



Student Resource Guide

Important:

Resource	Information	How to Contact (if applicable)
Student Conduct Code	Understand your rights as a student at BC.	
Title IX Located: C Building – C227	Title IX addresses concerns and provides protection from discrimination and includes such things as: <ul style="list-style-type: none"> • Sexual harassment • Dating violence • Domestic violence • Stalking • Gender-identity • Pregnancy. 	Report a Concern Or find individual contact information for the Compliance & Title IX Officer and Title IX Coordinator at the bottom of the Title IX page.

General:

Resource	Information	How to Contact (if applicable)
Academic Advising Located: U Building – U101 (First floor)	Work on your education plan with the help of an academic advisor. Also provides university transfer assistance .	Find out who your advisor is based on your BC Pathway . Schedule an appointment with your Pathway's advisor*. Note: Drop-in advising (both in person and by phone via the Qless system) is available but intended for general questions. If you have more specific needs, it is strongly advised that you schedule an appointment with your advisor. *If you do not yet know your pathway or are a new student, you will schedule a "New Student Advising" appointment.

Academic Success Center (ASC) Located: D Building – D204	Free services for students, including: <ul style="list-style-type: none"> • Tutoring • Math Labs • Reading Labs • Writing Labs • Workshops • e-Tutoring Consortium You can also find the application to become a tutor if you are interested in applying!	Drop in or schedule an appointment for both on-campus or online tutoring from BC tutors or access the e-Tutoring Consortium for tutors outside BC.
Athletics	Find information about the various sports and teams at BC along with schedules for games.	Phone: 425-564-2396 Email: athletics@bellevuecollege.edu
Benefits Hub Located: U Building – U217	Provides an array of resources including: <ul style="list-style-type: none"> • Housing Support • Food Pantry • Financial Coaching • Emergency Aid • Free Tax Help • Community Resources (these include individual resources for the above categories) 	Schedule an appointment with a Benefit Hub Coach. If you have questions, you can call: 425-564-2385 or send an email to: benefitshub@bellevuecollege.edu .
Bookstore Located: B Building – B127	Search for and order class textbooks, school supplies, and other essentials.	Reach out via contact form or call 425-564-2285.
Campus Emergency Alerts	Sign up for text alerts via Rave for updates on class cancellations, campus closings, and other emergencies.	

<p>Center for Career Connections</p> <p>Located:</p> <p>U Building – U304 (Third Floor)</p>	<p>Find resources and assistance with:</p> <ul style="list-style-type: none"> • Student Job and Internship Listings • Career Pathway Planning • Resume, Cover Letter, and Interview Skills • Personal Statements and Essays • Workshops and more! <p>*Open to everyone—you do not need to be registered for classes to utilize this service.</p>	<p>Call 425-564-2279 or check out their Contact Us page.</p>
<p>Center for High School Programs</p> <p>Located:</p> <p>U Building – U206</p>	<p>Offers programs and educational alternatives to individuals aged 16 and up, whether or not they are currently enrolled in high school. Programs include:</p> <ul style="list-style-type: none"> • College in the High School • Career Education Options • Running Start • Pacific Northwest College Credit 	<p>Submit an online help request ticket (for Running Start & Career Education Options).</p> <p>Email: chsprograms@bellevuecollege.edu</p> <p>OR</p> <p>Check their Contact Us page for program specific email addresses.</p>
<p>Computer Labs</p> <p>Located:</p> <p>N Building – N250</p> <p>D Building – D101</p> <p>D Building – D126 (Library Media Center)</p>	<p>Utilize both PCs and Macs with your BC login credentials. Printing is available.</p> <p>Note: Hours might differ for each location. Please take note of last update date on document and which quarter you are looking at for N and D buildings, as well as regular Library hours.</p>	

<p>Counseling Center</p> <p>Located:</p> <p>U Building – U201 (Second Floor in southwest hallway/stairwell behind International Education.)</p>	<p>Free counseling for BC students for academic, work, and/or personal troubles.</p> <p>Human Development Courses are also available for enrollment as credit classes.</p>	<p>Schedule an appointment for in-person or online counseling or call 425-564-5747 to schedule.</p> <p>Note: Drop-in/Crisis counseling is also available on-campus only for those who identify as being in imminent harm to themselves or others or are in high emotional distress.</p>
<p>Disabled Students Navigating STEM</p>	<p>Cohort program for disabled students to help them prepare and apply for opportunities in STEM field.</p>	<p>Email: dsns@bellevuecollege.edu</p> <p>Text: 833-227-4551</p> <p>Phone: 425-564-2764</p> <p>Microsoft Teams Chat</p>
<p>Disability Resource Center (DRC)</p> <p>Location:</p> <p>U Building – U001</p>	<p>Assists students who are disabled or have health conditions with classroom accommodations.</p>	<p>Start by visiting the Getting Started with the DRC page to fill out the Access Form and schedule an appointment to discuss accommodations.</p> <p>If you have trouble, or need to reach out with questions, you can contact the DRC via:</p> <p>Phone: 425-564-2498</p> <p>Email: drc@bellevuecollege.edu</p> <p>TTY/Teletype: 425-564-6189</p>
<p>Early Learning Center</p> <p>Location:</p> <p>2433 145th Place SE</p>	<p>Childcare for children ages three months to six years. Resources and classes for parents are also available.</p>	<p>Phone: 425-564-2240</p> <p>Email: Elisabeth.Bothwell@bellevuecollege.edu</p>

	Please visit website (linked to left) in order to find information about enrollment.	
eLearning	<p>Offers online courses/workshops and written guides for students to introduce different technologies utilized by Bellevue College, such as:</p> <ul style="list-style-type: none"> • Canvas • Honorlock • Respondus • TurnItIn • Zoom 	<p>Email: studentcanvastraining@bellevuecollege.edu</p>
<p>Enrollment Services</p> <p>Location:</p> <p>U Building – First Floor</p>	<p>Assistance and information about Bellevue College, from enrollment to graduation. Some important/useful topics/resources are:</p> <ul style="list-style-type: none"> • How to Enroll in a Class (including how to check your enrollment time) • Late Enrollment • Class Withdrawal • Repeating a Course • Waitlist • Auditing a Class • Withdrawal Appeal Process • And more! 	<p>Submit an online help request ticket.</p> <p>Call 425-564-2227 OR 425-270-8022.</p> <p>If issue is urgent, please visit U Building, if you are able.</p>
<p>Evaluations and Graduation</p> <p>Location:</p> <p>U Building – First Floor Lobby</p>	<p>Information about applying for graduation, deadlines for applications, and upcoming commencement ceremonies.</p>	<p>Submit an online help request ticket.</p> <p>Receive a callback or join virtual queue (if on campus) through the Qless system.</p>
Financial Aid	Find out more about financial aid and apply for aid.	Submit an online help request ticket .

<p>Location:</p> <p>U Building – First Floor Lobby</p>	<p>If you have already applied for aid, you can check the Student Central Processing Dashboard to find updates.</p> <p>Note: Check the Academic Calendar for important dates regarding application deadlines.</p>	<p>Call 425-564-2227 OR 425-270-8022.</p>
<p>Food Services</p> <p>Location:</p> <p>Please see linked page above to check which locations are currently open.</p>	<p>Information regarding the cafeteria and other café's on campus.</p>	<p>Email: foodservice@bellevuecollege.edu</p>
<p>International Education</p> <p>Location:</p> <p>U Building – U202</p>	<p>Provides support and resources to international students who are planning to enroll in credit classes, non-credit ESL classes, or other assorted programs.</p> <p>Please see site page (linked to the left) for more information.</p>	<p>Phone: 425-564-3185</p> <p>Email: ie@bellevuecollege.edu</p>
<p>Library Media Center (LMC)</p> <p>Location:</p> <p>D Building – D126</p>	<p>Excellent resource for:</p> <ul style="list-style-type: none"> • Media Materials (both physical and digital) • Advice on topics regarding research and citation • Digital databases • Loaner items such as calculators, laptops, etc. • Individual study spaces are also available and require a reservation. 	<p>Phone: 425-564-6161</p> <p>Email: reference@bellevuecollege.edu</p> <p>Schedule an appointment to meet with a librarian online.</p> <p>Join the librarian chat, where you can access a librarian through a 24/7 cooperative chat service.</p>

<p>Multicultural Services (MCS)</p> <p>Location:</p> <p>C Building – C206</p>	<p>Provides support, mentorship, and a variety of resources for BC's culturally-diverse student population.</p> <p>Topics of support include:</p> <ul style="list-style-type: none"> • General Questions/Academic Guidance • Financial Aid Counseling • Transfer Assistance • Program Information <p>Programs include:</p> <ul style="list-style-type: none"> • Umoja (for Black and African American students) • Puente (for Latinx students) • Undocumented Students (for Undocumented and DACA students) 	<p>Schedule an appointment.</p> <p>Phone: 425-564-2208</p> <p>Email: mcs@bellevuecollege.edu</p>
<p>Neurodiversity Navigators</p> <p>Location:</p> <p>B Building – B131 (Under the Planetarium)</p>	<p>Provides assistance, guidance, community resources, and cohort opportunities to all neurodiverse students.</p>	<p>Phone: 425-564-2764</p> <p>Text: 425-475-1244</p> <p>Microsoft Teams chat</p> <p>Email: asn@bellevuecollege.edu</p>
<p>Placement and Testing Services</p> <p>Location:</p> <p>U Building – U114 (First Floor Lobby)</p>	<p>Information and forms for English and Math placement and clearing/verifying pre-requisites.</p> <p>If you have already submitted your information, you can check the processing status</p>	<p>Submit an online help request ticket.</p> <p>Receive a callback through the Qless system.</p>

	via the Student Central Processing Dashboard . Note: On-campus testing is by appointment only.	
Public Safety Location: B Building – B132	Information about general campus public safety programs and resources, including: <ul style="list-style-type: none"> • Campus Map • Parking Permit Portal • Jumpstarts and Lockouts • Lost and Found • Safety Escorts • Filing Reports • And more! 	Phone: 425-564-2400 24/7 Officer: 425-466-9365 Email: publicsafety@bellevuecollege.edu
RISE MakerSpace Location: B Building – B237	Provides support and on-campus access to a variety of technologies that encourage student's creativity including 3D printing, electronics, sewing, etc.	Email: makerspace@bellevuecollege.edu Discord Access Form
Scholarships Location: A Building – A101 (Bellevue College Foundation)	Information regarding scholarship programs, including link to current BC Foundation Scholarship application.	Phone: 425-564-2664
Social Media Directory	Links to Bellevue College's assorted social media accounts.	
STEM to Stern	2-year cohort program for STEM students that provides access to community and resources to help students achieve in the field of STEM.	Schedule an appointment (either online or on-campus). Submit information on Contact Us page .
Student Business Center (SBC)	Provides assorted services, including:	Phone: 425-564-2297

<p>Location:</p> <p>C Building – C212</p>	<ul style="list-style-type: none"> • Student ID cards • Printing Services • Bellevue College’s version of Craigslist (for selling books, finding roommates, or even off-campus jobs!) • And more! 	<p>Email:</p> <p>sbc@bellevuecollege.edu</p>
<p>Student Central</p> <p>Location:</p> <p>U Building – First Floor</p>	<p>Centralized page for variety of student services, including:</p> <ul style="list-style-type: none"> • Welcome Center • Enrollment Services • Financial Aid • Evaluation and Graduation • Placement and Testing Services • Workforce Education <p>The Academic Calendar and Student Central Processing Dashboard are also housed here.</p>	<p>Submit an online help request ticket.</p> <p>Phone: 425-564-2227</p> <p>Note: You can find more detailed contact information for each service listed elsewhere on this list.</p>
<p>Student Engagement</p> <p>Location:</p> <p>C Building – C212</p>	<p>Resource for getting involved with campus life through student organizations, involvement opportunities, and various activities and events.</p>	<p>Phone: 425-564-6150</p> <p>Send an email through the link listed under “Contact Student Engagement” on the right hand side of their page.</p>
<p>Student Financial Services</p> <p>Location:</p> <p>U Building – First Floor (Lobby)</p>	<p>Provides information about a variety of topics, including:</p> <ul style="list-style-type: none"> • Tuition and Fee Due Dates • Payment of Tuition and Fees • Tuition and Fee Waivers • Tuition and Fee Refunds • Financial Assistance • Financial Aid 	<p>Submit an online help request ticket.</p> <p>Receive a callback through the Qless system.</p>

	<p>Note: Student Financial Services is NOT the same as financial aid—if you are looking for financial aid help and options, please check out the Financial Aid office.</p>	
<p>Student Housing</p> <p>Location: H Building</p>	<p>Provides information about student housing, including:</p> <ul style="list-style-type: none"> • Applying for Housing • Paying for Housing • Working for Housing • Important Housing Dates • And more! 	<p>Schedule an appointment (either in-person or online) to meet with housing staff.</p> <p>Phone: 425-564-1700</p> <p>Email: housing@bellevuecollege.edu</p>
<p>Student Success Coaching</p>	<p>One-on-one coaching with a peer educator on topics including:</p> <ul style="list-style-type: none"> • Time Management • Motivation/Goal Setting • Wellness/Managing Being Overwhelmed • Study Strategies • Navigating Bellevue College 	<p>Schedule an appointment with a Student Success Coach.</p>
<p>Technology Service Desk</p> <p>Location: B Building – B233</p>	<p>Provides support for tech issues, including:</p> <ul style="list-style-type: none"> • MFA troubleshooting • Printing • Lab/Classroom Technology • Technology Training 	<p>Submit a ticket.</p> <p>Phone: 425-564-4357.</p> <p>Email: servicedesk@bellevuecollege.edu</p>
<p>TRiO</p> <p>Location: U Building – U218</p>	<p>Provides support and variety of services including tutoring, transfer assistance, advising, etc. for qualifying first-generation, low-income, and/or disabled students.</p>	<p>Schedule an appointment for online or in-person advising or tutoring.</p>

Veterans Program Location: U Building – U306	Provides support and resources to service members and their families through college, career and beyond. This office assists active duty, reserve members, and veterans alike.	Phone: 425-564-2220 Email: veterans@bellevuecollege.edu
Welcome Center Location: U Building – Lobby	Provides information and resources for new and future BC students, including: <ul style="list-style-type: none"> • Information Sessions • Campus Tours • Admission Advising 	Submit an online help request ticket .
Wellness Center Location: G Building – G114 (Wellness Center) G111 (Fitness Center)	Gym, events, and outdoor recreational activities in addition to: <ul style="list-style-type: none"> • Fitness Center • Gear Rentals • Trip Planning Note: Quarterly Open Access to fitness center is \$30.50 per quarter and requires signing up for access .	Email: bcwellnesscenter@bellevuecollege.edu
Workforce Education Located: U Building – U212	Provides assistance for eligible individuals to cultivate skills for entering/re-entering the workforce. To find out if you are eligible, please refer to WE's application .	Phone: 425-564-4054 Email: workforce-ed@bellevuecollege.edu

Miscellaneous:

Resource	Information	How to Contact/Access (if applicable)
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BC Email	Where you'll find out information about campus-related events and important announcements and communications about your classes.	Click "Access BC Email" at the top of the page and enter your credentials.
Canvas	Where you'll access your classes, submit assignments, find announcements, and more!	Click "Explore Canvas" at the top of the page and enter your credentials.
Microsoft Suite	<p>Widely used/required programs for many classes. Also used for scheduling appointments via Teams.</p> <p>These programs are free for Bellevue College students to access.</p>	<p>Follow the instructions for how to install Microsoft Office on personal computers.</p> <p>If you have questions, please contact IT Service Desk at 425-564-4357.</p> <p>Note: If you log into Microsoft online, you do not need to download any product.</p>