Corporate and Community Education Registration Process

How to search for course information and enroll and pay?

1) Go to Bunker Hill Community College Corporate and Community Education Course Catalog. [https://www.bhcc.edu/cce-catalog/](https://www.bhcc.edu/cce-catalog/)

New Students who wish to register for BESL classes need to take the English Placement test at the Assessment Center on the main campus (250 Rutherford Ave.) in Room B118, before registering for classes. If a student registers for the class without taking the placement test, they will risk the wrong level placement and maybe asked to change levels. Please go to the Assessment Center in B118 to avoid placement issues.

2) Type **course name** or **course code** in Search Box. Example: Teas prep or TRG-101e

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For questions on courses and how to register for them please contact:

Sonia Sharma
Administrative Assistant
Division of Workforce and Economic Development
Charlestown Campus M-Building, Room H109
Phone: 617-228-2462
Fax: 617-228-2080
Email: CommEd@bhcc.edu
Office Hours: Mon-Fri, 8:30 a.m.-4:30 p.m.

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<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
<th>Available Seats</th>
<th>Register</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRG-101E: (TEAS) Prep for Reading and Grammar (See Description)</td>
<td>TRG-101E_01</td>
<td>January 7</td>
<td>February 11</td>
<td>Tuesday</td>
<td>4-7 p.m.</td>
<td>M-Building</td>
<td>Lori Mazzarelli</td>
<td>$155</td>
<td>22</td>
<td>Register</td>
</tr>
<tr>
<td>TRG-101E: (TEAS) Prep for Reading And Grammar (See Description)</td>
<td>TRG-101E_02</td>
<td>March 23</td>
<td>April 28</td>
<td>Tuesday</td>
<td>4-7 p.m.</td>
<td>M-Building</td>
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</tr>
<tr>
<td>TCG-101F: (TTAQ) Prep for</td>
<td>TCG-101F_01</td>
<td>January 7</td>
<td>February 11</td>
<td>Wednesday</td>
<td>4-7 a.m.</td>
<td>M-Building</td>
<td>TRA</td>
<td>$155</td>
<td>01</td>
<td>Register</td>
</tr>
</tbody>
</table>
3) **Click Register** button to enroll and pay. (Please confirm correct date and time for your schedule before register.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>Start Date</th>
<th>End Date</th>
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<td>TRG-101E_01</td>
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<td>February 11</td>
<td>Tuesday</td>
<td>4-7 p.m.</td>
<td>H-Building</td>
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<td>Register</td>
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<td>TRG-101E: TEAS Prep for Reading And Grammar (See Description)</td>
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<td>Tuesday</td>
<td>4-7 p.m.</td>
<td>H-Building</td>
<td>Lori Mazzarelli</td>
<td>$155</td>
<td>22</td>
<td>Register</td>
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<tr>
<td>TSG-101E: TEAS Prep for Math and Science (See Description)</td>
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<td>February 12</td>
<td>Wednesday</td>
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<td>Wednesday</td>
<td>4-7 p.m.</td>
<td>H-Building</td>
<td>Lori Mazzarelli</td>
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<td>20</td>
<td>Register</td>
</tr>
</tbody>
</table>

4) **Click New Account** to register. **Note:** If you have Elevate account, you may type in your username and password to sign in.
5) Fill in First Name, Last Name & Email Address. Check box after read and review our data privacy policy. Click New Account.

6) Please complete the information below. Fields that have a red asterisk are required.
7) Please create a user account.

8) Please enter your address below.

9) Below is an overview of the fees due. Please read term and condition and then click to accept.
10) **Last step**: Enter credit card/ debit card for payment method.

![Payment Client](Image)

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Course Fee</th>
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<tbody>
<tr>
<td>Amount</td>
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</table>

Card Information: 1233324466214

Debit and Credit Cards - We accept credit or debit cards with the following logos:

![Card logos](Image)

11) **You are now registered for your class.** You will receive an email confirmation to your email.

If you have any questions, you may contact Community Education office Mon-Fri, 9:00 a.m – 4:00 p.m.
Contact

Sonia Sharma
Administrative Assistant
Division of Workforce and Economic Development
Charlestown Campus
H-Building, Room H109
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