

# Bunker Hill Community College Community Education

## 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/](http://bhcc.mass.edu/ce/). You will need that information to input exactly as written.

- 1) At [bhcc.edu/ce](http://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.

### Register and Pay

You may enter as many search criteria as you wish, but you will see only classes that meet ALL

Search For (Key Word)

Course Code Number

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

Select	Course Name and Title	Meeting Information	Location
<input type="checkbox"/>	<a href="#">BSN-124-S1 (60324) Society for Human Resource Mgt</a>	02/28/2015-05/16/2015 Lecture Saturday 09:00AM - 02:00PM, Health and Wellness Building, Room G138	Community Education
<input type="checkbox"/>	<a href="#">BSN-124-T1 (60323) Society for Human Resource Mgt</a>	02/10/2015-05/05/2015 Lecture Tuesday 06:00PM - 09:00PM, Health and Wellness Building, Room G140	Community Education

- 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.

YOU MUST CERTIFY IN ORDER TO PROCEED: I certify that I am the person described above, and that the information presented here is correct to the best of my knowledge.

**SUBMIT**

- 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

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**Reason For Taking**

**How You Learned of This Class**

▼

▼

- 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).

CONTINUING EDUCATION
Welcome Guest!

### Pay for Classes

NOTE: Your credit card will be charged if you select "Register now (check out)."

Before you register, you can remove a class from this list by checking the "Remove" box on the right and selecting "Recalculate total amount."

\* = Required

Price	Course Name and Title	Meeting Information	Start Date	End Date	Faculty	Credits	CEUs	Location	Remove
1,200.00	BSN-124-S1 (63772) Shrm Certification Human Resou	02/25/2017-05/06/2017 Lecture Saturday 09:00AM - 03:00PM, G Building, Room G138	02/25/17	05/06/17	To be Announced	0.00		Community Education	<input type="checkbox"/>

Total Amount Due 1,200.00

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Choose one of the following: \* Register now (check out) ▼

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Select a payment method to complete registration (check out)

Payment Type ▼

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8) If paying by e-check:

- o Complete the required fields.
- o Click **SUBMIT** when done.

CONTINUING EDUCATION

Electronic Check Entry

How do I find the routing number, account number, and check number?

CONTINUING EDUCATION

\* = Required

Payment Amount	1,200.00
Convenience Fee	0.00
Total Payment Amount	1,200.00

Routing Number\*  Account Number\*

Check Number\*

Driver's License  State

Name on Check\*

9) If paying by debit/credit card:

- o You will see this screen. The sample convenience fee of \$24 is calculated by  $.02 \times \$1,200.00$ , 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.

CONTINUING EDUCATION

Processing My Credit Card Payment

Click Continue to enter your credit card information at our secure payment website.

Payment Amount	\$1,200.00
Convenience Fee	\$24.00
Total Payment Amount	\$1,224.00

**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.

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## Bunker Hill Community College

Tuition & Fees

[PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > [REVIEW & SUBMIT](#) > [COMPLETE](#)

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### Payment Amount

\$  .00

### Payment Method

Card Number

Expiration Date

Security Code [What is this?](#)

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[Cancel](#)

Please note **you will not be charged until you Submit at end.**

[Continue](#)



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Community Education, Charlestown Campus, H-Building, Room H109

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**Thank you for choosing Community Education at Bunker Hill Community College**