

# SPRING 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.

***\*New and \*Transfer students start at step 1 (ORIENTATION)***

***\*Returning students start at step 4 (IT Department)***

## Step 1 – Orientation

Elaine Little Plume - [elaine.lp@bfcc.edu](mailto:elaine.lp@bfcc.edu) 406-338-5441 ext: 2262

- Orientation dates: **January 6, 7, 8, 2026.**
- The sessions starts at **9:00 AM to 4:00 each day. Must attend all three days.**
- If you have any questions or concerns please email Elaine.

## Step 2 – Assessments

James Rains – Reading/Writing

Shannon Salois – Math

- Assessment dates: January 13, 14, 15, 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](mailto:elaine.lp@bfcc.edu)

## Step 3 – Admissions

Ali Smith, Joshlyn Snow, and Sequoia Reeves

- **Apply to Blackfeet Community College.**
- **Applications Options**
  - Apply online at <https://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](mailto:alismith@bfcc.edu)
- **Required Documents for All Students**
  - Official Highschool Transcript or GED/HiSet Transcript (must show graduation date)
  - Official Immunization Record
  - Official Certificate of Indian Blood (CIB) or Proof of Decadency (if applicable)
  - Official College Transcript (if you've attended other colleges)
- **For Spring 2025 Applicants**

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- When filling out your application:
  - Select "Entering Year 2024-25"
- Important NOTES
  - Transfer Students: Have your previous college send official transcript directly to: Blackfeet Community College, PO Box 819, Browning, MT 59417
  - Application Fee: One-time fee for new students
  - Can be paid upfront or added to your student account
- **What Happens Next?**
  - Once your file is complete, you'll receive an acceptance letter via email or in person
  - Your acceptance letter includes:
    - Student Identification Number
    - Academic advisor information
    - Your declared major
    - Keep this letter for future reference
- **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

**Returning students start here - steps 4-11**  
**New Students continue with steps 4-11**

## Step 4 – IT Dept. – Will be set up in the BPL Commons area

**Greg Salway or Dustin Weatherwax will be 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 email Greg at [greg@bfcc.edu](mailto:greg@bfcc.edu) or Dustin at [dustin.wax@bfcc.edu](mailto:dustin.wax@bfcc.edu) to request a BFCC Student Email/login/password or come on campus to Muskrat Lodge.

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

## Step 5 – Student ID

- TBA

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## Step 6 – 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

Contact: Ilona Vaile, temporary assistant. Email: [ilona@bfcc.edu](mailto:ilona@bfcc.edu) or ext 2234

- **AA – Addiction Studies**
  - *Advisors: Crystal LaPlant and Angela Johnson*
- **AA – Behavioral Health**
  - *Advisor: Angela Johnson*
- **AA – Psychology**
  - *Advisor: Angela Johnson*
- **AA – Social Work**
  - *Advisor: Crystal LaPlant*
- **AS – Criminal Justice Legal Studies**
  - *Advisor: David Gordon*
- **Certificate: Behavioral Health Aide**
  - *Advisor: Angela Johnson*
- **Certificate: Blackfeet Legal Studies**
  - *Advisor: David Gordon*

### Division of Liberal Studies, Jim Petersen, Division Chair, Ext 2256

Contact: Holli Henkel-Galbreath, email: [holli.g@bfcc.edu](mailto:holli.g@bfcc.edu) or call 406-338-5421, ext: 2286

- **AA – Liberal Studies**
  - *Advisors: Jim Petersen, Gordon Bennett and Warren Upham*
  - *Advisor: Jim Petersen, EQUITY Program*

### Division of Piikani Studies, Angel Little Plume, Division Chair, Ext 2227

Contact: Angel Little Plume email: [angel.lp@bfcc.edu](mailto:angel.lp@bfcc.edu) or call 406-338-5421, ext 2227

- **AA – Piikani Studies**
  - *Advisor: Angel Little Plume*
- **Certificate: Piikani Language and History**
  - *Advisor: Angel Little Plume*
- **Minor: Piikani Language and History Minor**
  - *Advisor: Angel Little Plume*

### School of Nursing, Melissa Gordon, Acting Division Chair, Ext 2918

- **BSN – Nursing**
  - *Advisor: Melissa Gordon*

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**NOTE: THIS PROGRAM IS IN A CLOSE OUT. SEE DIVISION CHAIR FOR ADVISING ASSISTANCE:**

#### **Division of Business & Information Technology, Marlene Doney, Division Chair**

Contact: Marlene Doney, email [marlene.d@bfcc.edu](mailto:marlene.d@bfcc.edu) or call 406-338-5421, ext 2247

- **AS – Accounting**
  - *Advisor: Marlene Doney*
- **AS – Business Management**
  - *Advisor: Marlene Doney*
- **Certificate: Records Information Management**
  - *Advisor: Marilyn Parsons*

#### **Division of Education, Dee Hoyt, Division Chair**

Contact: Dee Hoyt, [dlynnhoyt@bfcc.edu](mailto:dlynnhoyt@bfcc.edu), ext 2910 or Terra Brauhn, [terra.b@bfcc.edu](mailto:terra.b@bfcc.edu), ext 2923 for advising

- **AS – Elementary Education**
  - *Advisors: Dee Hoyt*
- **AS – Early Childhood Education**
  - *Advisors: Terra Brauhn*
- **Certificate: Early Childhood Development**
  - *Advisors: Terra Brauhn*
- **Certificate: Childhood Development Association Cert**
  - *Advisor: Terra Brauhn*
- **2+ 2 Elementary Education (BS degree)**
  - *Advisor: Dee Hoyt*
- **2 + 2 Early Childhood Education (BS degree)**
  - *Advisor: Terra Brauhn*

#### **Division of Math/Science, Betty Henderson-Matthews, Division Chair**

Contact Crystal Old Chief, email: [crystal@bfcc.edu](mailto:crystal@bfcc.edu) or ext: 2812

- **AS – Environmental Science**
  - *Advisor: Pam Atkins*
- **AS – Health Science**
  - *Advisors: Dianna Arnoux-Whiteman(Nursing Path), Mike McKay, Betty Henderson-Matthews*
- **AS – Hydrology Technician**
  - *Advisor: Cliff Hall*
  - **Certificate: Hydrology Technician Assistant**
    - *Advisor: Cliff Hall*
- **AS – Pre-Engineering**
  - *Advisors: Mike McKay*

## Step 7 – Registration

Helen Horn, ext. 2244, [hhorn@bfcc.edu](mailto:hhorn@bfcc.edu) & Sandi Running Crane ext. 2248, [sandijae.r@bfcc.edu](mailto:sandijae.r@bfcc.edu)

***Please see the handout for the registration process.***

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## Step 8 – Financial Aid

Desiree Brown-Lopez, Financial Aid Director, ext. 2245, [fin\\_aid@bfcc.edu](mailto:fin_aid@bfcc.edu)

Melissa Trombley, Temporary Financial Aid Assistant, ext 2246

*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 9 – Student Accounts

Ilona Vaile, (406)338-5411, Ext. 2234, [ilona@bfcc.edu](mailto:ilona@bfcc.edu)

Fern Shoots First, (406) 338-5441, Ext. 2229; email: [fernsf@bfcc.edu](mailto:fernsf@bfcc.edu)

- Student charges will be processed after the 15th Day of Classes aka Census Date (February 11<sup>th</sup>).
- 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 (February 11, 2025), 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
  - 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

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scholarship will help with student charges. Check with the Financial Aid Office for more information.

- Pell/Scholarship refund date begins February 20<sup>th</sup> and every Thursday until May 15<sup>th</sup>

## Step 10 – Bookstore

**Jenna Murray and Misty Webber**

- All books can be purchased online at [www. https://bncvirtual.com/blackfeet](https://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 Oketwsha Roberts 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 Oketwsha Roberts or Fern Shootsfirst
- If you have any questions, please call **406-338-5441 ext. 2217.**

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## GENERAL STUDENT INFORMATION:

### Tutoring

**Elaine Little Plume will be coordinating tutoring.**

- Students email or call Elaine for more info.. 406-338-5421 ext 2262 or [elaine.lp@bfcc.edu](mailto: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.
- If you have any questions, please call Karen at 406-338-5421 ext 2233 or email her at [kdavis@bfcc.edu](mailto: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](mailto: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 student 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](mailto:toni.rf@bfcc.edu)
- Contact Toni Running Fisher for a one-on-one consolation session to help address mental and emotional health needs