

Spring 2023
REGISTRATION PROCESS
PLEASE COMPLETE EACH STEP



WELCOME NEW AND RETURNING STUDENTS!!

New and Transfer students start at step 1 (ORIENTATION)

Returning students start at step 4 (IT Department)

Registration Schedule

Monday, January 9, 2023 – 9am to 3 pm

Tuesday, January 10, 2023 – 9 am to 6 pm

Wednesday, January 11, 2023 – 9 – 3 pm

Thursday, January 12, 2023 – 9 – 3 pm

Step 1 – Orientation

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

- The session dates are **January 4th & 6th** and start 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 **January 3rd or 5th** 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 Spring 2023- Select Entering Year 2022-23, Entering Classification is Freshman or Sophomore, depending on how many

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credits you've already earned. The session will be Spring 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)**
- **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.
- For email and log in information/set up go to:
 - Muskrat Lodge Building (Media Building) and see Greg or Doug, or;
 - South Wind Lodge Building and see Jay or Marlin.
 -

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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 learning center to get your student ID or contact Gerald at 406-338-5441, Ext 2242, email: gerald.l@bfcc.edu if you have any questions.

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.

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 and Angela Johnson*
- **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**

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

School of Nursing (Must be an enrolled BSN student):

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: Rachel Wippert, email: rachel@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*
 - **Certificate: Hydrology Technician Assistant**
 - *Advisor: Cliff Hall*
- **AS – Pre-Engineering**
 - *Advisor: Noel Stewart*

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Step 7 – Registration (students register online through JICS)

Helen Horn & Sandi Running Crane

- Registration is open **January 9th – 12th, 2023** – hours: 9:00 am to 3:00 pm
- Tuesday, January 10, 2023 registration hours: **9:00 am - 6:00 pm to accommodate students who cannot register during the 9-3 pm timeframe.**

Please note: Registration is closed on Fridays.

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

The screenshot shows the "Add/Drop Courses" page. At the top, there is a blue header with the text "Add/Drop Courses". Below the header, the text "Add/Drop" is displayed. A red alert box contains the message: "Alert: The Add and Drop Period is closed but you may be able to add or drop one or more registrations." Below the alert, the "Current Term" is listed as "2022-2023 Academic Year - Fall Semester" and the status is "Add Period Closed / Drop Period Closed". At the bottom, there are two links: "Add/Drop Courses" with a plus icon and "Course Search" with a magnifying glass icon.

Select: Add/Drop Courses

The screenshot shows the "Add/Drop Courses - Add/Drop Courses" page. At the top, there is a blue header with the text "Add/Drop Courses - Add/Drop Courses". Below the header, the text "Add/Drop" is displayed. A dropdown menu for "Term:" is set to "2022-2023 Academic Year - Fall Semester". Below the dropdown, a red alert box contains the message: "The Add and Drop Period is closed but you may be able to add or drop one or more registrations." Below the alert, there are three tabs: "Add by Course Code", "Add by Reference #", and "Course Search". The "Add by Reference #" tab is selected. Below the tabs, there is a text box with the instruction: "To add courses, enter the reference number for up to six courses. If you do not know the referenc". Below this, there are two columns of input fields. The first column is labeled "Reference Number" and has three input fields numbered 1, 3, and 5. The second column is labeled "Reference Number" and has three input fields numbered 2, 4, and 6. At the bottom, there is a button labeled "Add Course(s)".

Go to the third tab: Course Search

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A screenshot of a web form titled "Add/Drop Courses - Add/Drop Courses". The form has a blue header bar with the title. Below the header, there is a section labeled "Add/Drop". Under this section, there is a "Term:" dropdown menu set to "2022-2023 Academic Year - Fall Semester". Below the dropdown, a message states: "The Add and Drop Period is closed but you may be able to add or drop one or more registrations." Further down, there are three tabs: "Add by Course Code", "Add by Reference #", and "Course Search". The "Course Search" tab is active. Below the tabs, there are several dropdown menus and text input fields: "Title:" (set to "Begins With"), "Course Code:" (set to "Begins With"), "Term:" (set to "2022-2023 Academic Year - Fall Semester"), "Department:" (set to "All"), and "Division:" (set to "Undergraduate"). There is a "Search" button and a link for "More Search Options".

Click on Search and this will populate the courses for Spring 2023

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 and Change of Information will be available on the website. For graduation applications please see Helen or Sandi.

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 asterisk * 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

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- 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. Inquire about scholarships for Spring 2023 and scholarships for Academic Year 23-24.

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 (February 7, 2023).
- Total Withdrawals (TWDs)
 - If a student completes a TWD **BEFORE** the 1st Day of Class, all charges will be dropped. Charges will accrue from the 1st Day of Classes.
 - If a student completes a TWD on or before the Census Date (February 7, 2023), they will be charged the Registration Fee and Admissions Fee (for new students).
 - Students will still be responsible for any Textbooks they charge.
 - If the student completes 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 with scholarships and are needing textbooks and supplies are required to get an Award Letter or Notification from the Scholarship Funding Agency in order to charge books.
 - Programs that can assist are the Blackfeet Manpower, BNAPTEP STEM, Financial Aid Office, and USDA Equity. Check with the program directors because these programs have criteria that need to be met.
- Students who receive Financial Aid, must have their PELL Award letter and Student Accounts will provide a spending limit based on your award.

Step 10 – Bookstore

Paula Bremner & Austin Peterson

- All books can be purchased online at [www. https://bncvirtual.com/blackfeet](http://www.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.***

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- 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:

Tutoring

Elaine Little Plume coordinates tutoring services.

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

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 any disability to the Disabilities Coordinator.
- 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. You can send your application via email to the Disabilities Coordinator or drop it off at her office located in Student Success Center. The Disabilities Coordinator will make a referral to Blackfeet Voc-Rehab as needed. The Disabilities Coordinator 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

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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](#).