

FALL 2022 REGISTRATION PROCESS PLEASE COMPLETE EACH STEP



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 406-338-5441 ext: 2262

- The sessions starts at **9:00 AM and 1:00 PM**
- Students email Elaine for scheduling a time, please leave a contact number.
- If you have any questions or concerns please email Elaine.

Step 2 – Assessments

Gerald Last Star – Reading

Shannon Salois – Math

- Assessment dates **August 17 or 19, 2022**. There are two sessions each day and the times are: **9-12 and 1-3**
- Students need to contact Gerald for any questions.
- If you have any questions call **406-338-5421, Gerald at ext 2242**, or email: gerald.l@bfcc.edu

Step 3 – Admissions

Ali Smith

- The application for admission is available online, on our website at www.bfcc.edu/appy/. You can also stop in and pick up a paper copy. If you need assistance or have a question, please call **406-845 4081 or 406-338-5421, ext 2243** or email alismith@bfcc.edu
- If you are intending on starting this Fall 2022- Select Entering Year 2022-23, Entering Classification is Freshman or Sophomore, depending on how many credits you've already earned. The session will be Fall 2022-2023. 1-30 credits equal freshman status and 31+ equal sophomore status.

If you are a new student to Blackfeet Community College please submit the following:

Your student file requirements:

- 1) **Official High School Transcript/GED Transcript with your graduation conferred date.**
- 2) **Official Immunization Record**
- 3) **Official Certificate of Indian Blood(CIB)/Proof of descendency (If applicable)**
- 4) **Official College Transcript (If applicable)**

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- **Please note** this is the admissions process and does not register you for your classes. Please continue on the next steps to start the registration process.
- Once your Student file is complete your acceptance letter will be emailed to your personal email or you can pick it up from admissions.
- Your acceptance letter will list your student identification number, your academic advisor, and your major. Please retain your copy for your records and use it throughout the semester.
- All Student Files require official Certificates of Indian Blood, High School/GED/HiSET transcripts and Immunization records.
- Transfer students, please request your official transcripts to be sent to Blackfeet Community College directly from your previous College to BCC, P.O. Box 819, Browning, MT 59417
- The application fee can be paid in advance or added to your student account. This is a one time fee for new students.

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

Step 4 – IT Department - Southwinds Lodge (east door)

IT Department Staff: Jay Long Time Sleeping, Marlin Wippert, Greg Salway, and, Doug Upham

- All students are required to have a BCC 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: 2851** to request a BCC Student Email/login/password. Or come on campus to the IT department located in the SW lodge through the east entrance. Be prepared to provide your student ID number.

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

Step 5 – Student ID

Gerald Last Star

- Please go to the Business Office to pay \$5.00 for a student ID or stop by Student Billing and let Fern know you will be charging it to your student account. Fern will provide you with a receipt. Then take the receipt to Gerald Last Star in the Learning Center.
- Please contact Gerald at 406-338-5441, Ext 2242, or email him: gerald.l@bfcc.edu if you have any questions.

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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:

Contact: Ilona Vaile, email: ilona@bfcc.edu or ext 2234

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

Division of Liberal Studies:

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

- **AA – Liberal Studies**
 - *Advisors: Iva Croff, Jim Petersen, Gordon Bennett and Warren Upham*

Division of Piikani Studies:

Contact: Angel Little Plume, email: angel.lp@bfcc.edu or call 406-338-5421, ext 2247

- **AA – Piikani Studies**
 - *Advisor: John Gilham*
- **Certificate: Piikani Language and History**
 - *Advisor: John Gilham*
- **Minor: Piikani Language and History Minor**
 - *Advisor: John Gilham*

School of Nursing:

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Contact: Shaunell Wippert, email: Shaunell.w@bfcc.edu or ext: 2915

- **BSN – Nursing**
 - *Advisors: Judith Lindsay & Rayola Grant*

Division of Business & Information Technology:

Contact: Angel Little Plume, email angel.lp@bfcc.edu or call 406-338-5421, ext 2247

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

Division of Education:

Contact: Amelia Marceau, email: ameliam@bfcc.edu, or ext: 2912

- **AS – Elementary Education**
 - *Advisors: Robin Johnson & Dee Hoyt*
- **AS – Early Childhood Education**
 - *Advisors: Gaylene Henderson & Terra Brauhn*
- **Certificate: Early Childhood Development**
 - *Advisors: Gaylene Henderson & Terra Brauhn*

Division of Math/Science:

Contact Crystal Old Chief, email: crystal@bfcc.edu or ext: 2812

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

Step 7 – Registration

Helen Horn & Sandi Running Crane

- Registration is open August 22-25 and August 29 - September 1, 2022
- Tuesday, August 30, 2022 registration hours: 9:00 am - 6:00 pm
9:00 am to 3:00 pm.

Please note: Registration is closed on Fridays.

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Step 1 - Go to <https://sso.bfcc.edu/home/633>

Step 2 - Click on Jenzabar - JICS

Step 3 - Under the Student tab

On the left hand side - click on Registration

Registration

Add/Drop Courses

Add/Drop

Alert: The Add and Drop Period is closed but you may be able to add or drop one or more registrations.

Current Term : 2022-2023 Academic Year - Fall Semester
Add Period Closed / Drop Period Closed

[Add/Drop Courses](#) [Course Search](#)

Select: Add/Drop Courses

Add/Drop Courses - Add/Drop Courses

Add/Drop

Term:
The Add and Drop Period is closed but you may be able to add or drop one or more registrations.

To add courses, enter the reference number for up to six courses. **If you do not know the reference number**

Reference Number	Reference Number
1. <input type="text"/>	2. <input type="text"/>
3. <input type="text"/>	4. <input type="text"/>
5. <input type="text"/>	6. <input type="text"/>

Go to the third tab: Course Search

Add/Drop Courses - Add/Drop Courses

Add/Drop

Term:
The Add and Drop Period is closed but you may be able to add or drop one or more registrations.

Title:
 Course Code:
 Term:
 Department:
 Division:
 [More Search Options](#)

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Click on Search and this will populate the courses for Fall 22.

Click on the left hand side check box to select all the courses you are required to take then submit.

Your information will be sent to your advisor to approve. Once they approve your courses, scroll down to the bottom and you will see a PDF of your schedule. Click print to print your schedule.

Drop/Add, Change of Information, and graduation forms will be available on the website and through the JICS portal.

Step 8 – Financial Aid

Gaylene DuCharme, ext. 2245 & Desiree Brown-Lopez, ext. 2246, 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 BCC'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 EFC on the confirmation page.

Submit required documentation:

- Educational Planner from students' advisor
- Financial Aid Student Data form
- Declaration of intended major
- Complete the Title IX training for the semester (if applicable)
 - *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

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

- Student charges will be processed after the 15th Day of Classes aka Census Date (September 27th).
- Total Withdrawals (TWDs)

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- 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 (September 27, 2022), you will be charged the Registration Fee and Admissions Fee (for new students).
 - Students will still be responsible for any Textbooks they charge.
- If you do a TWD after the Census Date you 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 for Fall 2022.
- Students needing Textbooks and supplies will need an Award Letter or Notification from the Scholarship Funding Agency in order to charge books.
 - Programs that will assist are the Blackfeet Manpower, BNAPTEP STEM, Financial Aid Office, 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 BCC receives from the American Indian College Fund. It is recommended that students put in for this scholarship that will help with your student charges. Check with the Financial Aid Office for more information.

WELCOME NEW AND RETURNING STUDENTS!!

Step 10 – Bookstore

Paula Bremner & Austin Peterson

- 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 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 BCC 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 Fern Shootsfirst
- If you have any questions, please call Paula or Austin at **406-338-5441 ext 2217** or email at pbremner@bfcc.edu or austin.p@bfcc.edu

GENERAL STUDENT INFORMATION:

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Tutoring

Gerald Last Star will be coordinating tutoring.

- Students email or call Gerald for the tutoring schedule.
- If you have any questions, please call Gerald at **406-338-5421 ext 2242** or email him at gerald.l@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

Student Counseling Services

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 Linda Sue, 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 [Linda Sue Racine](#).