BC3 High School Programs

How to Enroll Guide

BC3 offers two unique options that enable high school sophomores, juniors, and seniors to earn transferrable college credits while still in high school. Jump start your college education by choosing from BC3's diverse course catalog.

College Now

The College Now program is designed to allow high school students the opportunity to take BC3 classes either online or at any BC3 location. These classes take place within BC3's credit schedule.

College Within the High School

The College Within the High School program (CWHS) is a partnership with participating high schools that is designed to offer college courses during the school day.

Steps to enroll in BC3's High School Programs

Step 1 – You must apply to become a student with BC9¡..You must be a student within the BC3 system before you can sign-up to take a class. To apply, you visit the BC3 Application Portal at www.bc3.edu/app-portal.

You will follow the prompts as you move through the application. Step by step instructions are available to guide you through the application. You are required to upload two documents into the application. The first one is a FERPA form. You must give BC3 permission to share your grading information with your parent, guardian, or spouse. You also must give BC3 permission to communicate your grades to your high school. The second form is a Parent Permission form. Both forms require your hand-written signature.

Step 2-.You must submit your unofficial high school transcripts to hsp® bc9¡edu¡ In most cases you can get a copy from your grade portal at your high school. If not ask your Guidance Office to provide the transcript for you. Your application cannot be processed until BC3 receives your transcripts.

Step 3 –.Once your application is processed you will receive an email that directs you back to the application portal¡ Here you will receive your decision on acceptance. You then need to complete the Enrollment Steps. New students are provided their MyBC3 username, email, and initial password on their applicant portal. Visit the Enrollment Steps tab after receiving your decision email to obtain this information. You will be required to change your password after logging in the first time.

Having the student ID number is crucial to access MyBC3. In MyBC3 you can: Check your student email.

- View/print your schedule.
- Find your academic advisor.
- Keep up with assignments on Blackboard.
- Set up your parent or guardian as an "Authorized User"
- Pay your tuition and fees with EZ
- View financial aid/tuition balance.
- Set up BC3 EZ Pay/EZ Refund. BC3 EZ-Pay Payment Plan Setup Instructions (pdf)
- Check midterm and final grades (when available).
- Request official transcripts.
- Apply for graduation

Step 4 –.You.need.an.Advising.appointment¡ For College Now students you need to contact the Assistant Director of HSP and schedule a time to meet. This can be done through the BC3 website under Admissions.

For College within the High School students, you need to meet with your high school Guidance Counselor or Instructor. Together you ensure that you schedule the CWHS class(es) offered at your school. Your Guidance Counselor or Instructor will provide you with a Registration form. The Registration form is how you select your specific classes. You must complete the form and email the form to hsp@bc3.edu.

Other Important Information

Books and Course Materials

Check with your instructor, but in most cases, it is the responsibility of the student to purchase textbooks. The BC3 bookstore can assist students with ensuring they purchase the proper text. Many course also require an online element, that needs to be purchased online. Always check with you instructor to make certain you have the materials you need.

Paying for your course

For College Now students the course must be paid for before starting the course.

CWHS students will be billed as soon as the High School Registrations are completed

Bills can be paid by mailing in a check to BC3 or paying online through MyBC3.

Sending Transcripts

At some point you may wish to have your transcripts sent from BC3 to another institution. You do this through MyBC3 or on the website at www.bc3.edu go to Current Students > Records & Registration > Request Transcripts

Technology assistance

The BC3 Help Desk will assist you with technology problems you may be experiencing. The Help Desk number is 724-287-8711 ext. 8441.

For.more.information.or.assistance
Feel.free.to.contact

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