Welcome to Bristol Community College!

The Student & Family Engagement team is pleased to offer the Bayhawk Guidebook. This guide serves many purposes, including keeping you organized with the academic calendar, letting you know about our four campuses and introducing you to some key services that will be here for you throughout your time at Bristol and beyond. In addition to the information in this booklet, you should also familiarize yourself with our college policies and procedures online at BristolCC.edu/StudentHandbook.

I look forward to meeting each of you during New Student Orientation, and again throughout your career with us at Bristol.

Emma Montague
Director, Student & Family Engagement 774.357.2222 BristolCC.edu/SFE @BristolSFE

A MESSAGE FROM PRESIDENT DOUGLAS

Welcome to Bristol Community College, where your dreams are within reach.

We are so pleased that you have chosen Bristol Community College to learn, grow and prepare for a successful career. Everyone deserves the life-changing opportunities that come with having a college education. Our faculty and staff will prepare you to be a well-rounded learner for employment and for life. We will take the time to know you by name and understand the career direction you plan to take. Whether you take classes in Attleboro, Fall River, New Bedford, Taunton or online, our number one goal is your success.

Please take some time to review the online Student Handbook. It will familiarize you with key information to enhance your academic and personal development. To get the most out of your Bristol experience, get involved. We encourage you to participate in organizations, clubs and athletics and attend our events, activities, special lectures, arts and cultural events.

Your future starts at Bristol Community College. Throughout your college experience, you will find an inclusive environment with a rich diversity of beliefs, cultures, languages, abilities and lifestyles. It’s a place where everyone feels welcome and at home. Let’s have a great semester!

A MESSAGE FROM DR. CABELLON

Greetings Bayhawks! I want to welcome our new and returning students to the continuation of their academic lives at Bristol Community College. I sincerely hope your Bristol experiences are engaging and beyond your expectations!

The online Student Handbook includes many of the policies and procedures that guide student life in and outside of the classroom. As a Bristol student and member of this community, it is important that you have an understanding of your rights and responsibilities. Please familiarize yourself with the handbook and related processes. You play a vital role in creating a positive and safe environment in which to learn.

Additionally, I encourage you to take advantage of our many programs, clubs and organizations, and services that can help you succeed. Some examples include Athletics, Student Life, Student Senate, Health and Counseling Services, Career Advising, Transfer Services, Disability Services, and our Multicultural and Women’s Centers.

Our staff is here to support your achievement of academic and personal goals; please let us know how we may assist you in you. I wish you the very best on your educational journey!
ADMISSIONS
You'll want to visit the Admissions Office at Bristol if you are interested in an associate degree, career-ready certificate or transferring to a four-year school. Our staff is prepared to provide guidance and support - whether you are interested in learning more about all Bristol has to offer, would like to submit an application for admission or have questions about your next steps after you’ve been admitted. The Admissions Office hosts events throughout the year, including campus tours and information sessions as well as various opportunities for support with enrolling at Bristol.

ADVISING
Advisors help students achieve their academic and personal goals by guiding them through the college environment. Advisors assist you with course selection, review general education and degree requirements, discuss how many courses to take, and assist with long-range academic planning most often related to a student’s career and/or transfer goal. Additionally, advisors can help you connect with the numerous student services on campus such as tutoring, writing and research support, Cooperative Education, Veterans Services, Counseling and Transfer Advising.

ATHLETICS & RECREATION
Great things are happening in the Department of Athletics and Recreation. In Bristol’s history, our department has never been better equipped to offer our students and student-athletes their best opportunities for growth and success, all in a community of sportsmanship, teamwork and friendly competition. The Fitness Center has a full range of equipment and offers many classes including yoga, kickboxing, Zumba and meditation as well as intramural activities such as volleyball and rowing. New activities and opportunities are added all the time. The Fitness Center is open to all Bristol students and alumni and is located in G Building on the Fall River Campus.

Our intercollegiate NJCAA sports programs include men’s and women’s basketball, soccer and cross country as well as men’s golf and women’s outdoor track and field.

Don’t play a sport? Join the Bayhawk Nation and support us at a game! Scream loud, stomp your feet and show us your Bayhawk Pride! Check our website for more information on teams and schedules.

CAMPUS POLICE & SAFETY
The Campus Police Department is primarily responsible for security on campus. It has jurisdiction on all campus grounds, provides law enforcement, and orders maintenance service and regulatory responses at all college locations.

CARE TEAM
The CARE Team provides guidance and assistance to students who are struggling with social, personal, academic or other areas which may cause barriers to their success at Bristol. The CARE Team accepts referrals and responds to students (and their families, faculty and staff) when concerns are identified.

CAREER SERVICES
Offering career counseling, workshops, recruitment days, job fairs, an online resource library and online job postings. Services are available to all campuses on topics such as resume writing, interviewing, networking and job search strategy.

DISABILITY SERVICES
The Office of Disability Services works to promote equal access to education and college life. Their dedicated team of Learning Specialists coordinate accommodations and provide a wide array of support services for Bristol students with documented disabilities.

BUS SERVICES TO CAMPUS
All of Bristol’s locations are served by regional public transportation: SRTA for Fall River and New Bedford and GATRA for Attleboro and Taunton. Visit their websites for routes, fares, schedules and service alerts. Discounted SRTA passes are available to current Bristol students through Student & Family Engagement.

STUDENT SERVICES Directory
ENROLLMENT CENTER
Visit the Enrollment Center at Bristol for inquiries regarding enrollment, financial aid, advisement, admissions and records. The main functions at the Enrollment Center are: registering new/existing students for credit and non-credit classes, drop/add, transcripts, enrollment verifications, SNAP/DTA forms and financial aid inquiries. The staff at the Enrollment Center also accepts paperwork for Financial Aid and records forms such as change of program, change of data and disclosure forms, among others.

ITS HELP DESK
The Help Desk can answer computer-related questions and direct you to campus technology resources.
→ BristolCC.edu/ITS

LOST & FOUND
On the Fall River Campus, the Lost & Found is located in the Campus Police Office, D110. At other locations, please see the Security Desk.

MULTICULTURAL STUDENT CENTER
The Multicultural Student Center (MSC) welcomes students, faculty and staff of all cultures, identities, backgrounds, abilities and orientations. Our goal is to strengthen cultural competency and become a more inclusive social learning environment by providing students with a safe, judgement-free space on campus to socialize freely about themselves, their community and the world. Our resources and partnerships with the community will help you succeed in and out of the classroom. We facilitate a variety of programs and events aimed at improving self-awareness and self-esteem while helping you gain leadership skills in diversity and gender issues. Student clubs like the Black Student Union, Latino Student Association, Asian Student Association, Cape Verdean Club, Multicultural Club and H.E.R.O. Club (LGBTQIA+) are just some of the organizations we work with and would love for you to join.

The center is located on the Fall River Campus in the Commonwealth College Center (G Building) room G220.
→ BristolCC.edu/MulticulturalCenter

REGISTRAR
Students are welcome to reach out directly to the Registrar’s Office when they have questions regarding graduation status and diploma questions. Additional forms processed by our office, available at the Enrollment Center or online, include:

• Change of program or personal data
• Approval to take coursework at another college
• Academic forgiveness
• Request a transcript or replacement diploma
• Repeat a course
• Loan deferment request
• College withdrawal form
→ BristolCC.edu/Records

SAFE ZONE & GENDER INCLUSIVE RESTROOMS
Bristol Community College is committed to creating a culturally competent and supportive environment. Faculty and staff who display the “Safe Zone” decal can provide support and information for those who identify as LGBTQ+. Additionally, we have designated single-occupancy, gender-inclusive restrooms at all locations, in all buildings.
→ BristolCC.edu/Pride

STUDENT & FAMILY ENGAGEMENT
The Student & Family Engagement team is here to provide you with core co-curricular programming, leadership opportunities and experiences to support your holistic development during your time at Bristol and beyond. Our services include:

• Welcome Center (directions and information)
• BristolEXP / Orientation and Welcome Week support (“ask me” tables, print schedules, directions, welcome!)
• What’s happening on campus and social events
• Grab and Go Meals and a Mobile Food Market for those with food insecurity
• Information on community partners
• Bus passes
• Lockers
• Student clubs, Student Senate and Student Trustee
• Student Awards Night
• Advocacy and motivational support
• General first year / first generation questions about expectations, campus life and resources.
→ BristolCC.edu/SFE
TESTING CENTER

The Testing Center serves the needs of Bristol students and the community, offering a variety of exams including the college placement test, TEAS (Test of Essential Academic Skills), HiSET (high school equivalency test) and CLEP (college level examination program). The TEAS test is required for all applicants to the Nursing and Dental Hygiene program. The CLEP tests allows you to demonstrate mastery of specific subjects to the extent you may earn college credit.

→ BristolCC.edu/TestingCenter

TRANSFER SERVICES

If you plan to transfer to earn a bachelor’s degree, you can get great help and support in this office. Learn about MassTransfer, scholarships for transfer students, as well as articulation agreements that ease transferring.

→ BristolCC.edu/Transfer

TRIO

Student Support Services (SSS) is a federally funded grant program that helps first-generation, low-income students, and/or students with disabilities navigate the complexities of college life both in and out of the classroom. The program strives to help students graduate from the college, successfully transfer, and complete a bachelor’s degree. Our program includes:

- Proactive advising
- Additional tutoring during TRIO/SSS-specific classes
- Skill-building workshops
- Family support, events and cultural activities
- Financial aid support
- Building a community of learners
- Field trips to transfer institutions
- A yearly scholarship

VETERANS SERVICES

The staff in Veterans Services can provide general information on veterans’ educational assistance in securing VA benefits. Veterans, Reserve, Guard and dependents that are eligible must process their claims through the college’s Certifying Official. On the Fall River Campus, visit the Joseph A. Marshall Veterans Center in E Building to learn more.

→ BristolCC.edu/Veterans

WELLNESS

At Bristol, both Mental Health Counseling and Health Services are combined to provide students with holistic support to increase the opportunity for academic achievement. Health Services provides students with a variety of direct services and connections to local agencies, as well as educational programming, clinical services and immunization record collection. Mental Health Counseling helps students manage temporary problems of daily living, work through academic and personal challenges and connect to additional resources.

→ BristolCC.edu/HealthServices
→ BristolCC.edu/CounselingServices

WOMEN’S CENTER

The mission of the Women's Center is to provide a safe and supportive space of empowerment through advocacy and education. This work is done by making the connections between the classroom and the outside world through student-centered programs, workshops, lectures and seminars aimed at improving self-esteem, developing leadership skills, promoting diversity and raising awareness about women’s and gender issues. The center commits itself to the support and progress of all students in their personal, academic and career needs. Student support services include:

- Safe space, study area and resource center
- Professional wardrobe closet
- Lactation room
- Ongoing programs focused on retention & social development
- Emotional/crisis support, including support and referrals to community organizations for survivors of sexual and intimate partner violence
- Women’s circle
- Stories That Inspire speaker series and other events that celebrate and empower women of all backgrounds
- Book club
- Family planning services, available every Monday from 10:30 to 11:30 a.m.

The center is a place of inclusion, open to all genders and identities. Visit us on the Fall River Campus in E Building or learn more online.

→ BristolCC.edu/WomensCenter
Located in the Attleboro Corporate Center, the campus is handicap accessible, with ample and convenient parking. The campus consists of SMART classrooms as well as a new state of the art microbiology lab along with biology, chemistry, and computer labs.

The campus includes a library with computers and internet access, bookstore, and the Learning Commons offering tutoring and writing support. The campus also includes faculty offices, a conference room and an auditorium.

You will receive full support services, including academic advising, admissions, disability services, financial aid, transfer counseling, library, tutoring, placement testing, bookstore, science labs, computer labs, technical support, career and personal counseling, student lounges, with small classes and personal attention. We’re open five days per week and offer daytime and evening courses. Students can attend full-time or part-time.

Bristol Attleboro offers day and evening classes with transportation available to and from the campus by GATRA.
Bristol's New Bedford Campus is located in the center of this revitalizing historic city, surrounded by new restaurants, shops and attractions. The campus conveniently offers a full-service Enrollment Center with admissions, advising and financial aid counselors as well as academic support services, library, bookstore, cyber café, student lounge and computer labs.

Free parking is also available at nearby garages. In order to obtain a free parking pass, visit the Elm Street Garage office (51 Elm Street; open M-F, 8 a.m. to 5 p.m.) and present your Bristol student ID and printed class schedule. These passes are valid at both the Elm Street and Zeiterion garages and must be renewed each semester.

Bristol’s Helping Hand provides New Bedford students in need with resources such as non-perishable snack items, school supplies, book vouchers and bus passes, and connects them to community resources. Eligible students must be (1) enrolled in a course at the New Bedford Campus and (2) eligible for federal financial aid and have exhausted all of their aid options. Visit surveys.BristolCC.edu/s3/BHH to submit an application.
Since its grand opening during the summer of 2016, Bristol’s Taunton Center has been located in the Silver City Galleria. We are on the first floor, below Regal Cinemas. Free parking is plentiful! In addition, two different GATRA public transportation bus lines stop right outside the exterior door.

Our Enrollment Center is open Monday through Thursday, 8 a.m. to 7 p.m., and Friday, 8 a.m. to 4 p.m. At the Enrollment Center, you can make an appointment to meet with our senior admissions counselor, financial aid counselor, or an academic advisor. Students may also obtain their campus card at the Enrollment Center.

The Library Learning Commons is your one-stop for academic support. It is open Monday to Thursday, 10 a.m. to 7 p.m. The hybrid bookstore is in the Student Lounge area and students are required to pre-order their books online in order to obtain them in Taunton. The bookstore hours of operation are posted on their door each month.

Robert Rezendes
Dean, Taunton Center
Robert.Rezendes@BristolCC.edu
**Top 10 Tips for Success**

1. **Check your accessBCC account daily.**
   If you want to be in the know, this is the place to go. Official communication from the college comes to your accessBCC account. You can also register for classes, learn about financial aid, enroll in BCCinfo, find DegreeWorks and many other important tools.

2. **Go to class.**
   Sounds simple, right? Every scheduled class is valuable. If for some reason you cannot attend, make sure you follow up with your professor to obtain information you have missed.

3. **Know your syllabus.**
   At the beginning of each semester, faculty will provide you with this important document—it often contains their contact information, grading policies and much, much more. Save it and refer to it often.

4. **Get to know your instructors.**
   College faculty members expect that you seek them out for assistance. Set up an appointment or stop by during their office hours—they are more than willing to offer guidance for those seeking it.

5. **Manage your time wisely.**
   For each hour in class, you should expect to study at least 2 to 3 hours outside of class. Know your limits, avoid over scheduling yourself (whether it be work or class). Set up a schedule that you know will allow you to earn good grades. And, maintain a day planner to help you stay organized.

6. **Get to know your academic advisor.**
   While you will meet with them once each semester to plan your course schedule for upcoming terms, reach out to them more frequently. They are a great source of advice. You can find out who your advisor is by logging into your accessBCC account.

7. **Ask about community resources.**
   Sometimes a student and their family need assistance with emergency situations and help with their own efforts to improve the circumstances under which they live. You can explore the resource guides from Attleboro, Fall River, New Bedford and Taunton for more information. There are many food pantries available within our service area. Check in with the Student & Family Engagement team about the college’s efforts to assist students who are hungry.

8. **Get involved.**
   Student & Family Engagement offers students a variety of opportunities to become involved at Bristol. Consider joining the Student Senate, a college-wide committee or a club. If you don’t see what you want we are happy to start a new club!

9. **Know you’re not alone.**
   It’s not uncommon to feel overwhelmed during the first weeks of the semester. Take responsibility for your experience by venturing out and connecting with your peers. Establish relationships with faculty and staff who will help guide you.

10. **Read the online Student Handbook.**
    The Student Handbook provides you with all the information you need as a Bristol student. Take some time to review it each year. It is your best resource for college policies, student services and life at Bristol. The Student Handbook can be found at BristolCC.edu/StudentHandbook.
# Academic Calendar Spring/Summer 2020

## Spring 2020

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Registration Deadline</td>
<td>Friday, January 10</td>
<td></td>
</tr>
<tr>
<td>HOLIDAY: Dr. Martin Luther King Jr. Day</td>
<td>Monday, January 20</td>
<td>All Bristol locations will be closed</td>
</tr>
<tr>
<td>Faculty &amp; Staff Professional Day</td>
<td>Tuesday, January 21</td>
<td></td>
</tr>
<tr>
<td>First Day of Classes</td>
<td>Wednesday, January 22</td>
<td></td>
</tr>
<tr>
<td>Late-Start Classes Begin</td>
<td>Monday, February 3</td>
<td></td>
</tr>
<tr>
<td>NO CLASSES: Presidents Day</td>
<td>Monday, February 17</td>
<td>All Bristol locations will be closed</td>
</tr>
<tr>
<td>Mid-Semester Evaluations</td>
<td>Mon. March 2 - Sat. March 14</td>
<td></td>
</tr>
<tr>
<td>First-Half 7-Week Option: Final Exams</td>
<td>Wed. March 11 &amp; Thu. March 12</td>
<td></td>
</tr>
<tr>
<td>NO CLASSES: Spring Break</td>
<td>Mon. March 16 - Sat. March 21</td>
<td>College services remain open</td>
</tr>
<tr>
<td>Second-Half 7-Week Option: Classes Begin</td>
<td>Monday, March 23</td>
<td></td>
</tr>
<tr>
<td>NO CLASSES: Faculty &amp; Staff Professional Day</td>
<td>Thursday, March 26</td>
<td>College services remain open</td>
</tr>
<tr>
<td>Last Day for Student-Generated Withdrawal</td>
<td>Thursday, April 9</td>
<td></td>
</tr>
<tr>
<td>NO CLASSES: Patriots Day</td>
<td>Monday, April 20</td>
<td>All Bristol locations will be closed</td>
</tr>
<tr>
<td>FOLLOW MONDAY SCHEDULE</td>
<td>Wednesday, April 22</td>
<td></td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>Monday, May 11</td>
<td></td>
</tr>
<tr>
<td>Final Exams</td>
<td>Tue. May 12 - Mon. May 18</td>
<td></td>
</tr>
<tr>
<td>Second-Half 7-Week Option: Final Exams</td>
<td>Wed. May 13 &amp; Thu. May 14</td>
<td></td>
</tr>
<tr>
<td>HOLIDAY: Memorial Day</td>
<td>Monday, May 25</td>
<td>All Bristol locations will be closed</td>
</tr>
<tr>
<td>Commencement</td>
<td>Saturday, May 30</td>
<td></td>
</tr>
</tbody>
</table>

## Summer 2020

<table>
<thead>
<tr>
<th>Event</th>
<th>Summer I</th>
<th>Summer II</th>
<th>Summer III</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Day of Classes</td>
<td>Monday, June 1</td>
<td>Monday, July 13</td>
<td>Monday, June 1</td>
</tr>
<tr>
<td>NO CLASSES: Independence Day</td>
<td>Saturday, July 4</td>
<td>Saturday, August 6</td>
<td>Saturday, July 4</td>
</tr>
<tr>
<td><strong>All Bristol locations will be closed</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Day for Student-Generated Withdrawal</td>
<td>Thursday, June 25</td>
<td>Thursday, August 6</td>
<td>Saturday, July 25</td>
</tr>
</tbody>
</table>

Receive free* notifications on your mobile device to stay up-to-date on important information like holiday closings, tuition and financial aid deadlines and class registration.

Just text BCCINFO to 67283 to sign up!

*Standard text messaging rates apply based on your mobile carrier plan.
Bristol Community College is proud to be a smoke-free and vape-free campus.