BELLEVUE COLLEGE
WORKFORCE EDUCATION

Workforce Education Student Expectations

As a Workforce Education (WE) student, you are expected to:

Pursue an approved program of study

You must choose an approved program of study that supports your employment goals. Changing your program of study may affect eligibility for WE and/or financial aid. Approval to pursue a selective-admission medical program requires placement into Math 76 or higher and ENGL 92/93 or higher.

Follow your education plan

Your WE advisor will create a quarter-by-quarter education plan for your program of study. You may request a copy at any time. **WE only provides services for required classes.**

Manage your class schedule

- Enroll in classes as soon as possible after your assigned enrollment date. Important dates and deadlines are on the college's Academic Calendar, including quarter start and end dates, when enrollment begins, and deadlines for adding or dropping classes.
- WE will place a courtesy tuition deferment on your account to protect your classes from a nonpayment drop through the 100% tuition refund date. This gives your WE advisor time to review your classes and eligibility for services. Taking unapproved classes may result in your classes being dropped for nonpayment.
- If you enroll in a class and then decide not to attend, you must log into ctcLink to officially drop the class from your schedule. **WE staff cannot add or drop classes for you.** If you don't officially drop/withdraw, the instructor is required to assign a final grade (likely F) which will impact GPA.

Submit required forms

- Submit a Quarterly Enrollment Form (QEF) each quarter you plan to participate in a WE program. A link to the QEF is on WE's Forms and Resources page.
- There may be times other forms are required for you to continue participating in WE. For example, our office may ask you to submit an updated Intake/Eligibility Form, Individual Employment Plan (IEP), or probation or appeal form due to unsatisfactory academic progress.
- **Failure to submit a QEF or other required form prior to the start of a quarter may result in delayed WE services or your classes may be dropped for nonpayment.**

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Follow your WE program's expectations

Each WE program (BFET, Opportunity Grant, Worker Retraining, and WorkFirst) has its own guidelines and expectations. You are responsible for knowing and following the expectations of your funding program(s). If you have questions, contact your advisor or the WE office.

Communicate with your advisor

- **Notify your advisor about changes that affect your eligibility**, such as: a change in income, a change in benefits like SNAP (food assistance) or TANF (cash assistance), or starting a new job.
- Check your BC email regularly. Messages from our office may be about time-sensitive issues.

Apply for financial aid

You must apply for financial aid by the end of your first quarter in a WE program. Eligible students must re-apply each academic year. You are not required to apply for loans.

Understand funding limitations

- Your advisor will review your eligibility for WE funding each quarter. You may qualify for help paying for tuition, fees, course materials, and other school-related expenses like transportation**.**
- **Funding is limited and not guaranteed, even for qualifying students.**
- If you receive federal or state financial aid, scholarships, or funding from another organization, those other funding sources may cover your school expenses instead of WE.
- There are some charges that Workforce Education cannot pay. These include but are not limited to: class drop fees, late registration fees, library fines, parking tickets, and on-campus housing charges. **You are responsible for paying any charges not covered by WE or other financial aid.**

Make satisfactory academic progress

- You are expected to complete all your classes and earn a quarterly GPA of 2.0 or higher (or a GPA of 3.0 or higher if taking prerequisites for a selective-admission program). This expectation applies to all your classes regardless of how they are funded or whether they are college-level.
- If you don't successfully complete at least 50% of your attempted credits in a quarter or don't meet GPA requirements, you will be placed on probation. Final course grades of I (incomplete), W (withdrawal, including medical withdrawal), N (audit), NC (no credit), U (unsatisfactory), or F (fail) are considered unsuccessful or incomplete credits.
- Students on probation who fail to make satisfactory academic progress in any future quarter may lose WE eligibility at Bellevue College. Students in that situation have the option to appeal.

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