



BELLEVUE
COLLEGE

student

2018-19

HANDBOOK

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A GUIDE TO EVERYTHING BC



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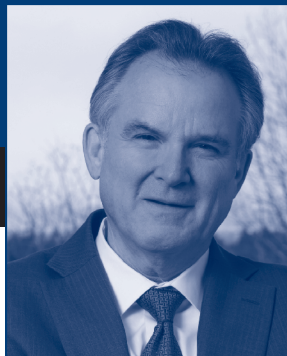
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PUBLICATION INFORMATION

Every effort is made to ensure that information in this publication is accurate. Changes may occur after printing due to unforeseen changes such as funding, staffing, curricula or policies. For updated information, visit bellevuecollege.edu.





WELCOME

TO BELLEVUE COLLEGE!

Become Exceptional at BC!

It's an exciting time to be at Bellevue College, and as the new president, I look forward to supporting students, faculty and staff in making this a successful year for all. We're deeply committed to helping you reach your academic and career goals. BC is impressive in so many ways. Right now we have new developments underway, from expanded program offerings to facilities that will serve our community better. Our two newest bachelor's degrees include the Bachelor of Applied Science in Digital Marketing and Bachelor of Science in Computer Science, part of a dozen baccalaureate programs BC now offers. The first on-campus housing is under construction, and when complete will transform this campus into a 24/7 learning community.

I encourage you to take full advantage of the College's student support services and wide array of activities and clubs. So much is available to enrich your experience here, from academic advising, personal counseling, and career exploration to cultural events, theatrical productions and leadership opportunities. Choose from over 80 student clubs and programs, join a team in our stellar athletics department or catch a game, and watch for new activities posted daily on the campus event calendar. Building relationships with faculty, staff, and other students will serve you well during your time here, and beyond. There are wonderful spaces to study as well, including our Library Media Center, our multiple computer labs, and the Academic Success Center, where you can receive writing assistance and tutoring in math and other academic subjects. One thing that has become quite clear to me in even my short time here is that faculty and staff care about students, and making this a safe and welcoming place for all. You will find that Bellevue College is a great place for you to strive to be exceptional.

Welcome to BC!

Dr. Jerry Weber



ABOUT



BELLEVUE COLLEGE

Bellevue College is a comprehensive and innovative college that advances the lifelong educational development of its students consistent with their needs, interests, and abilities while strengthening the economic, social, and cultural life of its diverse community. The college accomplishes this purpose by providing high-quality, flexible educational programs and services that are academically, geographically, and financially accessible. Committed to teaching and learning excellence and employee growth and development, the college nurtures a supportive environment throughout its programs and services.

BC FACTS:	bellevuecollege.edu/facts/
AFFIRMATION OF INCLUSION:	bellevuecollege.edu/inclusion/
EQUAL OPPORTUNITY:	bellevuecollege.edu/equal/nondiscrimination/
ACCESS AND ACCOMMODATIONS:	bellevuecollege.edu/accessibility/
ACADEMIC CALENDAR:	bellevuecollege.edu/studentcentral/calendar/
TITLE IX:	bellevuecollege.edu/titleix/

For more information & updates visit:
bellevuecollege.edu/about/college/facts/

fall 2018

ACADEMIC CALENDAR

SEPTEMBER 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Sept. 13 Opening Activities: Offices closed. Sept. 14 Opening Activities: Offices open.						1 POWER DOWN
2	3 HOLIDAY	4	5	6	7	8
9	10	11	12	13 Opening Activities	14 Opening Activities	15
16	17 Fall Qtr Begins	18	19	20	21	22
23 30	24	25	26	27	28 Count Day	29

OCTOBER 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 NO CLASS OFFICES OPEN	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	10/2 Faculty Professional Development Day. Contract day. No classes. Offices open.		

NOVEMBER 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12 HOLIDAY	13	14	15	16	17
18	19	20	21	22 HOLIDAY	23 HOLIDAY	24
25	26	27	28	29	30	

DECEMBER 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Dec. 3 Student Success Day: Special faculty hours for students. No classes. Offices open.						1
2	3 NO CLASS OFFICES OPEN	4 Finals	5 Finals	6 Finals Qtr Ends	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30		25 HOLIDAY	26	27	28	29

IMPORTANT DATES

4/8/18	Fall registration begins (continuing students)
5/1/18	Fall registration begins (new & former students)
9/13–9/14/18	Opening days (Staff & Faculty)
9/18/17	Fall quarter begins
10/7/18	No day or evening credit classes
11/2/18	Holiday
11/12–11/23/18	Holiday
12/3/18	No day or evening credit classes
12/4–12/6/18	Fall quarter final exams
12/6/18	Last day of Fall quarter
12/7/18–1/1/19	Quarter break
12/4–12/25/18	Holiday - No classes - Offices open

Dates subject to change. Check the Bellevue College website for the most up-to-date information:

bellevuecollege.edu/student/central/calendar

ACADEMIC CALENDAR

winter 2019

information you
need to know

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JANUARY 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 HOLIDAY	2 Winter Qtr Begins	3	4	5
6	7	8	9	10	11	12
13	14	15 Count Day	16	17	18	19
20	21 HOLIDAY	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Feb. 7 College Issues Day: No classes.					1	2
3	4	5	6	7 NO CLASS	8	9
10	11	12	13	14	15	16
17	18 NO CLASS OFFICES OPEN	19	20	21	22	23
24	25	26	27	28		

MARCH 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Mar. 19 Student Success Day: Special faculty hours for students. No classes. Offices open.					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19 NO CLASS OFFICES OPEN	20 Finals	21 Finals	22 Finals Qtr Ends	23
24 31	25	26	27	28	29	30

IMPORTANT DATES

11/13-11/15/18 Winter registration begins
(current & continuing students)

11/19/18 Winter registration begins
(new & returning students)

1/1/19 Holiday—College closed

1/2/19 Winter quarter begins

1/21/19 Holiday—College closed

2/7/19 No day or evening classes.
Offices closed

2/18/19 No day or evening classes.
Offices closed.

3/19/19 No day or evening classes.
Offices open

3/22/19 Winter quarter ends

3/22–4/2/19 Quarter break

Dates subject to change. Check the Bellevue College website for the most up-to-date information:

bellevuecollege.edu/enrollment/calendar/



spring 2019

ACADEMIC CALENDAR

APRIL 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 Spring Qtr Begins	4	5	6
7	8	9	10	11	12	13
14	15	16 Count Day	17	18	19	20
21	22	23	24	25 NO CLASS	26	27
28	29	30				

MAY 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7 NO CLASS	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 HOLIDAY	28	29	30	31	

JUNE 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
June 18 Student Success Day: Special faculty hours for students. No classes. Offices open.						1
June 21: End of quarter and commencement.						
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18 NO CLASS OFFICES OPEN	19 Finals	20 Finals	21 Finals Commencement	22
23 30	24	25	26	27	28	29



IMPORTANT DATES

0/0/19 Spring registration begins
(current & continuing students)

0/0/19 Spring registration begins
(new & returning students)

4/3/19 Spring quarter begins

5/27/19 Holiday. College closed.

6/18/19 No day or evening classes.
Offices open.

6/21/19 Spring quarter ends

6/21/19 Commencement ceremony

6/21–6/30/19 Quarter break

Dates subject to change. Check the Bellevue College website for the most up-to-date information:

bellevuecollege.edu/studentcentral/calendar/



CAMPUS RESOURCES

HERE TO HELP YOU SUCCEED



ENROLLMENT AND ACADEMIC RESOURCES

Office	Location/Web Address	Phone Number
Student Central	1st floor, Student Affairs Building, bellevuecollege.edu/studentcentral/	
Welcome Center	1st floor, Student Affairs Building, bellevuecollege.edu/welcome/	
eLearning (formally Distance Education)	A202, bellevuecollege.edu/elearning/	(425) 564-2438 1-877-641-2712
Enrollment Services	1st floor, Student Affairs Building, bellevuecollege.edu/registration/	(425) 564-2222
Financial Aid	B123, 1st floor, Student Affairs Building, bellevuecollege.edu/fa	(425) 564-2227
Evaluation and Graduation	B144, 1st floor, Student Affairs Building, bellevuecollege.edu/enrollment/graduation/ bellevuecollege.edu/enrollment/transfer/	(425) 564-3106
Testing Services	B142, bellevuecollege.edu/enrollment/assessment	(425) 564-2243
Academic Advising	2nd floor, Student Affairs Building, B232 bellevuecollege.edu/advising	(425) 564-2212
Student Financial Services	1st floor, Student Affairs Building, B126 bellevuecollege.edu/tuition/cashier/	(425) 564-2309
Continuing Education	North Campus, 14673 NE 29th Place, Bellevue 98007, BCconted.com OR bellevuecollege.edu/ce/	(425) 564-2263
Transcripts/Student Records	1st floor, Student Affairs Building, bellevuecollege.edu/services/transcript	(425) 564-2222
Email Accounts	Computing Services, N250 bellevuecollege.edu/ir/teams/cs/	
Workforce Education	Room B131, bellevuecollege.edu/we/ Basic Food Employment & Training (BFET)	(425) 564-4054

ENROLLMENT AND ACADEMIC RESOURCES

Office	Location/Web Address	Phone Number
Academic Calendar:	bellevuecollege.edu/studentcentral/calendar/	
Admissions Process: Orientation:	bellevuecollege.edu/welcome/start/	
Course Catalog	catalog.bellevuecollege.edu	
Common Course Numbering	bellevuecollege.edu/courses/ccn/	
Degree Audit	bellevuecollege.edu/degreeaudit/	
Transfer Credit Evaluation	bellevuecollege.edu/enrollment/transfer/	
GED Testing	B142, Student Affairs Building bellevuecollege.edu/deved/ged/	(425) 564-2438
Parent Central	bellevuecollege.edu/studentcentral/parentcentral/	



STUDENT SUPPORT RESOURCES

Office	Location/Web Address	Phone Number
Academic Success Center	D204, bellevuecollege.edu/asc/	(425) 564-2200
Autism Spectrum Navigators (ASN) Program	D260, Library Media Center, bellevuecollege.edu/autismspectrumnavigators/	(425) 564-2764
Center for High School Programs	B233, 2nd floor, Student Affairs Building, bellevuecollege.edu/programs/highschool/ Career Education Options (CEO) - bellevuecollege.edu/ceo/ College in the High School - bellevuecollege.edu/chs/ Running Start - bellevuecollege.edu/runningstart/ Summer Enrichment - bellevuecollege.edu/summerenrichment/ Tech Prep College Connections - techprepcc.org/	(425) 564-2026
Counseling Center	B234, Student Affairs Building, bellevuecollege.edu/counseling/	(425) 564-5747
Center for Career Connections & the Women's Center	B231, bellevuecollege.edu/careers/	(425) 564-2279
Disability Resource Center (DRC)	B132, bellevuecollege.edu/drc	(425) 564-2498 TTY (425) 564-4110 Skype for ASL users: 'DRCatBC'
Early Learning Center	Building Q, bellevuecollege.edu/childcare	(425) 564-2240
Library Media Center	D126, bellevuecollege.edu/lmc	(425) 564-2252

STUDENT SUPPORT RESOURCES

Office	Location/Web Address	Phone Number
LGBTQ Resource Center	C212, Student Union Building, bellevuecollege.edu/diversity/LGBTQ	
Office of International Education and Global Initiatives (OIEGI)	bellevuecollege.edu/oiegi/	
Multicultural Student Services	B233, Student Affairs Building bellevuecollege.edu/mcs	(425) 564-2208
TRiO	B234, Student Affairs Building bellevuecollege.edu/TRiO	(425) 564-5745
Veteran Services	C230, Student Union Building bellevuecollege.edu/veterans	(425) 564-2220
Online Services for Students bellevuecollege.edu/services/		
Academic Tutoring	bellevuecollege.edu/asc/tutoring/	
The Math Lab	bellevuecollege.edu/asc/math/	(425) 564-2492
The Reading Lab	bellevuecollege.edu/asc/reading/	(425) 564-2494
The Writing Lab	bellevuecollege.edu/asc/writing/	(425) 564-2200
ITS Service Desk (Computer Lab Locations, Printing Kiosks, etc)	A109, bellevuecollege.teamdynamix.com/TDClient/Home/	(425)-564-HELP

CAMPUS RESOURCES

Office	Location/Web Address	Phone Number
Art Gallery	D271, bellevuecollege.edu/galleryspace	(425) 564-2788
Associated Student Government of Bellevue College (ASG)	C212, Student Union, bellevuecollege.edu/organizations/student-government	(425) 564-6150
Athletics	G100, bellevuecollege.edu/athletics/	(425) 564-2351
Campus Activities Board	C212, Student Union	(425) 564-2448 (425) 564-5091
Fitness Center	G104, Gymnasium	Fitness Center
Food Service	1st floor, C-Building, bellevuecollege.edu/dining/	(425) 564-2291
Housing	Building H, bellevuecollege.edu/housing	(425) 564-1700
ID Office/ Business Center	C106, bellevuecollege.edu/pals/	(425) 564-2997
Music(Choral/ Instrumental/ Music Education Club/ Private Instruction)	A160D, bellevuecollege.edu/music/	(425) 564-2089
Parking	Public Safety, D171, bellevuecollege.edu/publicsafety/	(425) 564-2400
Radio Station KBCS, 91.3	House 5 KBCS.fm	(425) 564-2427
Student Programs	C212, Student Union, bellevuecollege.edu/stupro	(425) 564-6150

CAMPUS RESOURCES

Office	Location/Web Address	Phone Number
Student Programs Leadership Institute	bellevuecollege.edu/leadership/	(425) 564-6150
Television Station: The College Channel	D152, bellevuecollege.edu/resources/stations	(425) 564-2438
Theatre Arts (Dance and Drama)	E100B, depts.bellevuecollege.edu/theatrearts	(425) 564-2319
Volunteer Center	bellevuecollege.edu/pals/	(425) 564-2297
Wellness Center	G128, bellevuecollege.edu/pe/wellnesscenter/	(425) 564-2391
The Watchdog (Student Newspaper)	C212, Student Union, thewatchdogonline.com	(425) 564-2435
Student Funded Programs	bellevuecollege.edu/organizations/studentledprograms	(425) 564-6150
Student Clubs	bellevuecollege.edu/organizations/student-clubs , bellevuecollege.edu/organizations/status/chartered/	(425) 564-6150
Sustainability	bellevuecollege.edu/sustainability/	(425) 564-2720
Rent a Bike	bellevuecollege.edu/pals/2017/10/16/rent-a-bike/	(425) 564-2997
Buy Discount Movie Ticket	bellevuecollege.edu/pals/2017/07/24/buy-discounted-movie-tickets/	(425) 564-2997
Student ID Card	bellevuecollege.edu/pals/2018/06/04/need-a-student-id-card/	(425) 564-2997

COLLEGE SURVIVAL GUIDE

WORDS TO KNOW TO SURVIVE COLLEGE



Academic Concentration

Specialization in one academic discipline or field of study is called “academic concentration” at BC; also see “major.”

Academic Year

Usually this refers to the September–June school year. In some cases it refers to the entire year.

Accreditation

Certification that a school or an instructional program meets standards set by an outside reviewing organization. Many forms of financial aid are available only to students attending accredited institutions.

Admission

Approval for a student to attend an educational institution. The admission process usually involves an application form and may require transcripts or other supporting documents.

Application

The first step in requesting admission to an institution of higher education. Usually there is a form to fill out by a certain deadline; sometimes there is an application fee to pay.

Articulation

A formal agreement between high schools and colleges or between community/technical colleges and baccalaureate institutions, designed to make it easy for students to move from one educational level to the next without any gaps or repetition in their coursework.

Assessment

A method of determining a student’s knowledge or skill level, such as an exam, often taken to find his or her best placement or starting level in a series of courses in English, foreign languages, math, or science.

At BC, assessment also refers to determining skills and abilities as learning outcomes in the college’s general education program.

Associate Degree

A diploma earned after successfully completing a required program of study in a community or technical college. It typically requires 90 or more credits and takes two years of full-time study. Some associate degrees enable students to transfer to baccalaureate colleges and universities, others prepare students to go right into the workforce in a professional/technical field.

Audit

A student who audits a course formally registers for it and attends class sessions but earns no credit and has no obligation to complete homework projects or take tests.



Baccalaureate or Bachelor's Degree

A baccalaureate institution, is a college or university which is entitled to grant a baccalaureate or bachelor's degree.

Basic skills

Usually refers to a level of competency – specifically in reading, writing, and mathematics – which is required for successful college-level work in all fields of study.

Catalog

A comprehensive resource published which lists college regulations, program and course descriptions, degree and graduation requirements, transfer requirements, and other essential information. (Published annually at BC.)

Certificate

A document granted by a college or university indicating that a student has successfully completed specified courses and requirements (compare with degree, which usually requires more time and coursework).

Class Schedule

(1) A publication listing detailed course and section information (days, times, room numbers, etc.) for a specific semester or quarter. (published quarterly at BC)

(2) The specific courses that an individual student is taking or plans to take for a given semester or quarter.

College-level Study

Curricula and instruction that assume the student has already mastered certain skills and abilities and has the level of commitment needed for postsecondary school work. Compare to developmental-level study.

At BC, college-level courses are numbered 100 or above.

Commencement

The ceremony at the end of an academic year when students receive their degrees or diplomas (compare to graduation).

Common Course Identifier

Common Course Numbering

The Common Course Numbering system identifies courses that are commonly shared among Washington community and technical colleges. Visit bellevuecollege.edu/ccn for more information.

Competency

In “competency-based” courses or instructional programs, students must demonstrate certain skills and abilities (instead of just earning passing grades in classes) before moving from one level to

the next or earning the final certificate or degree.

Credit

A unit of measure for college work. Generally speaking, one credit hour represents one hour of classroom instruction each week for one term, plus the study time, homework, etc. that go along with it.

Credit Load

The total credit value of the courses a student is currently enrolled in.

Curriculum

(plural: curricula)

(1) An established sequence of information to be learned, skills to be acquired, etc. in a specific course or in a complete instructional program.

(2) Collectively, all the courses offered by a department, division, or college.

Dean

An academic administrator or official at a school, college, or university, especially one with responsibility for students or faculty.

Degree

A rank conferred by a college or university and earned by a student who has successfully completed specified courses and requirements (compare with certificate,

which usually requires less time and coursework).

Developmental-level Study

Instruction that helps students improve their English and math abilities and prepare them for college-level study.

At BC, developmental-level courses are numbered 99 or below.

Discipline

(1) A subject; field; branch of knowledge or learning ("he teaches in the related disciplines of physics and astronomy")

(2) Orderly behavior ("instructors are responsible for maintaining discipline in their classrooms")

(3) Correction or punishment for disorderly behavior ("she disrupted the class repeatedly, so the college will begin disciplinary action").

Distribution Requirements

Course requirements included in an instructional program to make sure that the student is well-rounded and gains some perspective outside his or her specific focus or major.

Drop

To cancel registration in a course after enrolling into it. Students often add and drop courses before settling on a class

schedule for a particular quarter. See also withdrawal.

eLearning

Instruction which does not require students to come to the campus; can include correspondence courses, televised or videotaped lectures, online courses (Internet and email), etc.

Elective

A course that is not required for a particular instructional program. Many programs require a certain number of elective credits, and many recommend certain electives for students to choose from.

Entry Code

The 5-digit number students get from the division office allowing them to register for a class that requires prerequisites or "permission of instructor" at a school. At

Evaluation

(1) The process and standards by which an instructor judges a student's work and assigns a grade.

(2) At BC, the process of determining that a student has met all requirements to complete a degree or certificate and is ready to graduate.

Finals Week

The last week in the academic quarter in which final exams are given. Normal class schedules often vary during finals week. Exam schedules are printed in the credit class schedule every quarter and also posted on the website (for example, bellevuecollege.edu/classes/exams/spring.as) for student convenience.

FAFSA (Free Application for Federal Student Aid)

The application required for students to be considered for federal student financial aid. The FAFSA is processed free of charge and is used by most state agencies and colleges. There is a form for each academic year. FAFSA forms are available from high schools and on the website fafsa.ed.gov.

Freshman

A student in the first year of a typical four-year baccalaureate degree program (or one who has earned fewer than 45 quarter credits or 30 semester credits so far).

GED® (General Education Development)

A certificate representing the equivalent of a high-school diploma.

General Education

At BC, a set of requirements designed to help every graduating student achieve competence in a variety of learning outcome areas.

Grade

A formal indicator of a student's overall performance in a course, recorded on the official transcript. Traditional letter grades are "A" for outstanding achievement, "B" for high achievement, "C" for satisfactory achievement, etc.

Grade Point Average (GPA)

The GPA is computed by multiplying the number value of the grade earned in each course (generally, A=4, B=3, C=2, D=1, F=0) times the number credits for each course, then dividing the result by the total number of credits taken.

Grant

A type of financial aid that does not have to be paid back after the student leaves school. Grants are available through the federal government, state agencies, and educational institutions.

Hybrid Course

A course that is partially held on campus and partially online.

Incomplete

A temporary grade given to a student who is doing satisfactory work but is forced by illness or other emergency to miss an exam or a major assignment. The instructor and student arrange how and when the student will complete the work and have the "I" changed to a final letter grade. At BC, the student must finish the incomplete work within one academic quarter.

Independent Study

An arrangement that allows a student to earn college credit through individual study and research, usually planned with and supervised by a faculty member.

Internship

A supervised short-term apprenticeship or temporary job in a real-world setting closely related to a student's field of study. The student may or may not be paid but earns college credit for the work experience. See also practicum.

Junior

A student in the third year of a typical four-year baccalaureate degree program (or one who has earned 90-135 quarter credits or 60-90 semester credits so far).

Late Start Classes

Classes that begin after the official first week of the quarter.

Learning Outcomes

What students are expected to know and to be able to do as a result of their experience at the college and, more specifically, as a result of completing their general education requirements.

Lower Division

The courses students are generally expected to complete during the first two years of a typical four-year baccalaureate degree program.

Major

Specialization in one academic discipline or field of study. At BC, this is called "academic concentration" in a particular subject.

North Campus

As of spring 2011, BC's Continuing Education administration and classes are located in a facility in north Bellevue, just off 148th at SR 520.

No-show

A student who registers into a course but never goes to class. At BC a no-show student will receive an "F" for the class on his or her transcript.

Noncredit

Courses or instructional programs which do not require extensive homework or examinations and which do not offer college credit. Students frequently take noncredit courses for basic skills improvement, job training or career enhancement, or personal enrichment.

Online Courses

Instruction which does not require students to come to the campus and uses the Internet and/or email.

Open Admissions

The policy of some colleges to admit nearly all applicants, regardless of high school grades and admission test scores. It means different things at different schools. Community and technical colleges in Washington State admit anyone who is over 18 or has a high school diploma or GED.

Pass/Passing

At most schools, a student will earn credit and "pass" a class with a grade of "A" through "D." A student who earns an "F" grade fails the class and earns no credit. Different schools have different standards, so a student who passes a class with a "D" may or may not be able

to use that class to meet prerequisites or fulfill requirements.

Placement

The appropriate level to enter a series of courses, based on the student's skills ("since she learned so much Spanish in high school, she can place into Spanish 201 in her first year at college"); often used in the context of basic skills subjects such as mathematics or English composition. See also assessment.

Pluralism

Refers to a proactive and ongoing engagement with diversity and a commitment to learning to understand across differences. Thus, pluralism requires active listening and dialogue to achieve understanding with others.

Practicum

A course that includes job-related activities and stresses the practical application of theory in a field of study. See also internship.

Prerequisite

A course that must be completed (often with a certain minimum grade) or a skill that must be demonstrated before a student can enroll in a more advanced course (for example, first-year French is a prerequisite for second-year French).

Professor

Not all faculty are professors. To be a professor at BC, an instructor must be tenured and then may be designated as an assistant professor, associate professor, senior professor or full professor. In higher education, tenure is a permanent job contract, granted only after a designated number of years of experience and after an intensive and protracted process of reviewing and vetting, followed by a successful tenure review.

Refund

Tuition and fees that are paid back to a student who has withdrawn from a course. At BC, the amount to be refunded depends on how many credits the student is taking and exactly when the student dropped the course(s).

Register/Registration

To sign up or enroll in a course or courses. "Registration activity" includes enrolling, dropping/withdrawing, choosing "pass/fail" in place of letter grades, making payments, etc.

Requirements

Minimum standards defined by the college, for example for admission or graduation.



Resident

For purposes of calculating a student's tuition and fees, someone who has lived in the state for a specified length of time as shown by specified types of evidence.

Scholarship

- (1) A type of financial aid grant. Organizations may give scholarships according to academic achievement, financial need, or any other basis. Usually there is a competitive application process.
- (2) A person's ability and expertise in a particular discipline of study ("I've always admired Dr. Busacca's scholarship in Italian art and literature").

Section

A specific class with its own unique days, hours, location, and instructor. A number of sections of a certain course may be offered during a quarter or semester, each with different days, times, locations, and instructors but presenting the same curriculum.

Senior

A student in the fourth year of a typical four-year baccalaureate degree program (or one who has earned 135-180 quarter credits or 90-120 semester credits so far).

Sophomore

A student in the second year of a typical four-year baccalaureate degree program (or one who has earned 45-90 quarter credits or 30-60 semester credits so far).

Syllabus

An outline plan for a particular class, including textbook requirements, class meeting dates, reading assignments, examination dates, the instructor's grading standards, etc.

Term

A unit of time that can refer to either a quarter or a semester, depending on which system the college or university follows.

TOEFL (Test of English as a Foreign Language)

A standardized test which assesses the English language abilities of students who are not native English-speakers.

Transcript

An official record of the courses and quarter credits a student has taken at a college or university, the grades and degrees or certificates earned, and any awards and honors received.

Transfer

To move from one college or university to another and have the second institution recognize and accept some or all of the courses taken and credits earned at the first.

Tuition & Fees

Tuition is a student's basic payment towards the cost of instruction at a college or university. Most institutions also charge fees for laboratory equipment and materials, computer use, parking, and other miscellaneous costs.

Undergraduate

A student who has not yet earned a bachelor's degree; also refers to the courses and instructional programs such a student enrolls in.

Upper Division

The courses students are generally expected to complete during the last two years of a typical four-year baccalaureate degree program.

Wait List

A wait list offers students who sign up a fair and consistent method of being enrolled in a full class if openings occur.

Waiver

To waive a right or a claim is to voluntarily give it up.

(1) If a student meets specific criteria, the college may waive some of his or her tuition and fees (that is, some of the money owed to the college will be forgiven).

(2) If a student demonstrates certain knowledge and abilities, the college may waive a course prerequisite (that is, allow the student to take the class even though he or she hasn't completed the listed requirements for it).

Withdrawal

The process of formally dropping a class or classes after the quarter has started.

Work-study

A type of financial aid which pays students to work part-time, often on campus, during the academic year.

COLLEGE POLICIES

STUDENTS RIGHT-TO-KNOW ACT: The Student Right-to-Know Act requires that institutions receiving Title IV funding disclose specific information about the college. Information about Bellevue College and its campus is available for review for our students, which also includes the bachelor degree students, on BC's website at bellevuecollege.edu/legal/publicdisclosure/. You can also access much of this information through out the annual Course Catalog, including BC website links.

Accreditation	bellevuecollege.edu/about/college/accreditation/
Affirmation of Inclusion	bellevuecollege.edu/legal/publicdisclosure/#inclusion
Costs of Attending BC	bellevuecollege.edu/enrollment/tuition/
Degree & Certificate Programs Available at BC	bellevuecollege.edu/programs/degrees/
Directory – Faculty and Staff	bellevuecollege.edu/directories/
Disability Access	bellevuecollege.edu/accessibility/
Drug-Free Environment	bellevuecollege.edu/policies/4/4500_Drug_Free_Environment.asp
Enrollment Policies	bellevuecollege.edu/legal/%20publicdisclosure/#enrollment-policies
Equal Opportunity in Education & Employment	bellevuecollege.edu/policies/4/4150_Equal_Opportunity_in_Education_and_Employment.asp
Equity in Athletics	bellevuecollege.edu/legal/publicdisclosure/#athletics
Family Education Rights & Privacy Act (FERPA);	bellevuecollege.edu/legal/publicdisclosure/#ferpa
Disclosure of Student Information	ed.gov/policy/gen/guid/fpco/ferpa/index.html
Financial Aid	bellevuecollege.edu/legal/publicdisclosure/#financialaid
Gainful Employment Information	bellevuecollege.edu/legal/publicdisclosure/#gainful-employment
General Educational Development (GED)	bellevuecollege.edu/legal/publicdisclosure/#ged
Graduation/Transfer Completion	bellevuecollege.edu/legal/publicdisclosure/#gradrates
Limitation of Liability	bellevuecollege.edu/legal/publicdisclosure/#liability
Maps	bellevuecollege.edu/about/gettinghere/maps/
Public Safety Report	bellevuecollege.edu/publicsafety/reports/
Smoking on Campus	bellevuecollege.edu/legal/publicdisclosure/#smoking
State Support for Higher Education	bellevuecollege.edu/legal/publicdisclosure/#statesupport
Student Profile	bellevuecollege.edu/about/college/facts/
Transfer Students Rights and Responsibilities	wsac.wa.gov/sites/default/files/TransferStudentRightsResponsibilities_8-13.pdf

Bellevue College expects students to be aware of and follow college rules and regulations as published in the catalog, quarterly schedule, college website (bellevuecollege.edu), and other official publications. Students will be held accountable for following all procedures for which they have a responsibility. These include but are not limited to:

Student Code of Conduct (Chapter 132H-125 WAC)

The Student Conduct Code of Bellevue College (WAC 132H-125) outlines the rights and responsibilities of students in the Bellevue College community. These rights and responsibilities include due process rights, appeal routes and behavior expectations. The Student Code can be found at the following links:

bellevuecollege.edu/studentconduct

bellevuecollege.edu/policies/id-2050/

Policy/Procedure	Policy/Procedure #
Academic Forgiveness Policy	3210/ 3210P
Academic Standing	3200/ 3200P
Animals On Campus	6520/ 6520P
Children On Campus	6500/ 6500P
Classroom Behavioral Standards	3450/ 3450P
Complaint Policy	1450/ 1450P
Copyright and Fair Use Policy	3600
Copyrighted Digital Materials	2900/ 2900P
Discrimination, Harassment and Retaliation	1440/ 1440P
Drug-Free Environment	4500
Equal Opportunity	4100/4150
Family Education Rights and Privacy Act (FERPA)	2600/ 2600P
Financial Responsibilities	7200/ 7200P
Grading	3000
Hazing	2100/ 2100P
Parking and Traffic Regulations	6200/ 6200P
Posting	6550P
Refunds and Administrative Fees	7300/ 7300P
Sexual Harassment	1440/ 1440P/ 1440P2
Smoking on Campus	6350
Student Academic Disputes	1450P2



EMERGENCY PROCEDURES

DEPARTMENT OF PUBLIC SAFETY

D171 (South end of the D building and west of Carlson Theater)

[*bellevuecollege.edu/publicsafety/*](http://bellevuecollege.edu/publicsafety/)

EMERGENCY RESPONSE

This section contains the steps to follow in case of fire, medical emergency, earthquake, or other crises. These procedures will help prevent or minimize injury to BC students, employees, and visitors. Please read and learn the steps for each emergency procedure. To follow each procedure correctly, learn the location of all first aid stations, fire alarm boxes, and fire extinguishers. The emergency maps posted in classrooms, offices, and stairwells show these items as well as the evacuation routes and assembly areas. **At BC sites other than the main campus, call 911 first in any life-threatening situation.**

IN CASE OF... CALL:



EMERGENCIES
▶ **CALL 911**



NON-EMERGENCIES
▶ **(425) 564-2400**



RECORDED HOTLINE
▶ **(425) 401-6680**

EVACUATION OF BUILDINGS

If Security or other emergency personnel direct you to evacuate any college building –

1. Walk – do not run – to the nearest exit.
2. If you are on an upper floor, walk down the stairs. Do not use the elevators.
3. Evacuate to the outside of the building complex, toward the parking areas. (See the emergency map for the evacuation route and meeting location.) If you are on the main campus, do not evacuate into the central courtyards.
4. Assist disabled or injured persons who are not able to leave the area quickly by themselves.
5. Do not re-enter the buildings until Security or other emergency personnel advise you that it is safe.
6. Remain on campus until directed to leave.

FIRST AID/MEDICAL EMERGENCIES

If danger is imminent, call 911 first, and then call Public Safety.

In the case of injury or some other medical emergency –

1. Call Public Safety at ext. 2400 (or 564-2400 from a main campus public pay phone; it will be a free call). State that medical aid is needed and describe:
 - your location, including the building and room number if you know them,
 - the campus phone number from which you are calling,
 - the location of the injured/sick person (if different from your location),
 - the person's present condition (e.g., bleeding, breathing erratically, unconscious),
 - the nature of the injury or medical problem if the person has been able to tell you what is wrong.

2. Public Safety will call an aid car if needed. A Security officer will arrive at the scene as soon as possible.
3. After calling Public Safety, return to the injured person; do not leave the scene or leave the injured person alone again.
4. Do not move the injured person.
5. Give first aid if you are qualified to do so.
6. If you are in doubt or are unable to reach Public Safety, call 911 from a pay phone (as a free call on the main campus) or 911 from a campus phone.

FIRES

If you hear a fire alarm, evacuate immediately.

If you see or suspect a fire and no alarm is sounding yet, then –

1. Call Public Safety at ext. 2400 (564-2400 from a main campus public pay phone; it will be a free call). State that there is a fire and describe:
 - your location, including the building letter and room number,
 - the campus phone number from which you are calling,
 - the exact location of the fire,
 - the extent of the fire (small, large, etc.) and type of fire if you can identify it (wastepaper basket, electrical, chemical, etc.).
2. Public Safety will call the Fire Department. A Security officer will arrive at the scene as soon as possible.
3. If you are on the Main Campus, pull a manual fire alarm. See the emergency map for the nearest alarm box.
4. You may attempt to extinguish the fire yourself if you know how to do so (however, it is more important to avoid injuring yourself or others). See the emergency map for the closest fire extinguisher.
5. Evacuate the area.
6. If you are in doubt or are unable to reach Public Safety, call 911 from a main campus pay phone (as a free call) or 911 from a campus phone.

EARTHQUAKES

During the earthquake:

1. Stay calm and stay where you are.
 - If you are indoors, stay indoors. Take shelter under a desk or table or along an inner wall. Move away from windows, outside walls, glass walls, or outside doors – these are danger areas.
 - If you are outdoors, stay outdoors. Move away from overhead electrical wires, poles, or anything that may shake loose or fall.
2. Assist disabled or injured persons to find and stay in sheltered areas.
3. Remain in your sheltered area until the shaking stops, then evacuate the buildings if necessary (e.g., if there is power loss or serious damage).

After the earthquake:

1. Be prepared for aftershocks, which may be as strong as the initial quake.
2. Evacuate the buildings if instructed to do so. After the “all clear,” be very careful when re-entering any buildings.
3. Do not use any open flames until advised that there are no gas leaks.
4. Stay away from fallen or damaged electrical wires.
5. If there is a fire or serious injury, follow the steps given in those sections.

ACTS OF VIOLENCE

If danger is imminent, call 911 first, and then call Public Safety.

If you see any violent or threatening behavior which you think is an immediate danger to people or property –

1. Stay calm.
2. Secure your own safety and the safety of others around you. Remain where you are until it is clearly safe for you to leave the area.
3. Call Public Safety at ext. 2400 and 911. (From a main campus pay phone dial 564-2400 or 911; the calls will be free.)
Describe the following:

- the location where the incident took place/is taking place,
 - the individual(s) involved in the violence (physical features, clothing, etc.), and
 - any weapons involved.
4. Cooperate with Public Safety and with local law enforcement personnel when they have responded to the call and taken control of the situation.
 5. If you are a witness, be prepared to make a statement describing what you saw, what happened when, etc.

HAZARDOUS SUBSTANCES

If you deal with hazardous substances as part of a work assignment or course of study, be aware of the dangers and follow appropriate safety procedures at all times.

If there is an accident involving the hazardous substances, follow the steps listed here.

1. If you notice something out of place that you can't readily identify – a suspicious object, odor, spilled or leaking liquid or powder, etc. – it's best to treat it as a hazardous substance until proven otherwise.
2. In the case of a suspicious odor, open doors & windows, turn off any fans, then evacuate the area immediately.
3. In the case of a suspicious object, powder, or liquid,
4. Do not disturb it, touch it, or sniff it;
5. Do not smoke or strike a light near it, and extinguish any open flames nearby;
6. Turn off electrical equipment near it (especially fans);
7. Secure or block off the area around it.
8. Call Public Safety at ext. 2400 (or 564-2400 from a public pay phone; it will be a free call). Describe the hazardous substance and its location.
9. If you are in doubt or are unable to reach Public Safety, call 911 from a pay phone (as a free call) or 911 from a campus phone.

If you see a suspicious object on campus:

1. Stay calm.
2. Call Public Safety at ext. 2400 (or 564-2400 from a main campus public pay phone; it will be a free call). Describe the object and its location.

3. Follow instructions concerning securing or evacuating the area.
4. Do not touch or disturb the suspicious object.
5. Do not touch or operate electrical appliances or circuitry near it.
6. Do not operate radio communications equipment near it.
7. Do not smoke near it.
8. A Public Safety officer will arrive as soon as possible. Public Safety will contact local law enforcement and emergency response agencies if necessary.
9. If you are in doubt or are unable to reach Public Safety, call 911 from a pay phone (as a free call) or 911 from a campus phone.

CAMPUS CLOSURES

Severe weather conditions or damage resulting from fire, earthquake, or other disasters may require the college to close. The President or her designee is responsible for making the decision to cancel classes and/or close all college offices.

If the conditions develop during a regular working day, efforts will be made to notify all faculty, staff, and students present at that time. Off-campus notifications (radio stations, message line, website, alert system) will begin immediately.

If the conditions develop on a weekday evening and a decision is made to close the campus, the evening administrator on main campus and the evening coordinator at off-campus sites will be notified and will inform faculty, staff, and students present at that time. Off-campus notifications will begin.

If the conditions develop overnight or over a weekend, the President or designee will notify senior administrative staff as soon as possible before 10:00 pm or after 5:00 am.

To find out if the college is closed:

- call (425) 401-6680 for a recorded message; or
- check the BC website bellevuecollege.edu; or
- tune in to local radio & TV stations.

It is recommended, for your convenience, that you sign up for the email and text message Alert System.

GET UP-TO-DATE CLOSURE INFO

► **Call the 24 hour recorded message:**
(425) 401-6680

► **Subscribe to receive BC automated text message or email alerts**
bellevuecollege.edu/alerts/
(students and employees only)

► **Browse to schoolreport.org or other regional news sources.**



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MOBILE SAFETY

PARKING ON CAMPUS

Public Safety, D171, (425) 564-2400

bellevuecollege.edu/location

The college maintains more than 3,200 student parking spaces, with reserved areas for specially permitted vehicles, [i.e., with a LEFE permit; carpools (3+ people per car with a carpool permit)]; and drivers with disabilities with state-issued permits.

Day and Evening Parking Restrictions (WAC 132H-116-415): Students, staff, and faculty may obtain day and/or evening parking on campus to the extent spaces are available as follows:

1. Student parking from 6:00 a.m. to 3:00 p.m. is limited to only those areas designated as student parking.
2. Staff/faculty parking from 6:00 a.m. to 3:00 p.m. is limited to only those areas designated as staff/faculty parking.
3. Quarterly/annual permits must be displayed on the driver's side bottom corner of the front windshield.
4. Daily/weekly passes must be displayed face up without obstruction on the dashboard.
5. Parking after 3:00 p.m. for students, staff and faculty is available in all designated non 24-hour parking areas with the exceptions of parking spaces reserved for the disabled, the college motor pool and specifically signed reserved area.

Parking Permits: Must be purchased online at <http://permitsales.net/bellevuecollege> and are mailed to you. Parking lots 4, B-1, B-2, C-5, and D-1 are reserved for employee permits 24 hours a day Monday-Friday. Daily passes are available at pay stations located in the visitor/daily metered parking lots. For rates and answers to frequently asked questions, go to bellevuecollege.edu/publicsafety/parking. For your protection, do not park in the Eastgate Park & Ride. That facility is for bus commuters only and violators are towed, which is inconvenient and costly.

Enforcement: Parking and traffic violations remains constant 365 days a year regardless of whether classes are in session or whether it is a holiday (WAC 134H-116-791). Contact Public Safety before leaving a personal vehicle on campus overnight. Unattended and

abandoned vehicles must not remain on campus for longer than 72 hours without prior permission and without a valid permit may be subject to citation and Impound (WAC 134H-116-620). Student and employee parking regulations (lot restrictions) are enforced Monday through Friday throughout the year (WAC 134H-116-415). All regulatory signs (such as 20 minute parking stalls, delivery areas, fire lanes, ELFF staff parking, handicap parking, etc.) are enforced uniformly throughout the entire year (WAC 134H-116-320). Fire zones (red curbs) are enforced throughout the year (134H-116-620).

Citations: Violators of criminal, traffic, and parking laws and regulations are subject to citation (WAC 134H-116-620). **If you do not pay the fine listed on the ticket, the college may delay your registration, place a hold on your transcripts or financial aid, or impound (tow away) your vehicle.**

Appealing Citations: Citations are not forgiven, erased, or forgotten. Citations are audit-controlled, legally enforced civil processes. If you receive a citation and believe it was issued in error or that you have an extenuating situation and want to appeal a citation, then fill out a 'Citation Appeal' at bellevuecollege.edu/publicsafety/parking/citation/. Appeals are referred to the Traffic Court for adjudication.

Collisions and Hit & Runs: If you are involved in a collision or discover that you have been the victim of a hit-and-run, even if it involves just minor damage or personal Injury, immediately report the Incident to the Public Safety Department. Public Safety investigates all collisions that occur on campus (WAC 134H-116-655).

Transportation: bellevuecollege.edu/about/gettinghere/ Students and staff have access to one-on-one transportation assistance at the Transportation Desk (C106). Carpool parking permits are available for carpools of three or more, apply to Public Safety (D171).

Bicycling: A few bikes are available to rent

NOTES

[illegible]

NOTES





BELLEVUE
COLLEGE

QUICK LINKS

Academic Advising bellevuecollege.edu/advising/
Admissions..... bellevuecollege.edu/admissions/
Athletics..... bellevuecollege.edu/athletics/
Campus Life..... bellevuecollege.edu/campuslife/
Campus Services bellevuecollege.edu/resources/
Classes bellevuecollege.edu/classes/
Course Descriptions..... <https://catalog.bellevuecollege.edu>
Degrees & Certificates..... bellevuecollege.edu/programs/
Registration bellevuecollege.edu/registration/
Student Central bellevuecollege.edu/studentcentral/
Student Programs..... bellevuecollege.edu/stupro/

bellevuecollege.edu