BELLEVUE
COLLEGE
CENTER FOR
HIGH SCHOOL
PROGRAMS

Center for High School Programs

Running Start

Student Handbook

Running Start students are responsible for information in this packet. Please contact us immediately with any questions.

*Due to COVID-19 the Center for High School Programs office is working remote only. Check the Bellevue College website and COVID-19 resource page for the latest information. https://www.bellevuecollege.edu/publicsafety/covid-19-student-portal/

Main Campus Building U

3000 Landerholm Circle SE

Bellevue, WA 98007-6484

chsprograms@bellevuecollege.edu

(425) 564- 4151

Hours of Operation:

Monday - Friday: 8:00 AM - 5:00 PM

Text Remind

Get information from Bellevue College Running Start office right on your phone – in addition to receiving BC emails.

Pick a way to receive messages for Running Start Student Remind Text Group:

- If you have a smartphone, get push notifications On your iPhone or Android phone, open your web browser and go to the following link: rmd.at/dced6h

    - Follow the instructions to sign up for REMIND. You'll be prompted to download the mobile app. If you don't have a smartphone, get text notifications.

- Text the message **@dced6h** to the number 81010

    - If you're having trouble with 81010 try texting @dced6h to (425) 947-2430 Standard text message rates apply.

- Don't have a mobile phone? Go to rmd.at/dced6h on a desktop computer to sign up for email notifications.

Running Start Academic Policy

TERMS and CONDITIONS:

- A student must earn a grade point average of 2.00 or better each quarter to maintain eligibility in the Running Start Program, regardless of the number of credits attempted or earned.
- If any quarterly grade point average falls below a 2.00 ("C" average) the student will be placed on probation. Academic progress will be monitored for the students' duration in the RS program.
- Academic probation may result in restrictions as determined by the Running Start Director. Restrictions may include, but are not limited too: reduced/restricted credit load, mandatory participation in tutoring, and/or mandatory follow up appointments with Director. A study skills class, HD 120, is highly recommended for all students struggling academically.
- If student's quarterly grade point average falls below 2.00 for any two quarters enrolled he/she is no longer eligible for the Running Start Program at Bellevue College.
- The student whose eligibility is suspended for poor academic performance will be notified by mail within one week of the date on which grades are posted. Knowledge of eligibility is available to the student through My Online Services as soon as grades are posted. Grades are due from the instructors the Monday following finals and grades are posted within 48 hours. It is important that running start student keep their contact info up to date for this very reason. Addresses and other contact info can be updated through here. https://www.ctc.edu/~bellevue/stuaddr/waci203.html
- Bellevue College students are expected to know their academic status at all times. It is their responsibility to track their grades during the quarter so that they are aware of their performance at any given time and can address concerns as they arise.

Appealing:

The student has the right to appeal their suspension. Students can appeal their dismissal with the following link Running Start Program at - http://www.bellevuecollege.edu/runningstart/forms/appeal/ The Appeal Form must include the following:

- Provide a clear description of extreme extenuating circumstances that the student feels justify an exception to the Running Start Academic Policy.

- Specify what changes have occurred to ensure the student will be successful academically.
- What is the students plan for success if the student is reinstated to the Running Start Program.
- Provide in additional comments and documentation if the student has a medical situation.

The suspended student who is already registered for the following quarter will lose their Running Start status. In that case a student 18 or older may attend as a full tuition-paying. BC student, and the student must submit a new BC application so the appropriate tuition is charged. Otherwise the student will be dropped from his/her classes. Those who are not yet 18, and have not yet earned a high school diploma or GED, are dropped from BC classes and must return to high school.

We want students experience as a Running Start student to be productive and positive. If students are struggling in classes, there are services available to help, most of which are free (tutoring, advising, workshops). Please do not hesitate to contact us for guidance at chsprograms@bellevuecollege.edu or (425) 564-2026.

This policy pursuant WAC 392-169-075 Academic standards and discipline - Jurisdiction of educational agencies

Frequently Asked Questions:

How Does the Running Start Program Works?

The credits students earn at Bellevue College can, with careful planning, apply to high school graduation requirements and college degree requirements or certificate requirement.

The college tuition is covered through Running Start. The maximum credit eligible through Running Start is based on the student's combined high school and college enrollment. Review the Running Start Enrollment Verification Form for credit eligibility.

Students can register up to 21 credits and self-pay for the number of credits above what is approved per their enrollment verification form. Students who are wanting to take 21 or more will need to follow Bellevue College procedures to request to take over 21 credits.

Bellevue College follows federal guidelines under the Family Education Rights and Privacy Act (FERPA) which means that only students have access to their college grades and records. https://www.bellevuecollege.edu/runningstart/parents/access-to-records/

The grades and credits earned through Running Start at Bellevue College are part of the students permanent college and high school transcripts.

What Does The Running Start Program Offer?

Free college tuition. The maximum credit eligible through Running Start is based on the student's combined high school and college enrollment. See the Running Start Enrollment Verification Form for credit eligibility.

- College instruction taught by faculty who care about student's success
- A wide variety of classes that may not be offered at high school
- Small class size--averaging 25-40 students per class
- Class schedule flexibility--classes are offered during the day, evening, weekend and online.
- Opportunity to participate in all college activities, clubs and leaderships programs except for intercollegiate athletics
- New opportunities to grow and build meaningful relationships
- Opportunity to simultaneously earn a high school diploma and college degree

Does Bellevue College Running Start Program Office Offer Academic Advising?

Yes. The Bellevue College Running Start office offers academic advising to students in the Bellevue College Running Start Program. Please review our website for information

regarding this.
https://www.bellevuecollege.edu/runningstart/advisingeducationalplanning/advising-educational-planning/

How Many Quarters Is a Running Start Student Eligible For?

Eligible students can participate for a maximum of 6 quarters (Fall, Winter, and Spring quarters of the junior and senior years). In accordance with state rules, there is no Running Start in the summer quarter. If the student wants to attend Summer Quarter, they will need to either apply to a different program offered by Bellevue College or apply as a regular student to the college. Restriction may apply based on eligibility requirements.

Can Running Start Students Attend Bellevue College Full-Time or Part-Time?

Yes, Running Start students can take all classes at Bellevue College, or some at Bellevue College and some at the high school. The average credit load for Running Start students is 12-15 credits per quarter (approximately 3 classes). The maximum number of credits for which Running Start will cover tuition is 15 credits per quarter, provided the student does not exceed the combined enrollment limit which is detailed on the Running Start Enrollment Verification Form.

What Challenges do Running Start Students Face?

Parents should take into consideration the maturity level of their student when considering Running Start. Some students who are academically ready may find the independence and fast pace of college classes overwhelming and would benefit from remaining in the high school. The material covered in a quarter which is roughly 11 weeks at the college is the equivalent to what is covered in a year at the high school.

Socialization may be an issue for some students. The high school provides a social network and social experiences for teenagers, some of which may not be available at the college. There is great age diversity on the college campus. Students will be attending classes with adults their parent's age. Some may find this uncomfortable; most find it an enriching experience.

- Transportation is the responsibility of the student. Dependable transportation is a must and student should take into consideration travel time and parking time when planning class schedule.
- The college operates on the quarter system while high schools operate on a semester system causing time conflict with holidays and vacation periods.

Students who attend the college full time will be in school when their friends at the high school are on vacation and vice versa. Students who attend both the college and the high school will always be in school except for an extended vacation period during December.

- The scheduling of college classes may conflict with high school classes or extracurricular activities.
- The high school is the authority on what is required for high school graduation. Care must be given to work closely with the high school counselor to insure graduation requirements will be met.
- As in the case with all BC students there is no guarantee that a RS student will be able to register for a particular class at the preferred time or quarter.
- **Payment for Fees and Tuition** – Always know when payment is due to avoid getting dropped for nonpayment. Students will always have an amount due when a student registers for classes. Registration is not complete until payment is made in full. Here is a link where students can pay their fees online. https://www.bellevuecollege.edu/services/
- **Fee Waiver** - Students may be eligible to receive assistance with the cost of tuition and fees. Please check the High School Programs website for information regarding Running Start Fee Waiver Eligibility. https://www.bellevuecollege.edu/runningstart/forms/

Can Running Start Students Take Online Classes or Evening Classes?

*Due to COVID-19 Bellevue College is currently doing remote learning only. https://www.bellevuecollege.edu/publicsafety/covid-19-student-portal/

Yes, it is the opinion of the Attorney General's office that Running Start students will be treated as regular college students and enrolled in regular college classes. These classes are considered to be within the normal delivery of the college curriculum. Are Online Courses Right For Me? While online (eLearning) classes give more scheduling flexibility, they can be challenging for certain students. Before enrolling in an eLearning class students may want to ask themselves how well the following statements describe them:

- I feel comfortable using reading and writing as my primary means of communication and learning
- I feel I can learn in an environment where oral lectures are not the primary means of learning
- I am self -motivated and can work independently
- I have no problem communicating with my instructor and other classmates through electronic means such as email and discussion boards

- I have no problem asking questions when I don't understand something or need clarification
- I have or will have access to a computer on a regular basis
- I feel comfortable in my keyboarding abilities
- I feel comfortable with basic computer skills such as email, creating and saving files, and downloading files
- I can dedicate approximately 3 hours of work per credit hour to my eLearning class.

If the student answered yes to most of these questions, eLearning could be a good option for Them.

Yes, Running Start students can attend day or evening classes.

What Is The Cost Of The Running Start Program?

The Running Start program covers up to 15 credits of tuition for college level courses (courses numbered 100+), depending on the number of classes taken at the high school. However, there are associated costs with participating in the program, as outlined below.

- Assessment test fee
- Books and transportation costs
- Quarterly fees associated with tuition: Facilities fee, Technology fee, Student Center fee, and Special Services fee. Costs vary per quarter according to enrollment (see Quarterly Class Schedule for details)
- Application for graduation fee

Running Start students may choose to enroll in classes that are below college level (any course that begins with the number '0') or development classes (English 100 or Read 104). Enrollment in these courses is separate from the Running Start program and as such, students are responsible for full tuition for those courses. For example, if a student enrolls in Math 097, the student will be charged tuition for the class according to their residency and the per-credit rate applied for credits between 1 and 10 (See Tuition and Fees). Additionally, Running Start students who enroll in more than their quarterly approved credits will be charged tuition for the credits beyond. Tuition rates can be found here. https://www.bellevuecollege.edu/tuition/

Classes that are (300 level or higher) are also not covered by the running start program and follow the same restrictions as below college level courses.

Note: All tuition and fees are subject to change.

How Do Students Know Which Classes At Bellevue College Apply Towards Their High School Graduation?

The high school counselor at the student's public high school can answer these questions. Students meet with their high school counselor to complete the Running Start Enrollment Verification From. Different schools accept different courses from Bellevue College to meet specific requirements. It is critical that the student works with their high school counselor to make sure that they are meeting their high school graduation requirements.

Running Start students need to meet with their high school counselor every quarter that they are in Running Start to complete an Enrollment Verification Form, even if they are home-schooled. On this form, the high school counselor will indicate what specific graduation requirement each course meets, even if it is an elective.

The ratio is 5:1

Number of Credits at Bellevue College	Class Example	Number of High School Credits
5	(e.g., Math or Sociology)	1
1	(e.g., P.E.)	0.2

Thus, a Running Start student attending Bellevue College full-time (15 credits per quarter) would earn 3 high school credits per quarter x 3 quarters = 9 high school credits in a school year. Students should always check with their high school counselor to discuss high school graduation requirements. Some high schools may require that specific content be covered, so in some cases, students may need to take more than one class to meet a high school graduation requirement.

Is It Possible to Obtain Both a High School Diploma and an Associate's Degree after Completing 6 Quarters in the Running Start Program?

Yes, it is possible to graduate from high school with an Associate Degree at the same time. Typically about 150 Running Start students graduate from Bellevue College every year with an A.A. Degree at the same time they graduate from high school. This takes careful planning, so be sure to ask the Bellevue College Advising Office for advising help toward an A.A. degree. If the students do not plan to graduate from a public high

school, the student has the option of asking the college to issue a State of Washington high school diploma upon completion of an associate degree.

Should I take either the SAT or ACT test if I am in Running Start?

Yes some universities will require either SAT or ACT scores, even if the student earns an Associate Degree from a community college

College Life, what to Expect as a Bellevue College Student

Running Start students are "regular" college students in every sense of the word with the same privileges and responsibilities of any other college student. Running Start students cannot be on a BC sports team but they can be part of a club sport.

What are the Students Responsibility?

Students are expected to meet class deadlines, be prepared for class, ask questions and conduct themselves in a manner that contributes to their own learning and that of the other students in the class. If students are having difficulty or want additional information it is their responsibility to seek out the instructor. Instructors have posted office hours when students can come to see them for help or discussion. Appointments can often be made outside of office hours.

What is the Wait List?

Bellevue College students may only be on one waitlist at a time per quarter. The waitlist should really only ever be used if there are no other sections offered for the class which a student needs or wants to take.

The waitlist closes at 7:00 AM on the last business day before the quarter starts. Students cannot get on the waitlist after this time and the waitlist will also stop automatically enrolling students into classes if a seat becomes available. If a student still wants the class after the waitlist closes, they'll need to follow Bellevue College procedures to get instructor permission.

Review late registration procedures on the Bellevue College enrollment webpage. If a student decides they are no longer interested in the waitlist they must remove themselves from the waitlist through online services. Here is a link regarding waitlist and late registration procedures from the running start website. https://www.bellevuecollege.edu/runningstart/current/waitlist/

What Is the Class Pace Like?

Course subjects are taught and material is covered at a much faster pace in the college than in the high school. For example, the same amount of subject matter in one course that is taught in one year of high school is taught in one eleven week quarter at the college. There is little time for instructors to stop and review lessons for students who do not understand the material or were absent from class. However, instructors encourage students to come to their offices for help.

How Is Homework Different?

College classes demand an average of at least 2 hours of homework for each hour of class. A 5 credit class will have approximately 10 hours of homework each week. Total time commitment for a 5 credit class will be approximately 15 hours a week with no classroom time for homework. The time commitment for 15 credits will be similar to that of a 45 hour job.

How Does Attendance Differ?

*Due to COVID-19 Bellevue College is currently doing remote learning only refer to this page to learn how attendance is handled with online courses. https://www.bellevuecollege.edu/publicsafety/covid-19-student-portal/

Bellevue College students will need to attend the first week of class or at least login to the online or hybrid class. If the a student does not at least do this or notify the instructor they will be missing the first week of class for any reason. The instructor can request enrollment services to have the student dropped from the class.

In general If the student knows ahead of time they will miss class, it is critical that they contact their instructor As soon as possible. Otherwise the instructor may request that the student to be administratively withdrawn from class. The instructor may or may not take attendance. It is the students' responsibility to be prepared each day for class and to meet all deadlines set out by the instructor's syllabus.

Some instructors give pop quizzes and expect all papers to be turned in on time and some offer no make-up opportunities.

Students signing up for classes should ask the instructor for a syllabus so that they know what the course expectation are for the class. Each instructor can have slightly different expectations.

How Does Class Participation Differ?

This is an important and integral part of being a college student. Most instructors require students to participate in class discussions; some even include class

participation as a factor in the student's grade. The students in the classes can range in age from 16 to 80 and students need to be prepared for a variety of opinions.

How are Grades Handled?

Grades can be viewed thru Online Services View Unofficial Transcript approximately one week following final exams. A hard copy of grades will not automatically be mailed to students. However, a record of a Running Start student's quarterly grades will be sent to the high schools. Students are NOT allowed to audit classes. Here is a link for students to check their grades from their unofficial transcript. https://www.ctc.edu/~bellevue/student/waci002.html

How Do I Obtain an Official Transcript?

Students successfully completing classes under the Running Start Program will receive both high school and college credit. The grade reported is part of the permanent college transcript. If students wish to apply to another college, they must list Bellevue College as a college attended and request an official transcript be sent to verify previous college course work. https://www.bellevuecollege.edu/records/official-transcript-request/

What are the Class Sizes Like?

Classes vary in size from 10 to 55 students with the average class size about 30 students. This class size makes it possible for instructors to give individual attention to students who request assistance.

How is Parking Handled at Bellevue College?

*Due to COVID-19 Bellevue College is currently doing remote learning only thus most courses are online only. Feel free to follow this link for more info. https://www.bellevuecollege.edu/publicsafety/covid-19-student-portal/

Daily parking is provided on the main campus (see our parking map online) through pay and display pay meters. Daily parking lots are reserved for daily parking permits only. Daily permits allow students to park in any student parking lot. Contact the Public Safety Office for additional questions or concerns. Website: https://www.bellevuecollege.edu/publicsafety/2018/03/21/general-parking-information/

Permits are required in daily parking lots Monday through Friday 6am to 3pm. On Saturday and Sunday, parking is available in all lots (except reserved parking) without a permit or sticker. This is subject to change.

How Do Parents Access Student Records?

BC follows federal guidelines under the Family Educational Rights and Privacy Act ("FERPA") concerning access to student records. No information will be released

without the student's written consent. With an Information Release on file, only the High School Programs office will give out student information to parent's. We offer this in hopes of keeping communication lines open between HSP staff and parents. https://www.bellevuecollege.edu/runningstart/parents/access-to-records/

How Do Parents Access Faculty and Professors?

In accordance with the guidelines stated in the Family Educational Rights and Privacy Act ("FERPA") faculty will not discuss the student's progress with a parent. It is the student's responsibility to communicate with the instructor regarding progress and/or any other issues.

What is FERPA?

Students at Bellevue College have certain rights regarding their educational records. These rights are part of the federal legislation known as the Family Educational Rights and Privacy Act (FERPA). https://www.bellevuecollege.edu/runningstart/parents/access-to-records/

What are The Students Rights Regarding FERPA?

Inspect and review their educational records within 45 days of the day that the College receives a request for access.

Students should submit a written request to the office of the Vice President for Student Affairs (Bldg. B, room 218) that identifies the record(s) they wish to inspect. The Executive Assistant to the Vice President will make arrangements for access and notify the student of the time and place where the records may be inspected.

Request an amendment of the student education record(s) that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the Vice President, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

NOTE: Students who wish to request a change of grade from an instructor that has been recorded correctly must follow separate complaint procedures. Information about how to challenge a properly recorded grade is available from faculty, advisors, and deans. If the College decides not to amend the record as requested by the student, the Bellevue College Registrar will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosures without consent is to school officials with legitimate education interests. A school official is a person employed or contracted by the College in an administrative, supervisory, academic or research, or support staff position (including campus security personnel); a person, company or agency with whom the College has contracted (such as an attorney, auditor, collection agency, public service agency, education agency or school); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Volunteers and interns serving in any of these capacities are also considered school officials. A school official has a legitimate education interest if the official needs to review an education record to fulfill his or her professional responsibility.

Upon request, the College discloses education records without consent to officials of another schools in which a student is concurrently enrolled, or seeks or intends to enroll.

The College also may publish or provide the following directory information to any person who requests it: Student name, major field of study, participation in officially recognized activities or sports, weight and height of members of athletic teams, dates of attendance or degrees and awards received. In addition, the College provides to military recruiters the following additional directory information: address, telephone listing, date and place of birth, level of education, academic major, and the educational institution in which the student most recently was enrolled.

Students who do not wish the College to release their directory information must notify the Registrar in writing.

For more information regarding FERPA please follow the link. https://www.bellevuecollege.edu/runningstart/parents/access-to-records/

File a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605