

FALL 2026
REGISTRATION PROCESS
PLEASE COMPLETE EACH STEP



Welcome all new and returning students, we look forward to helping you to complete registration. If you have any questions, ask a staff or faculty person, they can point you in the right direction.

***RETURNING STUDENTS SEE STEP 1**
***CONTINUING STUDENTS SEE STEP 2**

New & Transfer Students start Here

Orientation

Elaine Little Plume – elaine.lp@bfcc.edu 406-338-5441 ext: 2262

- Orientation dates: **August 24-28, 2026**
- Students email Elaine for scheduling a time, please leave a contact number.
- If you have any questions or concerns please email Elaine.

Assessments

James Petterson – Reading/Writing

Shannon Salois – Math

- Assessment dates **August 24-28, 2026.**
- Students need to contact Elaine for any questions.
- If you have any questions call **406-338-5421, Elaine at ext 2262**, or email:
elaine.lp@bfcc.edu

Returning Students Start Here

Step 1 – Admissions

Ali Smith ext. 2243 & Hailey BullShoe ext. 2267

- **Apply to Blackfeet Community College.**
- **Applications Options**
 - Apply online at my.bfcc.edu/ICS/Admissions/
 - Pick up paper application in-person
- **Need Help? Contact the Admissions office:**
 - Phone: 406-338-5421, ext. 2243
 - Email: alismith@bfcc.edu & hailey.b@bfcc.edu
- **Remember**
 - Completing the admissions process does NOT automatically register you for classes
 - Registration is a separate process that comes after admissions
 - Save your acceptance letter – you'll need it throughout the semester

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Continuing Students Start Here

Step 2 – IT Department – BPL Student Commons

Greg Salway and Dustin Weatherwax are available to assist students

- All students are required to have a BFCC email and student login. If you are a returning student and your password expired please contact IT to reset it.
- Please call **406-845-5807** or **406-338-5441 Ext: 2859 (Dustin) or 2853 (Greg)** to request a BFCC Student Email/login/password or come on campus to South Wind Lodge.

NOTE: You will need to login to your student email and log in to complete the remaining steps.

Step 3 – Student ID

Christie Farmer

- Please go to the learning center to get your student ID or contact at **406-338-5441, Ext: 2205** if you have any questions.

Step 4 – Academic Advising

Division Chairs and Faculty

New and returning students call or email the administrative assistant for their division to schedule an appointment. See the college list of majors and contact the administrative assistant associated with each department.

Please call Blackfeet Community College at 406-338-5441 or 406-338-5421 enter the extensions listed below.

Division of Human Services, Angela Johnson, Division Chair (ext. 2236)

Advisors: Dave Gordon (ext. 2239), Crystal LaPlant (ext.), & Ben Gallagher-Horn (ext. 2251)

- **AA – Addiction Studies**
- **AA – Behavioral Health**
- **AA – Psychology**
- **AA – Social Work**
- **AS – Criminal Justice Legal Studies**
- **Certificate: Behavioral Health Aide**
- **Certificate: Blackfeet Legal Studies**

Division of Liberal Studies, Jim Petersen, Division Chair (ext. 2258)

Advisors: Warren Juneau (ext. 2285), Gordon Bennett (ext. 2320), & Sabine Brigette (ext. 2281)

- **AA – Liberal Studies**

Division of Piikani Studies, Angel Little Plume, Division Chair (ext. 2255)

Advisors: Marvin Weatherwax Sr. (ext. 2322)

- **AA – Piikani Studies**

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School of Nursing, Misty LaFranier (ext.)

Advisors:

- BSN – Nursing

Division of Education, Dee Hoyt, Division Chair (ext. 2910)

Advisors: Terra Brauhn (ext. 2923)

- AS – Elementary Education
- AS – Early Childhood Education
- Certificate: Early Childhood Development
- Certificate: Childhood Development Association Cert
- 2+ 2 Elementary Education (BS degree)
- 2 + 2 Early Childhood Education (BS degree)

Division of Math/Science, Betty Henderson-Matthews, Division Chair (ext. 2800)

Advisors: Dianna Arnoux-Whiteman (ext. 2806), Patricia Atkins (ext. 2811), Clifford Hall (ext. 2807), Slater Henkel (ext. 2814), Mike McKay (ext. 2813), & Shannon Salois (ext. 2805)

- AS – Environmental Science
- AS – Health Science
- AA - History
- AS – Hydrology Technician
- Certificate: Hydrology Technician Assistant
- AS – Pre-Engineering
- AS – Secondary Education in Broadfield Science
- AS – Secondary Education in Broadfield Social Studies

Division of Workforce, Cheryl Madman, Division Chair (ext. 2305)

Advisors: Heather Ollinger (ext. 2304), & Dan Polk (ext. 2704)

- Certificate – Industry Trades
- Certificate – Meat Processing

Step 5 – Registration

Sandi Running Crane, Interim Registrar ext. 2248, sandijae.r@bfcc.edu
bfcc.edu/Registrar

- Registration is open **August 24 through August 28, 2026**
- **Monday to Friday: 9:00 am to 3:00 pm**
- Thursday, August 27, 2026 registration hours: **10:00 am - 6:00 pm**
- If you need help Registering Online please use the link below:

folge.app/g/shared/pQlwbmjWDZOgXLM/register-online

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Step 6 – Financial Aid

Melisa Trombley, ext. 2246 & Tiffany Sellers, fin_aid@bfcc.edu

The financial aid staff is available to assist students with their necessary paperwork or aid with the FAFSA. Please contact us with any questions and to set up an appointment for help with the FAFSA.

Applying for Aid:

- Complete the U.S. Department of Education's (ED) FAFSA online <https://studentaid.gov/h/apply-for-aid/fafsa>
- Add BFCC's school code 014902
- Receive a confirmation page in your personal email account.
 - *In 72 hours after submitting the FAFSA, a notification will be sent to BCC Financial Aid office by EFT Later on you will receive a Student Aid Report (SAR) by mail asking you to correct inconsistencies & detailing eligibility.*
- Submit additional verification documents. Only if you see an Asterix * next to your SAI on the confirmation page.

Submit required documentation:

- Educational Planner from students' advisor, signed & Advisor
- Financial Aid Student Intake Form
- Complete the Title IX training for the semester (if applicable) aka VECTOR
 - *An email will be sent to the students who are to complete the training using their BFCC email.*

These financial aid forms will be available upon request and through JICS.

Step 7 – Student Accounts

Ilona Vaile, (406)338-5411, Ext. 2234; email: ilona@bfcc.edu

- Student charges will be processed after the 15th Day of Classes aka Census Date (Sept. 17, 2026).
- Total Withdrawals (TWDs)
 - If a student does a TWD BEFORE the 1st Day of Classes, all charges will be dropped. Charges will accrue from the 1st Day of Classes.
 - If a student does a TWD on or before the Census Date (Sept. 17, 2026), they will be charged the Registration Fee and Admissions Fee (for new students).
 - Students will be responsible for any Textbooks they charge.
 - If a student does a TWD after the Census Date they will be charged the full amount which includes Tuition, Fees, Lab Fees, Textbooks, etc.
- Students needing invoices can get a preliminary one after they register and are in the system.
- Students needing textbooks and supplies will need an award letter or notification from the scholarship funding agency in order to charge books.
 - Programs that may be able to assist are Blackfeet Manpower, BNAPTEP STEM, Financial Aid Office, and, USDA Equity. Check with the program directors because BNAPTEP and USDA Equity have criteria that need to be met.
- Scholarships

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- AICF TCU is an internal scholarship that BFCC receives from the American Indian College Fund. It is recommended that students put in for this scholarship. This scholarship will help with student charges. Check with the Financial Aid Office for more information.
- Pell/Scholarship refund date begins September 17, 2026 and every Thursday thereafter

Step 8 – Bookstore

Jenna Murray and Misty Webber

- All books can be purchased online at www.bncvirtual.com/blackfeet
- Vouchers made for students using PELL or Scholarships to buy books from the online bookstore
- If you are using Financial Aid – PELL to purchase your books, ***please submit a copy of your PELL award letter to the bookstore and a spending limit from Ilona Vaile or Fern Shootsfirst that states how much they are allowed to purchase books.***
- If you are eligible to use a program or have the scholarship to purchase your books, you need to submit a copy of your award letter to the bookstore
- Students can order books and have them shipped to BFCC or their address. ***Book order turnaround time is approximately seven days, and delays may occur***
- All supplies can be purchased inside the bookstore. If using PELL or a scholarship, please provide an award letter and a spending limit from Ilona Vaile or Fern Shootsfirst
- If you have any questions, please call **406-338-5441 ext. 2217.**

GENERAL STUDENT INFORMATION:

Tutoring

Elaine Little Plume will be coordinating tutoring.

- Students email or call Elaine for the tutoring schedule.
- If you have any questions, please call Elaine at **406-338-5421 ext 2262** or email her at elaine.lp@bfcc.edu

Disabilities

Karen Davis

- Students will need to contact Karen Davis. You can call, if there is no answer, leave your name and contact number and your call will be returned. If you want, you can send Karen an email and she will reply with an appointment time.
- Students must Self-disclose to the Disabilities Coordinator, advisor or instructor.
- After an initial meeting with the Disabilities Coordinator, students will need to submit the required documents. Students can drop them off at the Disabilities Coordinator office to place in your file.
- Students will be required to complete the application for Vocational Rehabilitation services. Send your application via email to the Disabilities Coordinator. The DC will make a referral to Blackfeet Voc-Rehab as needed. The DC will notify students when this process is complete.

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- If you have any questions, please call Karen at **406-338-5421 ext 2233** or email her at kdavis@bfcc.edu

Student Counseling Services – Academic Counseling

Elaine Little Plume will coordinate the student counseling services.

- Counselors will be assigned to students and work with them throughout the semester.
- Division Chairs/Faculty will make referrals for students who are missing classes, falling behind in their studies, etc. and students will be contacted by counselors assigned to them.
- If the instructor would like a conference call the counselor will set that up.
- If you need assistance, please reach out to your counselors Karen Davis or Elaine Little Plume for assistance.
- She can be contacted at elaine.lp@bfcc.edu or 406-338-5421, ext 2262. If there is no answer, please leave your name and a number and your call will be returned.
- Student concerns, help, grievance, or referrals see [Elaine Little Plume](#).

Student Counseling Services – Mental Health Support Services

Toni Running Fisher, Mental Health Support Specialist

- Mental Health support services are available to students Monday – Friday from 8:00am – 4:30pm
 - In-person at a comfortable, safe, and secure location in the Beaver Painted Lodge – Enrollment Services Center
 - By phone at (406)338-5441 ext. 2211
 - Email or zoom at toni.rf@bfcc.edu
- Contact Toni Running Fisher for a one-on-one consultation session to help address mental and emotional health needs



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NOTES

