



BERKSHIRE
COMMUNITY COLLEGE

EARLY COLLEGE HANDBOOK

A helpful guide

Information for High School Students taking courses at Berkshire Community College

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Dual Enrollment – Things to Know about BCC

Webadvisor

WebAdvisor is the tool where you can find your schedule, course information and books needed for your class. Check WebAdvisor the week before your class starts, it is possible there is a change to a course.

Moodle Learning Management System

Most Faculty members use the Learning Management System, Moodle, for the coursework. It is used in all online and hybrid coursework. You should become familiar with this tool. BCC does offer Moodle training, both online and in-person.

Moodle Training Information

Please click on College Learning 101 under NEW STUDENT ORIENTATION at this [link](#)

Buying Books

You can find the textbooks required for your class on bookstore site's textbook webpage:

<https://www.bkstr.com/berkshireccstore/shop/textbooks-and-course-materials>

Enter the term and then the course information. Look at your schedule for the department/course/section

For example COM-104-04 Introduction to Interpersonal Communication

- COM is the department
- 104 is the course
- 04 is the section

Purchase your books for your class and have them for the first day of class.

You can purchase the books at the BCC Bookstore (<https://www.bkstr.com/berkshireccstore> or www.berkshire-shop.com . Please check bookstore hours and policies for pickup.

<https://www.bkstr.com/berkshireccstore/store-hours>

If needed, you can purchase the books elsewhere. Be sure you use the ISBN number listed in WebAdvisor to get the correct version of the text.

Academic Calendar

BCC courses follow the BCC Academic Calendar. Familiarize yourself with the calendar to be aware of significant dates. You can find it at [at this link](#) or off the Registrar webpage www.berkshirecc.edu/registrar

Dropping a course

If for some reason you are unable to take the course, it is important that you drop the course before the start date or during Add/Drop Period



- Fill out the Add/Drop Form available online on the Registrar page:
<http://www.berkshirecc.edu/academics/academic-support/registrar-office/>
- Send the form to your advisor, Shelly Armstrong, sarmstrong@berkshirecc.edu for her approval
- Send to Registrar office registrar@berkshirecc.edu

Withdrawing from a course after Add/Drop period

If you are withdrawing from all of your courses for the semester, contact the Academic Advising Center to complete an All-College Withdrawal.

If you are withdrawing from one or more courses (but not all), you need to complete a Drop/Add Form which is available at the [Registrar webpage](#).

To withdraw from a class you need to:

- Complete the drop/add form – can fill out digitally
- Get permission from your advisor (email is accepted) –Shelly Armstrong sarmstrong@berkshirecc.edu
- Get permission from the instructor (email is accepted)
- Send the form and permissions to registrar@berkshirecc.edu

BCC's Withdrawal policy can be found at this link in the catalog

<https://berkshirecc.smartcatalogiq.com/Current/Catalog/Policies/Academic-Affairs/Withdrawal-from-a-Course>

Deadlines and Transcript Notations

You should consult the Academic Calendar for withdrawal dates and deadlines for each semester. These are available on the BCC website.

Beginning the day after the end of the drop/add period through the Last Day for Course Withdrawals (W Grades), you will receive a grade of "W" for the course on your academic transcript. A withdrawal grade of "W" has no impact on the calculation of your grade point average. After this, the withdrawal period continues for a few more weeks up to the Last Day for Course Withdrawals (WP/WF) grades. During this period, your instructor will be asked to assign you a grade of "WP" (withdrawn/passing) or "WF" (withdrawn/failing). A WP grade has no impact on the calculation of your grade point average, however, a WF is calculated the same as a grade of F. After this date it is not possible to withdraw from a course and your instructor must assign you a final grade.

Students who are not performing well academically may withdraw to avoid having a poor grade on their transcript. A low Grade Point Average (GPA) can affect a student's future financial aid eligibility.

Going to Campus

Access to the campus is currently restricted. Before going to campus you will be required to complete a [Campus Access Form](#). This information is needed to know who is on campus and when to keep all safe during the pandemic. A face covering is required on campus. A Campus map is available online:

<http://www.berkshirecc.edu/images/campus-map.pdf#search=campus%20map>



Student Handbook

Student Handbook is available on campus or online on the Student Life webpage
<http://www.berkshirecc.edu/student-life/>

Tutoring

If you are enrolled in a course at BCC you have access to free tutoring services.
<http://www.berkshirecc.edu/academics/academic-support/tutorial-services/>

School Closings/Snow Days

To get notifications if there is a snow day at BCC or closure for any other reason, BCC has an Emergency Notification System that sends messages to registered users. You can be notified by text, email and/or phone.

See <http://www.berkshirecc.edu/about-bcc/campus-services/college-closings.php> for more info.

This would include Main Campus, South County Center or Off-campus locations.

To sign on to your MyBCC account,

1. Go to WebAdvisor
2. Select Student
3. Under User Account: Select Emergency Notification - Enter the information on how you want to be contacted, you can select more than one.
4. Click SUBMIT

Emergency Contact

You can also set up an emergency contact in case we needed to contact someone while you are on campus: While you are in WebAdvisor go to User Account and then EMERGENCY INFORMATION. Here you will enter the name of the person to contact in case of an emergency

Disability Resource Center

For students with high school IEP or 504 plans, you may want to connect with our [Disability Resource Center](#). The Center can assist with accommodations. You can reach the center by contact the Coordinator, Pam Farron at pfarron@berkshirecc.edu or 236-1608.

Writing Center

The [Writing Center](#) is free to all BCC students and is staffed by trained writing consultants ready to help you with papers and any other writing, for any class, at any stage of the writing process. You can contact the Writing Center at writingcenter@berkshirecc.edu

Technology Help

Digital Commons can help with your technology needs/questions. Check the hours [here](#).

Digital Commons within the library offers:

- 24 PCs, 4 Macs and 5 group PC workstations



- Black & white printing
- Scanning & digital document creation with support
- Wi-Fi to work with your laptop, tablet or other devices
- Always-available staff for student support and assistance with:
 - ▶ MyBCC logins
 - ▶ Moodle
 - ▶ Microsoft Office
 - ▶ WebAdvisor
 - ▶ All technology questions, no matter how general!

There are all sorts of ways for students to get technology help at BCC:

- [Knowledge Base](#) – All the most common technology questions are answered here right on the BCC website.
- [Online Help Request Form](#)- Fill this out and we will get back to you. After hours requests are answered the next business day.
- [Virtual Lab Assistant Desk](#) *NEW*– Join a Zoom meeting with one of our Lab Assistants. Check the link for available days and times. (Qualify for work-study? We have positions available!)
- [Remote Help Appointment](#) – Schedule a remote help appointment, you can share your screen with us so we can help just like we were there with you.
- [The Digital Commons in person](#) - We are open for certain types of in person help. As most of our assistance this semester is electronic, consider reaching out and scheduling a time first. Remember to fill out the [Campus Access Request Form](#).
- [By phone](#) – Phone support is available but limited as we may be in a Zoom or helping another student in the Digital Commons.
- The email address for technology help is onlinehelp@berkshirecc.edu

Library Resources

Check out the [Jonathan Edwards Library](#) in person or online. All library resources are available to you. The library does keep textbooks on-site and has several digital databases and resources. The library is where you can attain your College ID.

Online Courses

Here are some resources if you are taking an online course

<http://blogs.berkshirecc.edu/onlinelearning/online-learning-faqs/>

<https://docs.google.com/document/d/1PO4T6lLqAhiSGedkW84bnKmy97dBodlHVZjadl1p9gQ/edit#>

Questions Who to Contact

Beth Lapierre Coordinator of Enrollment Services 413-236-5251 elapierre@berkshirecc.edu	Shelly Armstrong, College and Career Navigator/Dual Enrollment Advisor, 413-236-1639 sarmstrong@berkshirecc.edu
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