



BLADEN COMMUNITY COLLEGE

SPRING 2010 REGISTRATION SCHEDULE

Registration Day – Tuesday, January 5th 9:00 a.m. - 2:00 p.m. & 4:00 p.m. – 7:00 p.m.

Late Registration – Thursday, January 7th 9:00 a.m. - 2:00 p.m. & 4:00 p.m. – 7:00 p.m.
Friday, January 8th 9:00 a.m. - 2:00 p.m.
Saturday, January 9th 9:00 a.m. - 12:00 p.m.
Monday, January 11th 9:00 a.m. - 2:00 p.m. & 4:00 p.m. – 7:00 p.m.

DROP/ADD PERIOD - January 5th, 7th – 9th & 11th (See above for designated times each day)

Please Note – Late Registration & Drop/Add will not take place on January 6, 2010 (Faculty Work Day)

DROP PERIOD ONLY - January 12th – 13th (9:00 a.m. – 4:30 p.m.)

REGISTRATION PROCEDURES

Registration will be held January 5, 2010, according to the procedures noted. Please follow these steps.

1. New students, with application file complete, may proceed to their advisor immediately.
2. New students who have not completed the application process must report to Student Services, Building 2, Room 109, to complete the admission process before seeing their advisors.
3. Returning students who attended BCC within a three-year period may proceed to their advisor immediately. **Please Note:** The Admissions Office must be notified in writing of any change of programs or any changes in student information data (i.e. name, address, and phone number changes).
4. **Drop/Add Procedures:** Bring completed drop/add form to Student Services for processing. If a student is due a refund, the refund will be generated automatically and sent by mail. Cancelled courses will be refunded at 100%.
5. Cash, Check, Credit/Debit Card students **MUST** go to the cashier's office (to pay bill) prior to entering class.
6. Students may drop and/or add a class during registration hours on January 5th. In order to receive a 100% refund, a student must drop a class BEFORE the official start date of the term. The student will receive a 75% for courses dropped after the official start date of the term but before the end of the refund period. A course dropped after the 10% date will not be refunded.
7. Books and supplies may be purchased at the Bookstore located in Building 2. **Pell Grant/Third Party** must be fully registered, present their registration form, and verify that their third party approval has been posted in the Business Office and in the Bookstore before charging/receiving books.

*****It is imperative that all students register as noted above. Registration after January 5, 2010 will still require consultation with an advisor, recruiter, or counselor. As such, those registering late will experience delays in entering classes. **NO STUDENT WILL BE ALLOWED TO REGISTER AFTER JANUARY 11, 2010.**

DEBT TO BLADEN COMMUNITY COLLEGE MUST BE PAID PRIOR TO REGISTERING FOR COURSES.