



**BELLEVUE**  
**C O L L E G E**

Center for High School Programs  
Bellevue College in the High School

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# **College in the High School**

## **Student Handbook**

**2022 – 2023**

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## ***Greetings from Our Interim President***



### ***Welcome to Bellevue College!***

Congratulations on making a smart decision to register for our Bellevue College in the High School program. You're on your way to earning college credit while completing your high school graduation requirements at the same time. This will save you time and money as you reach your academic and career goals.

Our enrollment team and your high school instructors are committed to providing you an enriching educational experience.

Your success is our highest priority. And when it's time to choose a college after high school, know that we would be thrilled to welcome you as a full time Bulldog! There's so much available to you at Bellevue College—from associate and transfer degree programs to bachelor's degrees in healthcare, computer science, interior design, and more.

I hope you find the information contained in this handbook helpful, and feel free to share it with your parents, teachers and counselors as you develop your education plans.

Wishing you all the best for an exciting and successful academic year.

Gary Locke,  
Interim President, Bellevue College

## ***About Bellevue College in the High School (BCHS)***

Bellevue College in the High School (BCHS) is a concurrent enrollment program that expands education options for high school students. A partnership between local school districts and Bellevue College (BC) provides students with the opportunity to simultaneously earn college credit from Bellevue while fulfilling high school requirements. This arrangement is also sometimes referred to as “dual credit” or “concurrent enrollment” since students earn both high school and college credit at the same time. **Students accumulate college credits and accelerate their academic accomplishments without sacrificing the high school experience.**

In the BCHS program, you will complete college coursework that is taught by qualified high school teachers. The approved high school teacher works closely with BC faculty to ensure the work the students perform in the course is equivalent to the course offered on the college campus. The program is governed by an interagency agreement between the college and the school district that outlines the roles and responsibility of each party.

The BCHS program operates under the standards of the National Alliance of Concurrent Enrollment Partnerships (NACEP). As the sole accrediting body for such partnerships, NACEP works to ensure that college courses offered by high school teachers in their school districts adhere to the highest national standards and support the common interest of effectively and successfully helping bridge the transition from high school to college.

## ***Benefits of BCHS***

- You'll **challenge yourself** with college-level coursework—but **in a familiar environment**.
- **Significant savings!** Save 67% of the cost of regular BC college tuition. Tuition for a 5-credit course at BC is \$595.65, not including fees and textbooks, which can add hundreds of dollars more to the cost. **A single 5-credit class on the UW campus can cost \$2,000.**
- When you complete a course, BC creates a transcript and you can use these credits toward a BC degree or certificate or **transfer credit to other colleges and universities** (always check with the college receiving the credit to check if/how credits will transfer).
- **Save time!** By completing general education courses while you're still in high school, you can enter your major and elective courses more quickly—and finish college sooner.
- **Strengthen your applications to selective colleges and universities** by building an impressive college GPA.
- BCHS students are considered BC students, so you'll have **access to BC resources** such as research databases at the BC Library, help finding internships and summer jobs at the Center for Career Connections, and online tutoring at the Academic Success Center.

## ***About Bellevue College***

Bellevue College (BC) is a public, open-access, community college. As the third largest institution of higher learning in Washington, BC opens the door of higher education to more

than about 20,000 students each year. In addition to a variety of dual-credit programs for high school students, BC also offers 14 bachelor's degrees, 9 associate transfer degrees, 23 professional/technical associate degree programs, and 64 certificates. Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination.

## ***Student Eligibility for BCHS***

Students in grades 9, 10, 11 and 12 are eligible to register for college credit through BCHS. BCHS students need to meet the same [placement and prerequisite](#) requirements as students taking the BC class on campus. Your school district and your teacher generally verify your eligibility in advance by looking at your grades in previous courses, Smarter Balanced and other assessment scores, etc. Chances are that if you are in BCHS classroom, you are eligible to earn college credit. If you have any questions, ask your teacher or email [chsp@bellevuecollege.edu](mailto:chsp@bellevuecollege.edu).

## ***BCHS Compared to Other Dual-Credit Programs***

### **Running Start**

Running Start allows high school students to take courses on a college campus. BCHS courses are taught at the high school. That means that there's no need for BCHS students to juggle their schedules or find transportation to a college campus. Nor are there any extra fees or textbooks to buy. In addition, students in 9<sup>th</sup> through 12<sup>th</sup> grade can participate in BCHS, while students in Running Start must be in 11<sup>th</sup> or 12<sup>th</sup> grade.

### **Advanced Placement/International Baccalaureate**

BCHS courses are actual college courses. Students earn college credit and create a transcript record by registering for and completing the course. In BCHS classes, your grade is based on your performance across the entire course and not just on one exam. Advanced Placement (AP) and International Baccalaureate (IB) courses offer the possibility of earning credit by examination. They prepare students to take the related AP and IB exam, which may allow a student to earn college credit—provided they earn a qualifying score on the exam and provided that the college or university they choose accepts AP/IB credit.

### **CTE Dual Credit**

CTE Dual Credit classes are taught by certified CTE high school instructors in the high schools or skills centers. These courses map to professional/technical degrees at community colleges, but they have limited transferability to universities. Some universities take CTE Dual Credit as elective credit, while others refuse to accept it. BCHS classes are academic transfer courses that are accepted by all public colleges in Washington and the overwhelming majority of (but not all) private colleges too.

The website of the [Washington State Board for Community and Technical Colleges](#) and of the [Bellevue School District](#) both have additional information about dual-credit programs.



## Application and Registration Checklist

The Bellevue College in the High School program allows students to receive college credit for courses completed at their high school.

To receive credit at Bellevue College, the student must complete these five steps.

☐

- **[Declaration of Intent to Participate](#)**

- Each student needs to complete this once every academic year.
- Please list every course you plan to take during the academic year.  
List the teacher(s) name as well.
- Use your full legal name and personal email address for this document as well as the application.

☐

- **[Washington State College Admissions Application](#)**

- Consult [video instructions](#) on how to complete the application.
- Be consistent. Remember to use the same legal name and email address on the application as you did in the intent form.
- Write down your password and/or save it in a password manager. The system will not email your password to you.

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- **[Activate Your Account](#)**

- You will receive a ctcLink ID number from the college at the email address you listed in the application.
- Write down your password and/or save it in a password manager, as well as your security questions and answers.

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- **[Register for Classes](#)**

- Check the [deadlines](#) for each term you wish to register.
- You will need your ctcLink ID number and password.

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- **[Pay the Fees](#)**

- Please pay the CHS fees by the next business day.

## ***Considerations When Earning College Credit in High School***

BCHS courses are transferrable courses. They count toward a variety of degree programs at BC and at other colleges and universities. However, when making decisions about earning college credit in high school, it is advisable to do some research, speak with your high school counselor, career specialist, BCHS staff, or other BC advisors to figure out if and how BCHS credits will apply toward your future degree. Additional information about transferring BCHS credits appears [below on pages 10-11](#). Furthermore, there are two other key aspects to consider:

### **Grade Point Average (GPA)**

**BCHS classes start your college GPA**, and years later your grades earned BCHS classes will still be counted toward your cumulative college GPA. High school students who participate in BCHS courses all have an official college transcript record automatically created for them when they complete the course, just like any other college student. If students attend BC after graduating high school, their BCHS course will already be on their academic transcript, allowing them to take higher-level courses. If they apply to attend college or universities other than BC, those institutions will usually require the student to submit an official BC transcript. **Admissions officers can and often do consider your BCHS GPA when they make admissions decisions to their institutions.** Don't let this fact scare you away from BCHS, but do realize that **you need to take these courses more seriously than the other courses on your schedule.** Bottom line: **when you register for BCHS, you have started college.**

### **Financial Aid**

Students in dual credit programs like BCHS are not eligible for federal financial aid. However, BCHS courses may impact your financial aid eligibility after you graduate from high school. CHS courses do **not** count toward your eligibility or maximum timeframe for Pell Grant, Washington College Grant, or College Bound Scholarship. They may count toward your timeframe for federal student loan programs, but students who successfully complete College in the High School credits while in high school generally need to take fewer student loans while in college. **In general, there are no negative impacts on financial aid for students who successfully complete Bellevue College in the High School courses.**

However, students who fail to earn a passing grade in their BCHS course may experience impacts on future financial aid. BCHS credits count toward your college GPA and are used to evaluate satisfactory academic progress in college. If you are not earning a passing grade in a BCHS class, you should investigate the following options:

- Dropping the course
- Repeating the course the following year (either on the BC campus or as a BCHS course at your high school)
- Applying for a financial aid appeal

If you were unsuccessful in only one or two BCHS courses, a financial aid appeal will almost certainly be accepted, but you will need to be very careful to keep your cumulative college GPA above 2.0 to maintain ongoing financial aid eligibility.

## ***Costs and Fees***

BCHS course fees are \$40 per credit, which is \$200 for a 5-credit course or \$240 for a 6-credit course. Payment is due in full the next business day after you register, unless you are receiving a scholarship from your high school. Scholarships are available for students on free and reduced-price meals in many school districts. Contact your teacher or BCHS staff for details.

## ***Resources Available to BCHS Students***

Never forget that registering for a BCHS class means you are BC student. You are therefore welcome to access all of the resources meant to support and engage BC students. Some of these resources are on campus, but many are available remotely. All of them are valuable, and you should definitely connect to these resources. Here are some of the BC resources that have been especially useful for BCHS students in the past

### [Academic Success Center](#)

- Access tutoring online or on-campus for a variety of subjects, including specialized tutors at the Science Study Center and Reading, Writing, and Math Labs
- Learn from workshops on personal statements, bibliographies, and more

### [Library](#)

- Borrow materials from the Library on campus
- Access a robust set of research databases; these databases generally contain many more journals and resources than your high school library
- Get help from a [reference librarian](#)

### [Center for Career Connections](#)

- Find internships or summer jobs
- Build or polish your resume or LinkedIn profile
- Explore career interests and access career advising

### [Academic Advising](#)

- Plan your educational path to degree completion
- Learn how to transfer to a four-year college or university
- Learn about BC's baccalaureate programs

## ***Academic Honesty, Student Rights and Responsibilities***

BCHS students are college students with the same privileges and responsibilities as students on campus at Bellevue College. Policies at BC support a respectful environment and provide procedures to assure fair treatment and the freedom to teach and learn. Student rights and responsibilities are outlined in the [Student Conduct Code of Bellevue College](#). More information on expectations for academic honesty can be found on BC's [Student Conduct](#) page.

Of particular importance is the College's policy regarding confidentiality of student records, following the guidelines of the [Family Educational Rights and Privacy Act of 1974](#) (FERPA). If a student wishes to give permission to another person (such as a family member) to access to their records, they must first complete a [Student Information Release Authorization form](#) and submit it to Student Central at the college.

## ***Grades***

BCHS courses are dual-enrollment classes. Your BCHS teacher will submit grades to the college. Final grades earned for BCHS college classes follow BC's grading system and standards, the same as those used for all BC on-campus courses. BC's grading standards are often more rigorous than high schools, so the grade you earn on your BC transcript may be different from the grade you are awarded for the high school class. Year-long BCHS class grades are averaged between the two high school semesters. The table below explains how BC's grades translate to a 4.0 GPA scale.

### **Bellevue College Grading Standards**

<i>Outstanding Achievement</i>			<i>High Achievement</i>		
Point Value	4	Grade A	Point Value	3.3	Grade B+
Point Value	3.7	Grade A-	Point Value	3	Grade B
			Point Value	2.7	Grade B-
<i>Satisfactory Achievement</i>			<i>Poor Achievement</i>		
Point Value	2.3	Grade C+	Point Value	1.3	Grade D+
Point Value	2	Grade C	Point Value	1	Grade D
Point Value	1.7	Grade C-	Point Value	0	Grade F
A withdrawal is initiated by the student					
Point Value	None	Grade W			

## ***Course Drops & Withdrawals***

If you decide that you do not wish to take a BCHS course, you may drop it shortly after registering, and it will not create a record on your transcript. However, be sure to consult [Key Dates & Deadlines 2022-23](#) for drop deadlines.

After the drop deadline, you may still withdraw from a BCHS course, but doing so will produce a W grade on your transcripts. W grades do not count toward your GPA. Colleges and universities receiving your transcript will generally not worry about seeing a single W grade, but multiple W grades may impact raise concerns and impact admissions decisions. That said, it is always better to withdraw from a course than to get an F.

If you face an unforeseen situation, such as health issues or a family emergency, after the withdrawal deadline, you have two options.

- 1) **Incomplete grade.** If you have completed more than 70% of the coursework with a grade of C or better, you may [request an incomplete grade](#). Giving an incomplete grade is at the discretion of your teacher. Until you complete your outstanding coursework, you will have an I grade on your transcript. I grades are not factored into your GPA, but they convert to an F grade at the end of the next quarter, so you will need to complete your remaining work before then. Your instructor may set an earlier deadline for you to complete the work. Once your missing work is submitted and graded, your instructor will enter a regular letter grade for the course.
- 2) **Medical withdrawal and refund.** After the regular deadline to withdraw from a BCHS course, you *may still request a medical withdrawal and refund if you or a family member experienced a medical issue that prevented you from successfully completing the course.* [To request a medical withdrawal and refund, you will need to submit documentation from a health care professional.](#) *Students requesting this option typically must withdraw from all of their BC courses that term.* Students approved for a medical withdrawal **and** refund receive an official grade of **“W” on their transcripts.**

## ***Transferring Credits and Credit Acceptance***

Bellevue College offers an excellent college education and many affordable paths to a 2- or 4-year degree. College credit earned through BCHS is academic transfer credit and can be transferred to other 2- and 4-year state colleges in Washington. Credits may transfer as direct equivalents to existing courses at the receiving institution, as general electives, or may satisfy a prerequisite for a required course. Each public university in Washington maintains a website that documents how BC courses transfer into their institution:

- [UW Equivalency Guide for BC Courses](#)
- [WSU Equivalency Guide and Database](#)

You can find other public colleges' information by searching for their “equivalency guide.”

When transferring credits to a private or out-of-state college/university, you are **strongly encouraged** to contact the college/university you plan to attend to verify if and how the credits will be accepted. In general, BCHS credits have high transferability, but not all colleges and universities accept transfer credit, and how transfer classes do or do not meet graduation and general education requirements varies dramatically from college to college.

## Transcripts

You may [access your unofficial BC transcript for free](#). If you need to order and [send an official transcript to another college or university, you may find the procedures on this website](#).

**SENIORS**, when ordering official transcripts, you will be asked when you want your transcripts sent. You have three choices: send now, hold for grades, or hold for degree. You need to select **“hold for grades”** to ensure all grades have been posted. If you do not make that selection, you will have to order another transcript and pay the fee again.

## ***BC Affirmation of Inclusion and Non-Discrimination Policy***

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination. We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

Bellevue College is an Equal Opportunity Employer in accordance with applicable federal and state laws and regulations. Bellevue College does not discriminate on the basis of race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; or veteran status in educational programs and activities which it operates. Bellevue College is prohibited from discriminating in such a manner by college policy and by state and federal law. All college personnel and persons, vendors, and organizations with whom the college does business are required to comply with applicable federal and state statutes and regulations designed to promote affirmative action and equal opportunity.

This policy applies to all programs and facilities, including, but not limited to, admissions, educational programs, and employment.

Coordination of the compliance efforts of BC with respect to equal opportunity and disability accommodation regulations is under the direction of the Vice-President of Human Resources  
Telephone: **425-564-2274** | Email: [hr@bellevuecollege.edu](mailto:hr@bellevuecollege.edu).

Any person can [file a complaint or report a concern](#) online or on campus.

[Bellevue College’s Commitment to Inclusion](#)

## ***Questions?***

### **Contact:**

**Center for High School Programs, College in the High School**

3000 Landerholm Circle SE

Bellevue WA 98007

Phone: 425-564-2026

[CHSP@bellevuecollege.edu](mailto:CHSP@bellevuecollege.edu)