



Bladen Community College

SPRING 2019 REGISTRATION SCHEDULE

Final Registration with advisors	Monday, January 7 th	9:00 a.m. – 1:00 p.m.
	Tuesday, January 8 th	9:00 a.m. – 1:00 p.m.
Add Period for Enrolled Students Only	Wednesday, January 9 th	9:00 a.m. – 2:00 p.m.
		3:30 p.m. – 7:00 p.m.
	Thursday, January 10 th	9:00 a.m. – 4:30 p.m.
	Friday, January 11 th	9:00 a.m. – 2:00 p.m.

SPRING REGISTRATION PAYMENT DUE January 9, 2019

NOTE: Students who have not satisfied their bill will be removed from unpaid classes without notification.

Classes Begin: January 9, 2019

Classes End: May 13, 2019

REGISTRATION PROCEDURES

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 117, to complete the admission process before seeing their advisors.
3. Recent graduates must complete a new BCC application. **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. 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% refund for courses dropped after the official start date of the term but before the end of the refund period. Courses 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.

NO STUDENT WILL BE ALLOWED TO REGISTER AFTER JANUARY 9, 2019.

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

**SEE PAYMENT
SCHEDULE ON BACK**



Bladen Community College

REGISTRATION PAYMENT SCHEDULE SPRING SEMESTER 2019

DATE(S)	CASHIER'S HOURS
Registration Payment Dates	
January 3 rd	8:00 a.m. – 7:00 p.m.
January 4 th	8:00 a.m. – 3:00 p.m.
January 7 th	8:00 a.m. – 4:30 p.m.
January 8 th	8:00 a.m. – 4:30 p.m.
January 9 th	8:00 a.m. – 7:00 p.m.

ATTENTION: ALL STUDENTS!

FAILURE TO “OFFICIALLY” WITHDRAW FROM UNWANTED COURSES COULD RESULT IN TUITION/FEES CHARGES. “OFFICIAL” WITHDRAWAL PROCEDURES CAN BE FOUND ON PAGES 27 & 28 OF THE 2018-19 BCC General Catalog.

PAY IN PERSON OR MAIL

Pay with Cash, Check, Money Order, Discover, MasterCard, or VISA during the cashier's office designated window hours. Checks or Money Orders can be hand delivered or mailed and shall be made payable to Bladen Community College, POB 266, Dublin, NC 28332. Personal checks and Money Orders should include the student's name, address, and phone number on the front. Mailed payments **must be received prior to payment deadline for your registration period.** Bladen Community College will charge a penalty for returned checks.

PAY BY PHONE

VISA or MasterCard will be accepted by phone during the cashier's office designated window hours. The student's name, social security number, card number, and expiration date of the VISA or MasterCard will be provided during the transaction. CALL 910.879.5507. Proof of payment will be mailed to the student by request only.

TUITION PAYMENT PLAN

A tuition payment plan is offered through Nelnet, a third party vendor. Nelnet allows students the opportunity to set up a monthly payment plan each semester for tuition only. Click “Tuition Payment Plan/Nelnet” on the BCC homepage to sign up.

THIRD PARTY PAYMENTS

Third party authorizations will be accepted during the cashier's office designated window hours. Students will provide proof of third party

payment during the transaction. Examples of third party payments include but are not limited to TRA, TAA, WIA, VOC REHAB, etc.

REFUND POLICY

It is your responsibility as a student to know the refund policy. Eligibility for a full refund occurs if the course(s) is dropped **prior** to the beginning of the term. Eligibility for a 75% refund occurs if the course(s) is dropped between the beginning of the term and the published end of the drop period as specified in the academic calendar. Refunds will not be authorized after the published refund dates and are mailed approximately four weeks after the refund request.

REGISTRATION CANCELLATION

Payment not received by payment deadline will result in a registration cancellation. Registration is complete only when tuition and fees have been paid.

REVERSED