



“Working Adults Support Program” Steps to Admissions Checklist

Apply for Admission: <http://www.bpcc.edu/workingadults>

This form must be printed, completed and brought in or mailed to the Admissions office.

*BPCC Admissions Office
6220 East Texas Street Bldg-F
Bossier City, LA 71111*

There is a \$15 non refundable application fee that must accompany the application.

File “Proof of Immunization” form with Admissions Office.

This form is available in a downloadable PDF file that must be printed and Completed (<http://www.bpcc.edu/admforms.htm>). Click on Proof of Immunization Compliance

Online students can request an exemption for personal reasons: will not be attending classes on campus etc. This form must be returned with the application packet by mail or in person to:

*BPCC Admissions Office
6220 East Texas Street Bldg-F
Bossier City, LA 71111*

Send transcripts (high school and/or college) or GED to the university.

Student must request official transcripts from other institutions previously attended. Transcripts should be mailed to:

*Office of the Admissions, Attention Registrar
6220 East Texas Street Bldg-F
Bossier City, LA 71111.*

Apply for Financial Aid

Applying for financial aid is a separate process from admission to the college. The first step in the federal aid application process is to complete the Free Application for Federal Student Aid (FAFSA) online at www.FAFSA.ed.gov. Be sure to include BPCC’s school code (012033) on the application to ensure the college will receive individual information.

****We recommend that you start the financial aid process at least 90 days before enrolling for classes.***

Speak with enrollment advisor-Tamika Logan prior to enrolling in classes.

Contact Ms. Logan at 318-678-6427 or email tlogan@bpcc.edu.

Register for classes.

If you have completed less than 30 hours at BPCCC, you will have to register through an advisor Ms. Logan will assist with this as well as set up your initial appointment.

If you have over 30 hours at BPCCC, you may register yourself online at <http://www.bpcce.edu>. Follow the directions presented on the screen.

Once Registered.....

Purchase your textbooks.

Textbooks must be purchased at the BPCCC Book Store. A copy of your schedule must accompany the textbook request. You can search by course for the books you need at <http://www.bpcce.edu/bookstore>. Click on Purchasing Books.

Activate your MyBPCCC account.

Your BPCCC student account will be activated within 24 hours after you register. Go to [CAVS](#) on the BPCCC home page. Activating your BPCCC student account gives you access to BPCCC email and to your Blackboard account. Your Blackboard username and password will be the same as your BPCCC username and password. Click on this link to activate your account

Log in to Blackboard.

You will not be able to see your classes listed in Blackboard until you have activated your account. You can view the BPCCC Academic Calendar at www.bpcce.edu/catalog. Click on Academic Bulletin to see important dates for the semester.

Have a great Semester!