

Re-engaging Student Checklist

You are considered a “stop-out” student if you left Bellevue College before completing a degree or certificate program and last took a class at Bellevue College more than four quarters ago.

1. My BC email/NetID is _____
 - **If I have been gone for two or more years, I may need to create a new NetID** (Please go to the NetID Management [website](#). If your NetID is inactive, you can call the IT Helpdesk to have your NetID reactivated: **425-564-4357**)
2. I plan to re-enroll at BC _____ (summer/fall/winter/spring) _____ (year).
 - If it's been more than a year (four quarters) but less than two (2) years since I last enrolled, I will complete a [Term Activation](#) request form to have Enrollment Services activate my account so I can register for classes
3. If you attended Bellevue College before Fall 2021 you can [lookup your new ctclink ID #](#) or [request your ctclink ID #](#)
 - I will reapply for admissions if:
 - Applied before 2019 **and** never enrolled in courses
 - Last enrolled in courses more than two (2) years ago
4. I have a plan to pay for college (e.g. FAFSA, WASFA, out of pocket, etc.) and I am aware of important tuition deadlines.
 - I am aware that there are deadlines for [Financial Aid](#) related to the term I am enrolling for.
 - I am aware that Financial Aid does process offer letters unless I am enrolled in classes and met the deadline for that term.
 - I am aware that Financial Aid does not start being disbursed until the Thursday before the start of the quarter and that I may need to pay for my classes prior to receiving my aid.
 - I understand that if I apply for BC close to the start of the term and miss the deadline, I may not be able to receive Financial Aid for that specific term. Given this, I understand my options are to:
 - Pay out of pocket and be reimbursed
 - Sign up for a payment plan to make monthly payments
 - Military Education Benefits (GI Bill®, Tuition Assistance (TA), Waiver, etc.) for eligible students
 - Delay my start term
5. Placement: Many classes require math and English placement as a prerequisite. Set yourself up for success by starting this process **NOW**. (Please visit the [Placement & Testing Services website](#) for options). If you already completed English 101 and college level math, **please skip this step**.
 - My Math Placement Result is: _____
 - My English Placement Result is: _____

6. I have credit from another college or university. **(If you have no courses from another college or university, please skip this step).**

a. The prerequisite clearance request process allows you to use **unofficial** transcripts from your previous school to clear you to enroll in more advanced courses at Bellevue College. Please note that you will still need to clear prerequisites for courses even if you took the prerequisite at another Washington State Community and Technical College (classes taken elsewhere do not automatically clear the prerequisite requirement at BC). My prerequisite clearance request has been submitted for the following class(es):

- Class: _____
- Class: _____

b. We award college credit for many types of learning. You can transfer credits from another college, professional certifications, or even get credit for work and life experience. We also accept exams such as AP, IB, and A-Levels. The transfer credit evaluation process allows ADMITTED students to send **official** transcripts from another college or university for evaluation. If credit from your previous school is found equivalent to Bellevue College coursework, that credit can be transferred and applied toward your degree or certificate where appropriate. Transfer credit evaluation is a multi-step process:

1. Send official documents to Bellevue College (follow this step even if you attended another college in the CTC system. We cannot automatically see your transcripts from other Washington State Community and Technical Colleges.)
 2. Enroll in your first quarter classes. *If you are a current or continuing student, participating in selective admission programs, or receiving military funding or benefits, you do not need to enroll before asking for a transfer credit review.*
 3. Check to see if we received and uploaded your official documents. You will receive details on how to check your request once it is submitted.
 4. Submit the [Transfer Credit Request form](#). NOTE: It can take up to 8 weeks for the Evaluations department to review your documents and transfer credit. Please meet with an [academic advisor](#) for an unofficial transfer credit evaluation if you need help with course selection prior to the completion of your credit evaluation.
- Schedule an appointment with an [Academic Advisor](#) – if needed
 - If you are interested in a [bachelor's degree](#), book an appointment with a program manager – if needed