How to register for your class.

Before you register online, please be sure you know the course name or course code number found in the Community Education catalog. You can find it here: bhcc.mass.edu/ce/. You will need that information to input exactly as written.

1) At bhcc.edu/ce, click on the red REGISTER NOW button on the right.

2) Under REGISTRATION, click REGISTER AND PAY FOR COMMUNITY EDUCATION CLASSES.

3) Use the SEARCH FOR (KEY WORD) field enter course number in the COURSE CODE NUMBER field if known. Click SUBMIT when done.

4) Under the SELECT column, click the check box of the course option you are registering for. Click SUBMIT when done.

5) On the PERSONAL IDENTIFICATION PAGE, fill out the fields marked with *. When done, click the check box next to YOU MUST CERTIFY IN ORDER TO PROCEED. Click SUBMIT when done.
6) On the **ADDITIONAL REGISTRATION INFO PAGE**, select your choices for **EDUCATIONAL GOAL**, **REASON FOR TAKING** and **HOW YOU LEARNED OF THIS CLASS** from the drop-down menus. Click **SUBMIT** when done.

![Additional Registration Info](image)

7) On the **PAY FOR CLASSES** page, select **REGISTER NOW (CHECK OUT)** from the drop-down menu and then select **PAYMENT TYPE**. Payment options are Visa, MasterCard, Discover, American Express or e-check. Click **SUBMIT** when done.

**IMPORTANT NOTICE**: There is a 2.0% service fee charged for each payment made by debit or credit card. The convenience fee is non-refundable and will appear as a separate charge on your credit card statement. Any convenience fee disputes must be made directly with your credit card company. No fee is charged if paying by electronic check (e-check).
8) If paying by e-check:
   o Complete the required fields.
   o Click [SUBMIT] when done.

9) If paying by debit/credit card:
   o You will see this screen. The sample convenience fee of $24 is calculated by
     .02 X $1,200.00, the cost of the course. This fee is charged when paying by debit/credit
     card. Click Continue to proceed with debit/credit card payment.

   o Complete the Payment Information fields and click Continue.
     Once again, please note that you will be charged a 2% convenience fee when you click Continue.
10) Complete the PAYMENT INFORMATION fields and Click Continue. Once again, please note the you will be charged a 2% convenience fee when you click Continue.