

Dear BC Faculty:

This template please consider using this template at the start of each quarter as you welcome students to your class. Feel free to customize it as you wish so it includes relevant information to your class(es) (e.g. instructions on accessing Zoom or Teams for your class, links to specific tutoring info for your discipline, etc.).

Thank you!

--

Dear Students,

Welcome to the new quarter! I am excited you will be a part of our learning community and look forward to engaging with you. As we prepare for our time together, I would like to provide some important information/reminders:

- Instructors are permitted to [drop](#) students who do not attend during the first several days of the quarter. If you do not attend during the first week of classes, please note you *may* be dropped by the **fifth** instructional day of the quarter. **It is your responsibility to withdraw from classes if you no longer wish to participate. Please do not expect that your instructor will do it for you.**

IMPORTANT NOTE: IF you are a member of any one of the following groups you MUST connect with the office listed below before dropping any courses:

- **Running Start Students or Youth Reengagement (CEO & LIP) Students:** Consult with the [Center for High School Programs Office](#) Case Manager or Advisor
 - **Financial Aid** recipients: Consult with a [Financial Aid](#) advisor
 - Remember, dropping a class *could* negatively impact your ability to receive financial aid in the future, so check with Financial Aid first
 - **International Students:** Consult with your [International Education](#) Advisor
 - **BC Housing:** Consult with the Housing Coordinator, Becca Cole becca.cole@bellevuecollege.edu
 - Remember, to be eligible for Housing you must be enrolled in at least 6 credits
 - **Workforce Education:** Consult with your [Workforce Education](#) advisor before dropping any classes.
- Bellevue College has a program called **Early Alert**. Students who never attend classes, miss classes, miss several assignments, or have low performance on testing may receive outreach from the college either as an email, phone call or both. If you get an email or phone call regarding an Early Alert submitted on your behalf please know you are **NOT** in trouble! We are reaching out to help! We know students have lots of competing priorities with work, family responsibilities, and more. When we contact you, we are trying to learn more about you and your needs so we can provide support and resources to support your *success*.
 - Set yourself up for a successful quarter! Check out our [Student Resource Guide](#) for a comprehensive list of campus services and programs designed to support your student experience!
 - Also, be sure to

- Check your [enrollments](#) for this quarter so you are clear what classes you've signed up to take.
- Be mindful of important deadlines by reviewing the [academic calendar](#) for the quarter!
- Stay informed!
 - Check both your Bellevue College e-mail and Canvas e-mail for more/other information from your instructor regularly.
 - Check your Canvas course on the 1st day of the quarter and then every day of the quarter to keep up with the class. Reach out to your instructor if you have any question about the class.