information on office location, phone numbers, hours and email addresses are provided for each service area.
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Additional Computer and Printer Availability for Students

Center for Self-Directed Learning
- Computers and printers for CSDL students only.

Disability Services
- Computers and printers for students with documented disabilities only.

LifeMap Commons
- Computers and printers for students working on LifeMap assignments and activities only.

Boston Welcome Back Center
- Computers and printers available for Welcome Back students only.

Language Lab
- Computers and printers available for language learning students only.

MathSpace
- Computers and two printers available for students taking developmental math courses only (MAT-093, MAT-097 and MAT-099).

Student Access and Success Center (SACS) Chelsea Campus
- Computers and printers are available in the Chelsea Computer Center. It is an open lab. However, on occasion it may not be available due to placement and certification exam testing.
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Academic Computing Centers

Contact: Help Desk
617-228-3441
helpdesk@bhcc.mass.edu

Room D111
Charlestown Campus

Students looking for computers to access the Internet or work on assignments have a number of options.

- There are more than 400 personal computers in three locations.
- There are resources to support students with disabilities.
- Students may use the resources when available on a first-come, first-served basis.

Here’s where you can go for computer access:

1. **Charlestown Computing Center** - First floor of the D-Building
   Enter through Room D111
   - Eleven specialized classrooms for student classroom instruction and an open laboratory area to use on a first-come, first-served basis.
   - On-site technical support.

2. **Visual and Media Arts Center** - Room E159
   - Macintosh computers available to students enrolled in the VMA program.

3. **Chelsea Campus Center** - Rooms B110 and B202
   - Four specialized computer classrooms, a resource room and an open laboratory.
   - On-site technical support.

**Hours:** Please access the website below to see the hours, policies and procedures for each center. Note: No food or drink is allowed near the computers. Cell phones and beepers must be silenced.

**Website:** bhcc.mass.edu/computingcenter
Advising Center

Contact: 617-228-2230  
advising@bhcc.mass.edu

Academic advising is available to all degree- and certificate-seeking students throughout the year.

New Students:

Newly accepted students will receive directions in their acceptance packet about registering for a Start Smart Orientation Session.

- All newly accepted students (first time to college, transfer or readmitted students) are required to attend a Start Smart Orientation where they meet with Orientation Mentors and Advisors who assist with the transition to or back to BHCC, including advising and registration.

- A mandatory first-semester advising session is also held for all first-time and transfer students during the first six weeks of the semester; information is sent via BHCC email.

Advisor assignments for newly accepted students and readmitted students are made during the first six weeks of the semester.

- Students are notified via BHCC email once advisor assignments are complete.

- Advisor assignments can be found in the Academic Profile section of WebAdvisor in the BHCC Portal by clicking “My Profile.”

- Until students receive an assignment, advising is available at the LifeMap Commons, Room E235.

Continuing Students:

Degree- and certificate-seeking students are assigned to one of the following for academic advising:

- **LCS Advising** – Students enrolled in a Learning Community Seminar should ask their instructor for information about their advising assignment.
• **ESL Advising** – Students enrolled in English as a Second Language will either be assigned to a specific faculty member or to “ESL Advising” – located in Room B118, the Assessment Center.

• **Advising Center** – Students assigned to the Advising Center may meet with an advisor at the LifeMap Commons, Room E235.

• **Faculty** – If there is a name listed, the student has been assigned to a particular faculty member and should make arrangements to meet with this individual during their scheduled office hours or at a mutually agreed upon time during the academic semester.

• **Departments** – Many departments are now involved in Departmental Advising. These departments hold sessions throughout the semester; students should check their BHCC email for information from their department regarding dates and times of scheduled meetings and events.

**Hours:**

- Monday - Wednesday: 8:30 a.m. – 7 p.m.
- Thursday: 11 a.m. – 7 p.m.
- Friday and Saturday: 8:30 a.m. – 4 p.m.

**Website:** bhcc.mass.edu/admissions/advising

(continued from previous page)
Adult Basic Education and Transition to College programs

Contact:  Toni Borge  
           617-228-2108  
           tborge@bhcc.mass.edu

The Adult Basic Education and Transition to College programs offer the following basic education Massachusetts Department of Elementary and Secondary Education (DESE) grant-funded classes at no charge:

- Basic English for Speakers of Other Languages (ESOL)
- Adult Basic Education Literacy (ABE)
- Pre-HiSet - High school equivalency credential in both Spanish and English
- HiSet - High school equivalency credential in both Spanish and English

The program offers two college-credit bearing DESE grant-funded classes at no charge:

- College Success - Learning Community Seminar
- Computer Essentials

Note: Only students who have completed classes at a DESE-funded adult learning center are eligible for these courses.

To register for Adult Basic Education and Transition to College courses call the program office at 617-228-2108. All students are required to take a placement test and meet with an academic advisor before enrolling in a course.

Hours:  Monday - Thursday: 8:30 a.m. – 7 p.m.
        Friday: 8 a.m. – 4 p.m.

Website:  bhcc.mass.edu/abe
Assessment Center

Contact: Linda Walsh  
617-228-2368  
ljwalsh@bhcc.mass.edu  
Myrna Norris  
617-228-2136  
mpnorris@bhcc.mass.edu  
Room B118  
Charlestown Campus

All new BHCC students are required to take the Computerized Placement Test (CPT). Returning students may have to take the CPT again if they wish to enter programs such as Nursing, Medical Radiography and others.

The CPT is completed on a computer and contains multiple-choice questions on English (grammar), reading and math. Before taking the CPT, students must visit the Assessment Center or the BHCC website at bhcc.mass.edu/assessment/preparingforthecpt. Students may also find material to prepare for the CPT at the Assessment Center.

ESL students need to take a test for placement into appropriate ESL classes. They will complete a writing sample with pencil and paper. ESL students may speak with an ESL advisor here for help choosing classes and to discuss educational plans. Keep these points in mind:

• Students should allow two to three hours for testing.
• Test results are valid for two years. BHCC accepts Accuplacer test scores from other schools, but they may not give all the same tests that we do.

There is no charge to take the test. Call 617-228-2468 for testing hours. To take the test, all students need to bring a government-issued photo I.D. Cell phones and calculators are not permitted. Children are not allowed in the testing room.

Hours:  
Monday - Wednesday: 8:30 a.m. – 7 p.m.  
Thursday: 11 a.m. – 7 p.m.  
Friday: 8:30 a.m. – 4 p.m.  
Saturday: 9 a.m. – 1 p.m.  

Closed on Saturdays during June and July and on holiday weekends.

Website: bhcc.mass.edu/assessment
This program offers four levels of non-credit English instruction, from basic literacy through high beginning levels.

- Language Literacy
- Reading and Writing
- Listening and Speaking
- Grammar and Vocabulary
- Computer Literacy

These courses teach Workplace English and Academic Preparation.

Students must take the placement test in the Assessment Center Room B118 before registering.

**Hours:** Monday - Friday: 8:30 a.m. – 4:30 p.m.

**Website:** [bhcc.mass.edu/besl](http://bhcc.mass.edu/besl)
Boston Welcome Back Center  
For Internationally Educated Nurses

Contact:  Allison Cohn  
617-228-4226  
acoahn@bhcc.mass.edu  
Room B206  
Charlestown Campus

Were you a nurse in your homeland?  
Do you want to be a nurse in Massachusetts?  
Are you having trouble getting licensed here?  

If your answer is “YES” to all of these questions, please visit the Boston Welcome Back Center in Room B206. The center is designed to help nurses trained outside the United States with:

- Credential evaluation  
- English competency TOEFL or IELTS Examination  
- Nursing Licensure NCLEX Examination  
- Advocacy and support

Hours:  
Monday - Friday: 9 a.m. – 5 p.m.  
Wednesday: 9 a.m. – 8 p.m.

Website:  bhcc.mass.edu/welcomeback
The Career Center helps current students and graduates make wise decisions about their futures.

**Students can:**

- Work with career counselors for guidance, coaching and support.
- Understand career needs.
- Identify interests, skills and work values.
- Set personal and educational goals.
- Access computer-based career planning software programs.
- Research various occupations to choose the right major.

**For help finding a job, students can:**

- Develop effective strategies for an online search.
- Write effective résumés and targeted cover letters.
- Search the BHCC Career Connect job portal for jobs and internships.
- Attend a variety of workshops focusing on interviewing, networking and company research.
- Practice and refine interviewing skills using a leading web-based recording software.
- Attend fall/spring Career Fairs to meet and network with employers.
- Connect with alumni and mentors working in your industry.

**Hours:**

- **Fall/Spring**
  - Monday - Tuesday: 9 a.m. – 7 p.m.
  - Wednesday - Friday: 9 a.m. – 5 p.m.
- **Summer**
  - Monday - Friday: 9 a.m. – 5 p.m.

**Website:** bhcc.mass.edu/careercenter
Center for Self-Directed Learning (CSDL)

Contact: Faeizeh Amini
617-228-2225
CSDL@bhcc.mass.edu
Room H165
H-Building
Charlestown Campus

Students may enroll in college credit courses through the Center for Self-Directed Learning (CSDL). CSDL students complete coursework on their own schedule, without attending classes, using both traditional textbook materials and electronic resources. Courses can extend over the entire semester, or be completed in a few weeks, depending on the student’s needs. Students stay engaged through required weekly hours at the Center, with computers and study space available for use. Course facilitators, specialists in the subject area, serve as another resource for students’ questions and concerns, and also evaluate and grade their work. Facilitators are supported by professional and peer tutors, available at all times during the Center’s hours of operation.

At the Center for Self-Directed Learning, students can:

• Take Guided Self-Study courses.
• Learn about the Prior Learning Program.
• Use the Internet for homework assignments.
• Type and print papers.

Students must log in each time with their student I.D. number. No food, beverages, or cell phone use is allowed in the CSDL.

Hours:

Fall/Spring
Monday - Thursday: 8:30 a.m. – 8:45 p.m.
Friday: 8:30 a.m. – 1 p.m.
Saturday and Sunday: 8:30 a.m. – 3:45 p.m.

Summer
Monday - Thursday: 8:30 a.m. – 8:45 p.m.

Website: bhcc.mass.edu/csdl
Students visit the College Connection to improve literacy skills such as reading comprehension and vocabulary development. The College Connection does not offer homework assistance; however, staff can help students understand homework directions.

- Department staff will help RDG-090, RDG-095 and ENG-090 students navigate college resources and adjust to college life.
- Free literacy tutoring and advising is available for RDG-090, RDG-095 and ENG-090 students.
- Students can meet one-on-one with a professional reading tutor.
- Students can attend small group reading and tutoring sessions.
- Practice for the RDG-090 and RDG-095 exit exams.
- Receive feedback and suggestions on how to improve test-taking skills.

The center is not for students in ENG-095. ENG-095 students should go to TASC or The Writing Place. College Connection coaches will visit assigned classes.

You must make an appointment.

**Hours:** Monday - Thursday: By appointment

**Website:** bhcc.mass.edu/collegeconnection
Community Center for Entrepreneurship

Contact: 617-228-3224  
cce@bhcc.mass.edu  
Room H111 and H112,  
H-Building  
Charlestown Campus

The Community Center for Entrepreneurship, an official outreach center for the Mass Small Business Development Corporation (MSBDC) is a one-stop center for all things entrepreneurial. Whether you’re a student, a new business owner or a community-based firm, we can assist and direct you to a wide variety of resources both within the college and beyond.

We offer expert advice and guidance, free public presentations from successful local entrepreneurs, non-credit courses on specific topics such as Entrepreneurship 101, an updated entrepreneurship library, business plan assistance and in some cases legal assistance for your business.

In addition we can point you toward BHCC’s credit entrepreneurship certificate programs. In summary, we can help you find the entrepreneurial services that suit your individual needs.

Appointments are available:

Tuesday - Thursday: 10 a.m. – 7 p.m.
Call now for an appointment.

Website: bhcc.mass.edu/entrepreneurship
Community Engagement – Service Learning

Contact: Meghan Callaghan
617-228-3485
engagement@bhcc.mass.edu
Room B211A-B
Charlestown Campus

Students: Do you like helping others? Do you want to know what it means to be civically engaged? Do you want to connect with other students who like to volunteer in their communities? Are you taking a class with a Community Engagement project?

If your answer is “YES” to any of these questions, please visit the Office of Community Engagement in Room B211A-B. The office:

• Helps students find organizations where they can volunteer.
• Provides resources to help students think critically about being an “engaged” citizen.
• Shows students examples of ways to become involved in their communities.
• Links students with other students who enjoy volunteering.

BHCC defines Service Learning to encompass all Community Engagement projects. This allows a BHCC student to participate in a variety of course-related projects throughout the community. A student might participate in an action research project, where he or she interviews, contemplates and proposes solutions to issues in society. Students might volunteer at a homeless shelter or an after-school program and connect the experience to concepts within their courses. Or a student might go to a local K-12 school with classmates and present complex ideas to elementary students.

The Office of Community Engagement also hosts a variety of co-curricular volunteer initiatives that involve hundreds of BHCC students in direct service to Greater Boston communities.

Hours: Please email or call to make an appointment.
Website: bhcc.mass.edu/community-engagement
Disability Support Services

Contact:  
Andrea Schwartz,  
Coordinator  
617-228-3415  
aschwartz@bhcc.mass.edu

Kathryn Williams,  
Educational Coach  
617-228-3281  
klwillia@bhcc.mass.edu

Ken Elkind, Assistive  
Technology Educator  
617-228-2234  
kelkind@bhcc.mass.edu

Fred Brown,  
Literacy Specialist  
617-228-2263  
fabrown@bhcc.mass.edu

Larissa Schyrokyj,  
Literacy Specialist  
617-228-1980  
lischyrok@bhcc.mass.edu

Room E222  
Charlestown Campus

Students who have – or suspect they have – a learning disability can obtain professional help and resources through Disability Support Services. Here are some of the services provided:

- Specialized tutoring in reading and writing, especially for those taking RDG-090, RDG-095, ENG-090, ENG-095
- Classroom accommodations
- Testing accommodations
- Personal educational coaching
- Assignment planning and organization strategies
- Access to Kurzweil, a text-to-speech program
- Access to Dragon, a speech-to-text program
- Recorded books, tape recorders and magnifying devices

Hours:  
Monday - Thursday: 8:30 a.m. – 5:30 p.m.
Friday: 9 a.m. – 4 p.m.

Website:  
bhcc.mass.edu/disabilitysupportservices
The mission of Early Advantage is to help students persist in college and achieve their goals by providing proactive, student-centered interventions that connect students with campus resources and support services that help them overcome academic and personal barriers to success.

Faculty may make a referral to support staff at the College when they observe students struggling with writing, language or math skills, excessive absences or tardiness or incomplete work during the first eight weeks of the semester. The Early Advantage Program provides essential notices by email, so students should check their BHCC email account frequently. If a student receives an Early Advantage referral, the Early Advantage staff working out of the LifeMap Commons will make every effort to speak with the student in person or via phone.

Early Advantage also coordinates a number of Steps to Success workshops designed to help students reduce stress and earn better grades. Schedules are mailed to all students at the start of the semester; or students may view the schedule via the Steps to Success link on their Portal account.

**Hours:** Please email or call to set up an appointment.
E-portfolio Training Lab

Contact: Angela Case
617-228-2235
arcase@bhcc.mass.edu
Room E230/E235A
Charlestown Campus

Students who are interested in learning more about electronic portfolios can find support at the BHCC E-portfolio Training Lab (Room E230), which provides students, faculty and staff with computing resources and programs needed to produce high-quality electronic portfolios.

What is an e-portfolio? An e-portfolio is:
- An effective way to represent yourself and your education.
- A record of skills, achievements and learning.
- A place to collect and save coursework.
- A chance to showcase accomplishments and school work to family and friends.
- A tool for creating digital résumés to send to employers.
- A web portal for accessing work, tracking academic growth and planning a career.
- A way to help connect educational goals with personal experience.
- An electronic resource students can use to apply for transfer and financial aid at a four-year school.

Trained e-portfolio support specialists and student mentors are available to assist students with their e-portfolio needs.

When the E-portfolio Training Lab is not being used for an in-class training workshop, it is available to any BHCC student, faculty or staff member who would like assistance with their e-portfolio.

Hours: Monday - Friday: 9 a.m. – 9 p.m.
Website: bhcc.mass.edu/tlitc/e-portfolio
Health Services

Contact: Denise Amerena
617-228-2185
damerena@bhcc.mass.edu
Room E154
Charlestown Campus

The Health Services Office provides emergency care and treatment of minor injuries and common illnesses as well as health maintenance and counseling. Those who experience a major health problem while on campus will be referred to their primary care provider or evaluated and referred to an appropriate agency for medical care. For students enrolled in Health Profession Programs, the required medical records must be sent to the Health Services Office for review and clearance before a student can visit any clinical site. The office is staffed by a registered nurse.

To report an emergency: Dial ext. 2222 on any College phone. Please report the incident and location to the dispatcher and remain on the line until you are instructed to hang up.

How much does it cost to visit Health Services? There is no cost to visit Health Services nor do you need to provide health insurance information.

Do I need an appointment to visit Health Services? No, students are welcome to walk in during posted clinic hours.

I am a student with a disability and need to park close to the College; how do I get a Handicapped Parking permit? Students with disabilities should contact the Health Services Office before parking in a Handicapped Permit Parking Only space.

Can I get my immunizations and prescription medication at Health Services? Immunizations and prescription medications are not provided through Health Services. However, the Health Services Office can assist you in locating clinics and/or providers where these services may be available.

Clinic Hours: Monday, Wednesday, Thursday: 10:30 a.m. – 3:30 p.m.
Tuesday: 11 a.m. – 6 p.m.

Office Hours: Friday: 9 a.m. – 1 p.m.

Website: bhcc.mass.edu/healthservices
Established in 1999, the International Center coordinates international education activities and provides programs, services and activities designed to further the diversity of the BHCC community.

**International Student Services:**
- Serves as a “home away from home” for international students.
- Provides advice on immigration issues and F-1 visa regulations.
- Assists with school transfer of SEVIS records.
- Offers workshops and information on work authorization.
- Updates students with home travel information and travel to other countries.
- Advisors have specific “walk-in” hours; stop by E236 for their schedules.

**International Center:**
- Welcomes hundreds of international students from more than 90 countries annually.
- Assists students who wish to attend the college on an F-1 student visa. These students must apply through the International Center.

For the International Guide to Admissions, go to: bhcc.mass.edu/internationalcenter/guidetoadmissions.

**Study Abroad:**
BHCC offers a comprehensive Study Abroad program that allows students to experience different cultures. Scholarships are available. Information regarding destinations, deadlines and applications is at bhcc.mass.edu/studyabroad.

**Hours:**
- **Fall/Spring**
  - Monday, Wednesday: 9 a.m. – 7 p.m.
  - Tuesday, Thursday and Friday: 9 a.m. – 5 p.m.
- **Summer and Winter/Spring breaks**
  - Monday - Friday: 9 a.m. – 5 p.m.

**Website:** bhcc.mass.edu/internationalcenter
Internship Programs

Contact: Marcea Taylor
617-228-2111
internships@bhcc.mass.edu

Do you want to build your skills, knowledge and confidence in a real-world setting?

Do you want career experience and the chance to work with professionals in your field?

Do you have time to intern at least 10-15 hours a week for at least 12 weeks?

If so, you might be interested in one of BHCC’s internship programs.

Students should visit BHCC’s internship web site to learn more:

• Plan ahead for your academic internship. Discover if a three-credit internship course is included in your major. Review eligibility and course prerequisites.

• Determine your schedule for the semester. Do you have a course load that would allow you to dedicate time to an internship?

• Explore opportunities online for ideas of where to intern. Find resources to help you prepare and apply for your internship.

• Learn about paid STEM research internships and the Learn and Earn internship program.

• Take advantage of the multiple Career Development and Internship information sessions.

• Receive mentoring and support for your career goals.

Internships are offered each semester for current BHCC students.

Hours: Please email or call to set up an appointment.

Website: bhcc.mass.edu/internships
The Language Lab offers the latest language learning software and a friendly, knowledgeable tutoring staff to help students improve their skills in English or any foreign language offered at BHCC.

The Language Lab provides current BHCC students with free assistance if they would like to improve their English language skills.

Features include:

- Drop-in and scheduled tutoring sessions for reading and writing at any level.
- Free grammar, writing, reading and software workshops.
- ESL and English 095/111 practice exit-exam testing.
- Eight language learning software programs.

For students who need to study for the TOEFL or IELTS test:

- Free TOEFL/IELTS tutoring, practice tests and skill evaluation.

For students who need help with pronunciation:

- Discussion groups for students who speak English as a second language.
- Pronunciation software and tutoring.

For students who are learning a foreign language other than English:

- Foreign language software and tutoring.

For students who want to study in the lab:

- Thirty-three computer workstations, many with webcam and voice recorder access.

**Hours:**

<table>
<thead>
<tr>
<th>Season</th>
<th>Monday - Thursday</th>
<th>Friday</th>
<th>Saturday and Sunday</th>
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<tr>
<td>Fall/Spring</td>
<td>9 a.m. – 9 p.m.</td>
<td>9 a.m. – 4 p.m.</td>
<td>9 a.m. – 4 p.m.</td>
</tr>
<tr>
<td>Summer</td>
<td>9 a.m. – 9 p.m.</td>
<td>9 a.m. – 4 p.m.</td>
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</tbody>
</table>

**Website:** bhcc.mass.edu/languagelab
Learn and Earn Program

Contact: Cora T. Miller
617-228-2006
learnandeearn@bhcc.mass.edu
Room E235R
LifeMap Commons
Charlestown Campus

Learn and Earn, a program sponsored by the Massachusetts Competitive Partnership (MACP), offers qualified Bunker Hill Community College students majoring in Biotechnology, Business, Engineering, General Concentration, Graphic Design, IT and other subjects, paid work experience at some of the largest companies in and around Boston including Bank of America, Beth Isreal Deaconess Medical Center, BJ’s Wholesale Club, The Boston Foundation, Dovetail Health, EMC, Fidelity Investments, Raytheon, Staples, State Street Corporation, Suffolk Construction, UBS and Vertex Pharmaceuticals.

Qualified Students will:

• Earn $15 per hour and work from a minimum of 16 to a maximum of 30 hours per week.

• Take a three-credit internship course, counting toward your major during the same semester as the internship.

• Receive mentoring and support for your career goals.

The Learn and Earn Program offers extended internships for current BHCC students. Internships run in two cycles: Fall (September 1 - January 30), and Spring (February 1 - August 30). Recruitment and application begins at least one semester in advance. Check online for eligibility requirements and for additional information on how to apply.

Hours: Please email or call to set up an appointment.

Website: bhcc.mass.edu/learnandeearn
Learning Communities

Contact: Liya Escalera
617-228-2173
lescaler@bhcc.mass.edu

Room E231
Charlestown Campus

BHCC Learning Communities promote active and engaged learning through practices such as collaborative and problem-based learning, interdisciplinary learning experiences, mentoring, field study and service learning. Learning communities create a supportive and engaging environment and allow students to make strong connections with faculty, peers and support staff.

BHCC Learning Communities offer students the opportunity to:

• Take courses with classmates who share common academic goals, career aspirations or personal interests.

• Benefit from faculty collaboration across subject areas and curriculum that is grounded in real-world issues.

• Navigate college resources and develop a supportive network of faculty, peer mentors and support staff.

Learning Community courses are offered during the day and evening, as well as on the weekends and online.

Hours: Monday - Friday: 9 a.m. – 5 p.m.
Website: bhcc.mass.edu/learning-communities
Library and Learning Commons

Contact: Vivica Pierre
617-228-3240
vdpierre@bhcc.mass.edu

The BHCC Library provides students with access to academic library and information resources and services. Librarians will help students find, evaluate, incorporate and use library and information resources efficiently and effectively.

Resources include:

- New books including e-books and e-readers.
- New databases to support career/profession searches and course assignments.
- Information literacy (also called digital literacy) workshops. Students can initiate these workshops by appointment with a BHCC librarian.
- Study spaces with new carrels, tables and chairs.

At the Library, students obtain BHCC photo identification cards, which are needed to log in to the Library’s research databases off campus. The BHCC OneCard also allows students to borrow library materials.

Hours:

Monday - Thursday: 8 a.m. – 10 p.m.
Friday: 8 a.m. – 5 p.m.
Saturday and Sunday: 8 a.m. – 4 p.m.

Website: bhcc.mass.edu/library
Bunker Hill Community College is committed to supporting students in achieving their educational, career and life goals. Toward this end, the College’s LifeMap program provides holistic, integrated supports designed to help students chart and realize their goals. To ensure a positive and productive student educational experience, LifeMap combines technology with individual assistance provided by faculty and staff.

The LifeMap Commons is a space where students can work on various LifeMap activities, including career planning, educational planning and financial planning as well as creating e-portfolios and support and social networks. Through the BHCC Portal students can access various assessments, information and resources for LifeMap.

Offices located within the LifeMap Commons include:

• Advising
• Career Planning
• Early Advantage
• Internship
• Language Lab
• Learn and Earn
• LifeMap Lab

Hours:  
Monday - Thursday: 8:30 a.m. – 7 p.m.  
Friday: 8:30 a.m. – 4 p.m.  
Saturday: 9 a.m. – 4 p.m.

Website: bhcc.mass.edu/lifemap
MathSpace

Contact: Louis Gregoire 617-228-2283 lgregoire@bhcc.mass.edu
         Kenneth Steinman 617-228-3286 kcsteinm@bhcc.mass.edu

For students taking a math course, the MathSpace is a great resource for
achieving success. The MathSpace focuses on Developmental Math,
MAT-093, MAT-097 and MAT-099.

The MathSpace features:

• Four rooms equipped with 62 computer terminals for students to complete
  math homework assignments. There are two printers for printing out math
  homework.

• Tools such as MyMathLab and Web Assign that can be used to work on
  homework assignments.

• Students can use the MathSpace to access video lectures (please bring
  your own headphones), animations and multimedia textbooks to improve
  their understanding of course content.

• Students can learn how to use specialized math software such as
  Mathematica, MathType, TI InterActive and Derive.

• The MathSpace has group and individual tutoring areas and offers weekly
  review sessions for developmental math courses.

Hours: Monday - Thursday: 8 a.m. – 8 p.m.
       Friday: 8 a.m. – 5 p.m.
       Saturday and Sunday: 10 a.m. – 4 p.m.

Summer Hours:
       Monday - Thursday: 9 a.m. – 6 p.m.
       Friday: 9 a.m. – 5 p.m.
Single Stop

Contact:  
Kathleen O’Neill  
617-228-3330  
singlestop@bhcc.mass.edu

Single Stop connects students to state and federal financial resources and local community services in the Greater Boston area, including:

**Free Income Tax Assistance**
- Completion and e-filing of taxes
- Determining tax credit eligibility
- Walk in or make an appointment from January to April

**Benefits Screening**
- SNAP (Food Stamp) Applications – DTA Interviews in the Single Stop office
- Help with applying for health insurance
- Assistance with child care referrals
- Consultation regarding homelessness
- Parenting/pregnancy local support and resources

**Financial Literacy**
- Workshops
- Financial advising
- Credit counseling
- Budgeting
- Money management

**Eat Smart - Be Smart**
- Emergency help with food needs/insecurity
- Monthly mobile markets - Food Pantry

**Hours:**
- Monday: 9 a.m. – 5 p.m.
- Tuesday - Thursday: 9 a.m. – 6 p.m.
- Friday: 9 a.m. – 4 p.m.

**Website:** bhcc.mass.edu/singlestop
The Chelsea Campus Student Access and Success Center (SASC) is the hub for all student services offered at the Chelsea Campus. Through this Center, students may register and pay for courses, complete course placement assessments (Accuplacer) and access advising and academic support services. The Center offers tutoring in mathematics (all levels), English, writing, psychology, sociology, biology, anatomy and physiology, pharmacy technology, drug calculations, chemistry and physics.

For additional information, contact the Center at 617-228-3361.

**Center Hours:**

- **Fall/Spring**
  - Monday - Thursday: 9 a.m. – 7 p.m.
  - Friday: 9 a.m. – 4 p.m.

- **Summer**
  - Monday - Thursday: 9 a.m. – 6 p.m.
  - Friday: 9 a.m. – 4 p.m.

**Tutoring Hours:**

- **Fall/Spring**
  - Monday - Thursday: 10 a.m. – 7 p.m.
  - Friday: 10 a.m. – 4 p.m.

**Computer Center Hours:**

- **Fall/Spring**
  - Monday - Friday: 7:30 a.m. – 9 p.m.
  - Saturday: 8 a.m. – 3 p.m.

- **Summer**
  - Monday - Thursday: 7:30 a.m. – 7 p.m.
  - Friday: 7:30 a.m. – 4 p.m.

**Registration Hours:**

- **Year-round**
  - Monday - Wednesday: 8:30 a.m. – 7 p.m.
  - Thursday: 11 a.m. – 7 p.m.
  - Friday: 8:30 a.m. – 4 p.m.

**Website:** bhcc.mass.edu/chelsea/sasc
Student Activities

Contact: Paul Moda
617-228-2260
pmoda@bhcc.mass.edu
Room D106H
Charlestown Campus

Students who want to connect with other students and enhance their lives at BHCC can participate in a variety of student activities. Here are some of the College's many student activities, programs and services:

- Student Government Association
- Start Smart Orientation
- Student Clubs
- Textbook Assistance Program (TAP)
- Mentoring for new students through the Start Smart Orientation Program
- Training for student leaders through workshops and retreats, in areas including program planning, individual leadership and group development
- Lost and found service
- Message center for student clubs and organizations
- Locker rentals

Hours: Monday - Thursday: 9 a.m. – 6:30 p.m.
       Friday: 9 a.m. – 5 p.m.

Website: bhcc.mass.edu/activities
The purpose of the Mary L. Fifield Endowed Student Emergency Assistance Fund is to provide financial help to students experiencing emergencies that may significantly interfere with their ability to continue to attend classes.

The fund does not support tuition, fees, books, cable television, telephone expenses, taxes or fines.

To be eligible, students must be enrolled for six credits or more in a degree or certificate program and have a GPA of 2.5 or higher. As part of the application students must submit documents including, but not limited to, their most recent federal income tax returns, the most recent three months of bank statements and, if unemployed, proof of having applied for unemployment. Avoid emergencies by beginning each semester with a financial plan to pay your expenses including tuition, housing, books, food and transportation.

All applications receive a detailed review and require an interview. **Applying to the Fund does not guarantee a student will receive money.** Applicants must also meet with a financial planner and an academic counselor.

Qualified applicants will be accepted after the end of the schedule adjustment period for the fall and spring semesters. Students with an emergency outside of these dates should contact Wick Sloane (above).

We will try to help.

**Drop-in Hours:** Monday - Tuesday: 10 a.m. – noon  
Wednesday - Thursday: 2 – 4 p.m.

**Website:** bhcc.mass.edu/emergencyassistancefund
The Student Success Program is a transfer program. Students must apply and be selected to participate. Its goal is to assist students in transferring to a four-year university or college.

The Student Success Program provides a comprehensive program of academic and student support services designed to help students achieve their educational goals at Bunker Hill Community College and to transfer to their four-year school of choice.

The Program provides the following services: academic counseling, peer tutoring, a counseling/mentor program, cultural enrichment events and college transfer information. It also provides workshops on a variety of topics focusing on learning strategies, financial literacy and life management skills, career planning skills and the college transfer process.

To qualify for these services, students must be enrolled full-time and in college-level courses with intent to graduate and transfer to a four-year school. Students must demonstrate an academic need, meet Programmatic criteria and meet one or more of the following federal criteria:

- Be a first-generation college student
- Meet federal income guidelines
- Have a documented disability

A United States Department of Education, TRIO Student Support Services Grant funds the Student Success Program. For more information, contact the Student Success Program Office, Room B331, or call 617-228-3283.

**Hours:**
- **Fall/Spring**
  - Monday - Thursday: 8:30 a.m. – 6 p.m.
  - Friday: 8:30 a.m. – 4:30 p.m.

- **Summer**
  - Monday - Thursday: 8:30 a.m. – 4:30 p.m.
  - Friday: 8:30 a.m. – 12:30 p.m.

**Website:** bhcc.mass.edu/studentsuccessprogram
Tutoring and Academic Support Center (TASC)

Contact: William Pendergast
617-228-3467
tasc@bhcc.mass.edu

Room E174
Charlestown Campus

The Tutoring and Academic Support Center (TASC) supports and enhances student learning and academic success by offering a variety of traditional and non traditional services to all Bunker Hill Community College students. The TASC offers tutorial assistance and small group workshops to students enrolled in credit-bearing courses. Students are offered a wide range of services to support their work on basic academic skills as well as on course-specific work in their programs. Students may register for weekly, individual and group appointments. These services are offered in a student-centered atmosphere.

You can:
• Schedule one-on-one appointments for English, ESL or writing.
• Drop in to work with a tutor.
• Access online programs for course work.
• Type and print papers.

Students are required to log in each time with their student I.D. number, and when logging out, to select the appropriate subject or activity.

Hours:
Fall/Spring
Monday - Thursday: 8:30 a.m. – 8 p.m.
Friday - Sunday: 8:30 a.m. – 4 p.m.
Summer
Monday - Thursday: 10 a.m. – 6 p.m.

Website: bhcc.mass.edu/tasc
The Veterans Center

Contact: Misty Kemp
617-228-3213
Fax: 617-228-3212
veterancenter@bhcc.mass.edu

Bunker Hill Community College Veterans Center is committed to providing veterans, active duty military, Guard/Reservists and their eligible dependents with a smooth transition to college and a successful educational experience. The Veterans Center provides specialized customer service for student veterans and serves as an advocate within the College community as well as our community partners. The Veterans Center staff are grateful for your military service and are honored to assist you as you pursue your academic goals.

Students who wish to apply for educational benefits must contact the VA Certifying Official in the Veterans Center. Students receiving educational benefits are required to attend classes and maintain satisfactory academic progress in order to continue receiving education benefits. Furthermore, students must notify the Veterans Center of any changes made to their enrollment status.

The Veterans Center provides services in the following areas:

- Support and advocacy for veteran students
- Assistance in solving problems related to education
- Advice regarding VA Educational Benefits
- Certification to the VA for each semester of enrollment and any change of enrollment
- Referrals to university resources and other agencies
- Verification of pursuit of training
- Assistance with credit for prior learning

Please come and visit the Veterans Center located in the B-Building, in Room B201 on the Charlestown Campus

Office Hours: Charlestown:
Monday - Wednesday: 9 a.m. – 7 p.m.
Thursday: 11 a.m. – 7 p.m.
Friday: 8:30 a.m. – 4 p.m.
Chelsea: By appointment only

Follow us on Facebook: www.facebook.com/bhccveteranscenter
Are you a student taking ENG090, ENG095, ENG111, ENG112 or literature courses? Your teachers may ask you to work in the Writing Place. You may also visit The Writing Place independently to meet one-on-one with a tutor weekly.

Peer tutors can work with students on:

- Brainstorming ideas for writing assignments.
- Planning and drafting writing assignments.
- Researching information through library and online resources.
- Revising your writing for organization and details.
- Editing your writing for grammar and punctuation.

There are computers with:

- Internet access.
- Grammar and punctuation software programs.
- Word processing and printing capabilities.

There are handout materials with:

- Exercises to develop grammar and sentence skills.
- Forms for organizing paragraphs and essays.
- Spelling and punctuation review.

**Hours:**
- Monday - Thursday: 9 a.m. – 6 p.m.
- Friday: Changes semester by semester

**Website:** bhcc.mass.edu/writingplace
The A-G buildings may be accessed via the 2nd Floor which is the College’s main floor. G-building may also be accessed via the 1st floor of the E building.

Shuttle Information
Please note the following when using the BHCC Chelsea Campus and H-Building Shuttles:
1) Plan to depart at least 30 minutes before your class starts.
2) Because of weather, traffic road construction, all shuttle schedule times are estimates.
3) To allow for travel time, do not schedule classes back-to-back at different BHCC locations.

The shuttles are for BHCC students, faculty and staff.

Please note that there is no student parking at the H-Building.
Bunker Hill Community College

Student Support Services
bhcc.mass.edu/studentsupportservices

Charlestown Campus
250 New Rutherford Avenue
Boston, MA 02129-2925

Chelsea Campus
175 Hawthorne Street
Chelsea, MA 02150-2917

bhcc.mass.edu

AFFIRMATIVE ACTION and EQUAL OPPORTUNITY POLICY

Bunker Hill Community College does not discriminate on the basis of race, creed, religion, color, sex, sexual orientation, gender identity, age, disability, genetic information, maternity leave or national origin in its educational programs and in admission to, access to, treatment in or employment in its programs or activities as required by Chapters 151B and C of the Massachusetts General Laws, Titles VI and VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; and Section 504, Rehabilitation Act of 1973 and regulations promulgated thereunder.

Direct all inquiries concerning the application of these regulations to Thomas L. Saltonstall, Director of Diversity and Inclusion, the College’s Affirmative Action Officer and Title IX and Section 504 Coordinator, 250 New Rutherford Avenue, Room E236F, Boston, MA 02129 or by calling 617-228-3311.