



**WELCOME TO RUNNING START
AT BELLEVUE COLLEGE!**

**RUNNING START PROGRAM
STUDENT INFORMATION GUIDE**

Running Start Information Guide

Part 1

- Mission
- About Running Start
- FERPA
- Conduct, Policies, & Procedures
- Title IX
- Resources

Learn more about Running Start at Bellevue College by attending one of our live [Information Sessions](#)

Our Mission Statement

The mission of Bellevue College Running Start Program is to empower the intersection of identities of underage and high school students by offering educational opportunities, challenges, and resources which guide students to take control of their academic entry, progress, and completion.

Additionally, in tandem with [Achieving the Dream](#) the Running Start Program encourages and provides resources for students to take advantage of their dual credit opportunity and guide them along the path to complete their career and educational goals.

What is Running Start

Running Start is a dual credit program intended to provide students an option consisting of attendance at certain institutions of higher education and the simultaneous earning of high school and college/university credit. Running Start was initiated by the Legislature as a component of the 1990 parent and student [Learning by Choice Law](#). Students in grades 11 and 12 are allowed to take college courses at any of the Washington community and technical colleges.

Running Start Students and their families do not pay tuition for the approved number of college credits they are awarded from their high school, but they do pay college fees and buy their own books, as well as provide their own transportation. Students receive both high school and college credit for these classes and therefore accelerate their progress through the education system. The exercise of that right is subject only to minimal eligibility and procedural requirements, which are spelled out, in state administrative rules. See [RCW 28A.600.300](#) for more information.

By doing Running Start all students...

- Boost their college applications by taking college level courses as a high school student.
- Learn how to navigate a college campus early so that if you attend a 4-year school later you are more comfortable with and prepared for college systems and expectations.
- Able to work on prerequisites for the major you wish to pursue in the future. And/or students can earn an Associate's Degree and complete your general education requirements of a Bachelor's degree.
- Become part of a new community!

Cost of Running Start

By participating in Running Start students can save a lot of time and money towards their college education!
However, this is not a completely free program.

Tuition coverage:

A students' school district only covers tuition for the number of credits approved by their High School counselor.

Tuition is charged when a student enrolls in:

More credits than what they are approved for by their High School counselor.

A below 100 level course (for example: Math 098). If you enroll in a below 100 level course, the tuition will be charged to your account within 1-2 business days after enrolling in the course.

Charges for Class and Student Fees:

Class and student fees are not covered, and students are responsible to pay these fees in order to stay registered in their courses. Class fees can be found on the course catalog below a course title.

Find more information about Student fees on the [BC Description of Fees](#).

Running Start is for students who...

- Can manage their time well, meet assignment deadlines and not expect extensions, late assignments, or extra credit options.
- Are ready for college level courses and a much faster pace. One quarter is about 11 weeks long which means an entire course that could take a year to cover in HS will be done in 11 weeks!
- Take initiative and advocate for themselves by communicating with their instructors, seeking out resources on campus, without their parents doing it for them.

Running Start can also be harmful to a student if... they are not ready

- If the student is not able to be successful in their classes and they earn low grades or fail classes, this can have a negative effect on the students college admissions prospects and the ability to earn financial aid in the future.
- The grades earned at BC are **permanent** part of their college transcript, and if the student continues to fail or withdraw from courses this can greatly impact their future college endeavors.

Running Start students are Bellevue College Students. They are held to the same expectations and policies as all other Bellevue College Students.

Students can do Running Start in a variety of ways:

- Student can attend BC **part-time** and explore academic areas of study, participate in music groups or drama productions, or work on their HS graduation requirements by taking a few classes at BC.
- Students can attend BC **full-time** and pursue an Associate's degree to get them ahead in their Bachelor's degree, work on general education requirements for a 4-year school, or work on prerequisites for a specific major.

Courses at BC

BC offers courses in a large variety of topics!

Courses in 8 world languages, Jazz Band, Theater, Engineering, Allied Health programming, Criminal justice, Computer Science, and more!

- Students can enroll in any courses offered at BC if they meet the placement and prerequisites.
- We offer classes on campus, hybrid (half on campus half online), and online!
- As a BC student you have a more flexible schedule. To be more specific: in HS you are in classes all day for up to 6 hours straight – at BC you might have only a few hours of class a few days per week.
- 1 High School Credit = 5 Bellevue College Credits.

Types of Courses

Bellevue College offers three types of courses: **in-person**, **online**, and **hybrid** (a combination of in-person and online). You can see what type of course by looking at the "Section" column under a course when looking at classes in the online course catalog. In-person classes are marked with an "A, B, C, or so on", online classes are marked with "OAS, OBS, OCS...", and hybrid courses are marked with "HYA, HYB, HYC..."

For **online classes there are two ways it can be run**: Synchronous or Asynchronous:

- **Synchronous:** The class has specific days and times that it will meet online. The instructor still uses Canvas for materials, but you are expected to attend class at those days and times listed on your schedule. You still will need to follow all guidelines provided by instructors in the syllabus for the course.
- **Asynchronous:** Any course that says "Online" or "Arranged" with no dates or times is an asynchronous course. The class will not meet at a specific day or time. The instructor will post materials to Canvas, and it is your responsibility to follow their guidelines in the syllabus for the course.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a **Federal law that protects the privacy of student education records**. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. **These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.** Students to whom the rights have transferred are "eligible students." [Additional information on FERPA](#)

The Family Educational Rights and Privacy Act (FERPA)

Guidelines to keep in mind about FERPA and instructor-parent communication:

- Instructors and other college staff **cannot** communicate with parents about a student's educational records in person, via email, or by phone.
- Grade appeals and student complaints **must** be handled by the student and communicated by the student to the instructor, department chair, or dean.
- Parents **should not** come to the instructor's classroom or office in hopes of discussing a student's work.

Student Conduct & College Policies & Procedures

Student Conduct Code of Bellevue College:

- All students are accountable to the Student Conduct Code of Bellevue College
- The Code prohibits cheating, plagiarizing, forgery, fighting, harassment, bullying, and more
- Students can be suspended or dismissed from the college for misconduct
Learn more on the [BC Student Conduct webpage \(Links to an external site\)](#)

Here are some policies that we think you should know about (please click on the links):

[Grade Dispute Procedures](#)

[Repeating a Course](#)

Learn more at the [BC Policies webpage](#)

Academic Standing Policy

Bellevue College is committed to the academic success of its students. The college identifies and alerts students who are not making satisfactory academic progress and provides those students with assistance to improve their academic performance. The Academic Standing Policy applies to all students, with limited exceptions. [3200P Academic Standing \(Procedures\)](#)

Academic Standing Procedures:

Students must earn a **cumulative** and **quarterly** Grade Point Average (GPA) of 2.0 or higher to remain in good academic standing and off of academic probation. The college applies progressive consequences for students who do not achieve a good academic standing at the end of each quarter.

Academic Standing Levels:

- Level 1: [Academic Concern](#)
- Level 2: [Academic Intervention](#)
- Level 3: [Academic Restriction](#)
- Level 4: [Academic Dismissal](#)

Title IX

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits gender-based discrimination in educational institutions that receive federal funds.

Title IX is most associated with gender discrimination in sports and is credited with advancing participation of women in athletics. However, the scope of Title IX is much broader. It prohibits sex and gender-based discrimination in all college programs and activities.

Title IX protection from discrimination extends to faculty, staff and students and includes such things as: sexual harassment, dating violence, domestic violence, stalking, gender-identity sexual violence and pregnancy. It also prohibits retaliation against anyone who makes or participates in a complaint.

Title IX

Title IX is a federal civil right that prohibits gender-based discrimination.

Protections from gender-based or sex-based discrimination are extended to all people on campus regardless of their real or perceived sex, gender identity or gender expression.

Areas covered under Title IX include such things as:

- Gender Discrimination, including Gender
- Identity Sexual Harassment
- Dating & Domestic Violence Sexual Assault
- Pregnancy

*Retaliation directed at anyone who makes a complaint or participates in an investigation is strictly prohibited.

Anyone can report a concern about sexual harassment, sexual misconduct or gender discrimination that impacts a person at Bellevue College. Bellevue College offers multiple points of contact for Title IX concerns and reporting. The College will seek to protect the privacy of the complainant to the full extent possible; however, the only office that can guarantee confidentiality, except as mandated by Washington State Law, is the Counseling Center. **All other employees are required to report Title IX concerns.**

If you want to file a complaint, you can [report online](#).

Compliance & Title IX Officer

Rachel Wellman

Location: C227

Office Phone: 425-564-2641

Call/Text: 425-389-5497

rachel.wellman@bellevuecollege.edu

Title IX Coordinator

Jill Powell-Szep

Location: C227

Office Phone: 425-564-2704

Call/Text: 425-389-5520

jill.powell@bellevuecollege.edu

Learn more about Title IX on the BC Website [Title IX webpage](#)

Disability Resource Center

The Disability Resource Center (DRC) at Bellevue College fosters transformational change to present disability as a valued part of life. DRC provides a wide variety of accommodation services for students, and work to educate the community and foster inclusiveness.

New Running Start Students need to know:

High school students with an IEP or a 504 plan, or struggling in their courses due to physical or mental health reasons, **may be eligible for accommodations** at Bellevue College through the DRC.

- High school accommodations are different from college accommodations.
- Accommodations must be arranged each quarter through the DRC by the student.
- Meet with the DRC to learn more about what your accommodations could be.

Students interested in receiving accommodations at Bellevue College need to work with the DRC. For more information about how to get started please visit the [Getting Started with BC DRC webpage](#).

New Student & the DRC

Visit the [New Students \(Links to an external site\)](#) tab for an overview of how to become registered with the DRC and receive accommodations.

Information regarding your disability is confidential! This means registration with the DRC will not go on any transcripts, will not be shared with other colleges or universities, and is generally not shared with faculty, staff, or other students until you give us permission. We also never share your disability diagnosis, only DRC registration status and accommodation information.

Our office supports students in all High School Programs such as Running Start. Please note IEP/504/accommodations are not automatically transferred to college; you must complete our registration process.

The college might accept Individualized Education Plan (IEP) and 504 plans for documentation but college accommodations are different from high school. [Review accommodation differences from secondary school to high education \(Links to an external site\) to be prepared.](#) These differences will be discussed during our registration process if you have any questions.

Regardless of what medical documentation you may or may not have, please contact our office to have a discussion about how we may be able to support your academic goals. Obtaining documentation may be difficult and want to work with you regardless of what documentation you may or may not have.

DRC Contact Information:

[Disability Resource Center webpage \(Links to an external site\)](#)

Phone: (425) 564-2498

Email: drc@bellevuecollege.edu

Office Location: U001

TTY/Teletype for Deaf or Hard of Hearing: (425) 564-6189

Fax: (425) 564-5110

Counseling Center

[Counseling Center at BC webpage \(Links to an external site\)](#)

BC counselors are trained mental health professionals who can:

- Assist you with personal life challenges and concerns that may be impacting academic performance
- Help you use your values and interests to explore college majors and career choices
- Here to listen and help you move towards your goals
- Support you to maximize your personal, career, and educational potential

Learn more at our [Counseling Center Services webpage \(Links to an external site\)](#)

To schedule an in-person or remote appointment:

<https://bellevuecollege-cc.titaniumhwc.com/ScheduleAppointment>

Call to schedule an appointment: 425-564-5747

Academic Success Center (ASC)

Academic Success Center (ASC) webpage (Links to an external site)

The Academic Success Center (ASC) provides free, high-quality tutoring and learning services for all students enrolled in class/es at Bellevue College.

We have specialized tutoring labs for math and writing as well as drop-in tutoring for most subjects, one-on-one tutoring appointments, workshops, and resources for lending like textbooks and calculators.

Services offered:

- One on one virtual tutoring
- Writing, Reading, and Math labs
- Workshops
- Online Resources

ASC Contact Information:

asc@bellevuecollege.edu 425-564-2200

Building D, Room 204 (Links to an external site)

Benefits Hub

Benefits Hub webpage (Links to an external site)

The Benefits Hub provides a range of free financial services for students, faculty and staff, including emergency assistance, personal finance tutoring, tax preparation, financial aid, and more.

Some of the services offered:

- Housing Support
- Food Access
- Benefit Access
- Community Resources

Contact Info:

Email: benefitshub@bellevuecollege.edu

Running Start Student Guide

Part 2

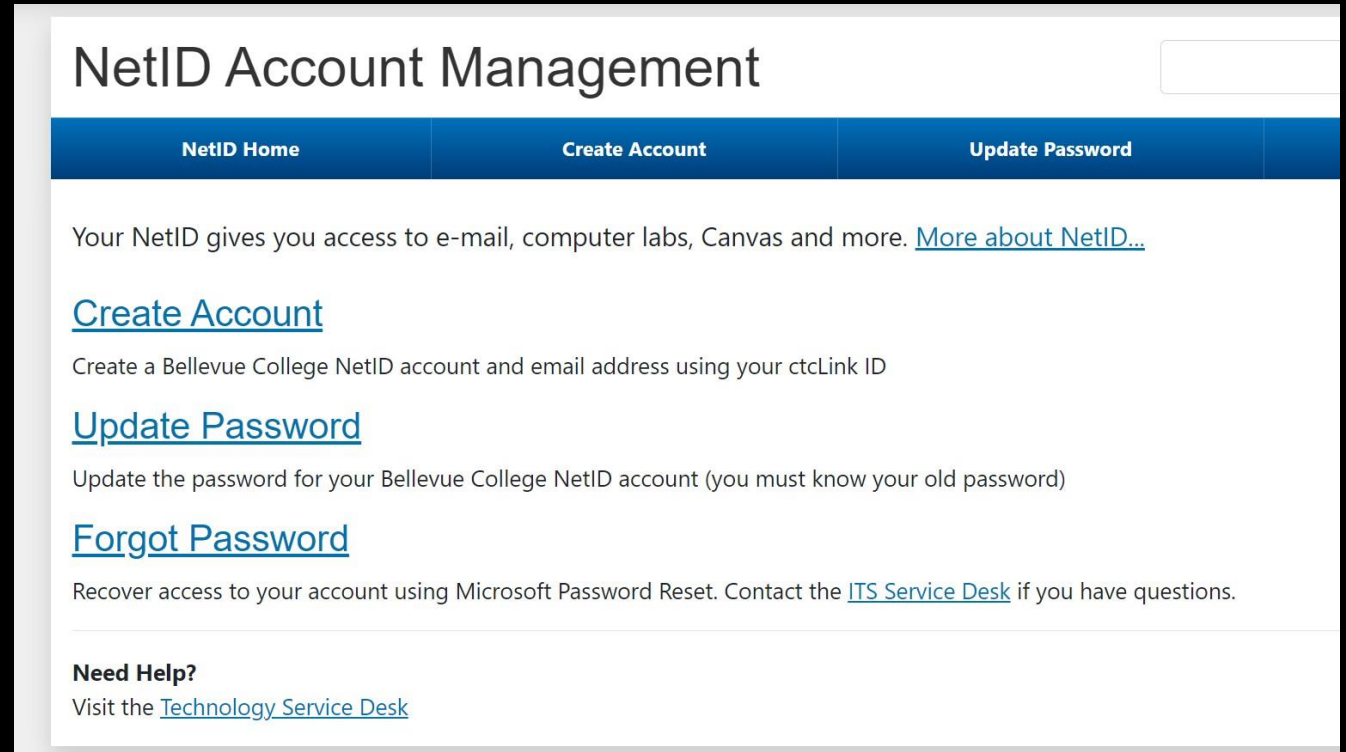
- **Create NetID & BC Email**
- **Activate ctcLink Account**
- **Placement Options**
- **RS Enrollment Verification Form (EVF)**
- **Fee Waiver**
- **Running Start New Student Orientation (RS-NSO)**
- **Registration**
- **How to Enroll in Classes**
- **How to View & Pay Fees**

Create NetID (BC Email and Canvas Account)

Create the NetID Visiting this page

<https://www2.bellevuecollege.edu/netid/>

- Use your **legal name** you used during your application, and DOB



The screenshot shows the NetID Account Management page. At the top, there is a search bar and the title "NetID Account Management". Below the title is a navigation bar with three tabs: "NetID Home", "Create Account", and "Update Password". The main content area contains the following text and links:

Your NetID gives you access to e-mail, computer labs, Canvas and more. [More about NetID...](#)

[Create Account](#)
Create a Bellevue College NetID account and email address using your ctcLink ID

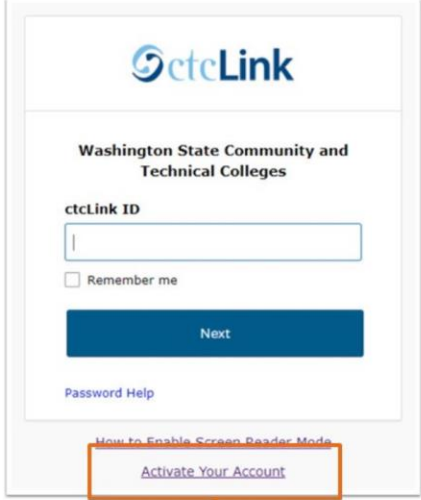
[Update Password](#)
Update the password for your Bellevue College NetID account (you must know your old password)

[Forgot Password](#)
Recover access to your account using Microsoft Password Reset. Contact the [ITS Service Desk](#) if you have questions.

Need Help?
Visit the [Technology Service Desk](#)

How to Activate Your ctcLink Account

- Select Activate Your Account



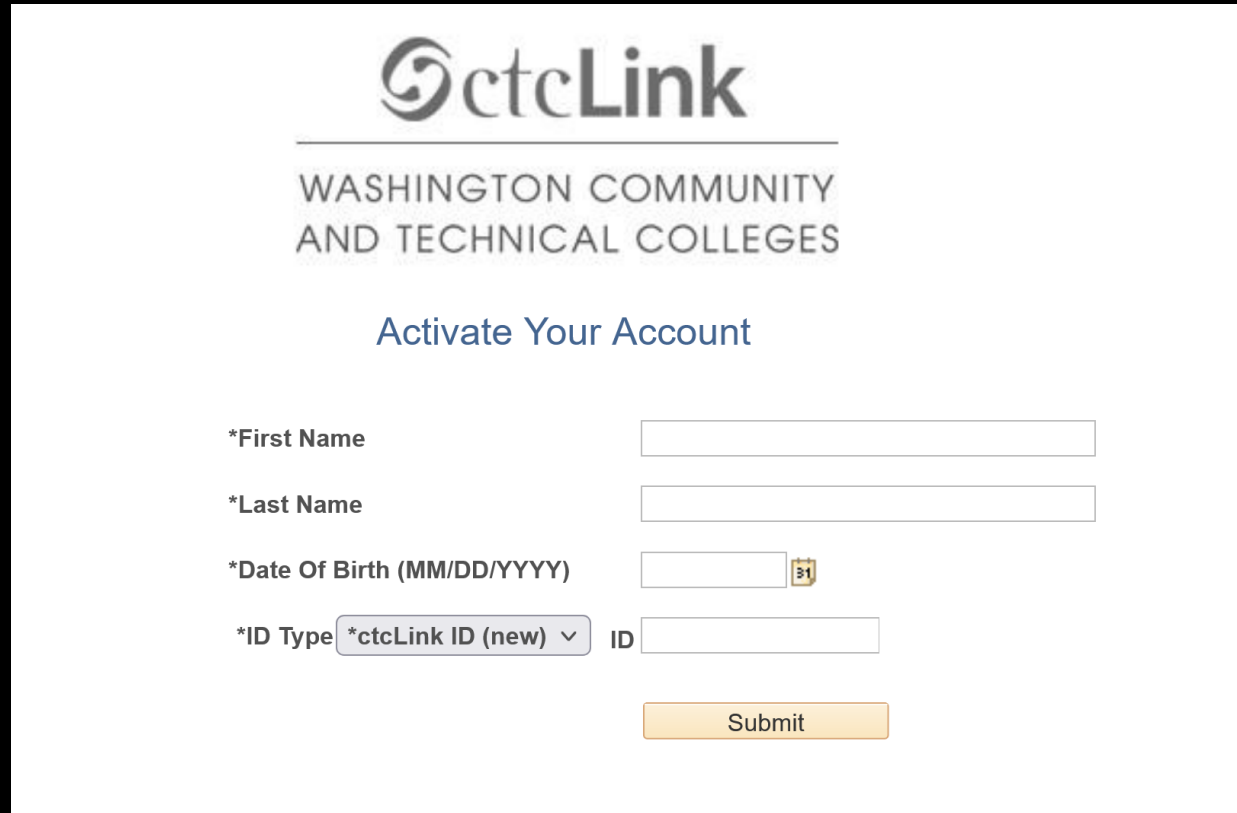
The screenshot shows the ctcLink login interface. At the top is the ctcLink logo. Below it, the text reads "Washington State Community and Technical Colleges". There is a "ctcLink ID" label above a text input field. Below the input field is a "Remember me" checkbox. A blue "Next" button is positioned below the checkbox. A "Password Help" link is located below the "Next" button. At the bottom of the form, there is a link labeled "Activate Your Account" which is highlighted with an orange rectangular box. An orange arrow points from this box down to a dark blue banner at the bottom of the image.

Select 'Activate Your Account'
Click OK when the redirection pop up message displays.

[Activate Your ctcLink Account Tutorial](#) – Learn how to activate your ctcLink account
(For video and step by step procedure)

How to Activate Your ctcLink Account

- Enter the Requested Information




The screenshot shows the 'Activate Your Account' page for ctcLink. At the top is the ctcLink logo, followed by the text 'WASHINGTON COMMUNITY AND TECHNICAL COLLEGES'. Below this is the heading 'Activate Your Account'. The form contains four required fields: '*First Name', '*Last Name', '*Date Of Birth (MM/DD/YYYY)', and '*ID Type'. The '*ID Type' dropdown is currently set to '*ctcLink ID (new)'. To the right of the dropdown is an 'ID' input field. A 'Submit' button is located at the bottom right of the form.

ctcLink
WASHINGTON COMMUNITY
AND TECHNICAL COLLEGES

Activate Your Account

*First Name

*Last Name

*Date Of Birth (MM/DD/YYYY) 

*ID Type ID

Submit

[Activate Your ctcLink Account Tutorial](#) – Learn how to activate your ctcLink account
(For video and step by step procedure)

How to Activate Your ctcLink Account

- **Create ctcLink Password**

Enter required information and follow the instructions to create your password.
Select “Submit” when done.

ctcLink
WASHINGTON COMMUNITY
AND TECHNICAL COLLEGES

Set Your Password

*Email

*Security Question

*Answer

Account Recovery
Okta can send you a text message or call you to provide a recovery code. This feature is useful when you don't have access to your email.
Format: [phone number plus area code]
e.g.: 5554567890

Phone Number (SMS) Phone Number (Voice)

Password Instructions:
Password must be at least 8 characters and include at least one uppercase letter, one lowercase letter, and one number. Special characters may be used, but are not required (such as #, !, %,). Do NOT use all or part of your first or last name as part of your password. (Example: Sunshine2)

Password

Confirm Password

Tip: Write your recovery email and security question and answer down. You may need these to recover information.

Note: Passwords must contain

- At least 8 characters
- One (1) UPPERCASE letter
- One (1) lowercase letter
- One (1) number (0, 1, 2, 3, ...)

Create ctcLink Password

Enter required information and follow the instructions to create your password. Select 'Submit' when done.


[Activate Your ctcLink Account Tutorial](#) – Learn how to activate your ctcLink account
(For video and step by step procedure)

How to Activate Your ctcLink Account

ctcLink Account Activated

Your ctcLink account is activated!
Write down or record your ctcLink ID so you can remember it easier. This is your student ID number.

- Make sure to save your password somewhere
- Note: Before attempting to log in make sure to close your browser
- You may need to log in, log out, and then log back in before you are able to register. (Assuming you have been cleared to register)



The image shows a screenshot of a web browser message box. The message text reads: "Your account has been activated. This is your ctcLink ID: 201762939. ATTENTION: Once you click OK, this box will disappear. Make note of your ctcLink ID right now before you click 'OK' and remember your password. You will need both to sign in to your account. (0,0)". Below the text is an "OK" button. To the right of the message box is a tip box with an orange border and text: "Tip: Select 'OK' only AFTER you write down or record your ctcLink ID." An orange arrow points from the tip box to the "OK" button.

ctcLink Account Activated
Your ctcLink account is activated! Write down or record your ctcLink ID so you can remember it easier. This is your new student ID number.

[Activate Your ctcLink Account Tutorial](#) – Learn how to activate your ctcLink account
(For video and step by step procedure)

Forgot your ctcLink Number?

Use a lookup tool or contact Student Central

- **IMPORTANT:** This feature requires you to log in with a BC NetID (BC email address). [Bellevue College ID Lookup Tool](#)
- For students who have not created a BC NetID (BC email address), submit a request to Student Central. [Contact Student Central](#)

The graphic contains two boxes with orange borders. The left box is titled 'Bellevue College ID Lookup Tool' and includes the text 'IMPORTANT: This feature requires you to log in with a BC NetID (BC email address)' and the URL 'bellevuecollege.edu/idlookup/'. The right box is titled 'Contact Student Central' and includes the text 'For students who have not created a BC NetID (BC email address), submit a request to Student Central.' and the URL 'bellevuecollege.edu/sc-requests/'. At the bottom of the graphic is a dark blue footer with the text 'Forgot your ID? Use a lookup tool or contact Student Central.'

Bellevue College ID Lookup Tool
IMPORTANT: This feature requires you to log in with a BC NetID (BC email address).
bellevuecollege.edu/idlookup/

Contact Student Central
For students who have not created a BC NetID (BC email address), submit a request to Student Central.
bellevuecollege.edu/sc-requests/

Forgot your ID?
Use a lookup tool or contact Student Central.

[Activate Your ctcLink Account Tutorial](#) – Learn how to activate your ctcLink account
(For video and step by step procedure)

How to Log into ctcLink

Step 1 through 3: Log in to ctcLink

- Visit wa080.ctclink.us or open your ctcLink mobile app then enter your ctcLink ID and Password
- **Note:** Students must activate their ctcLink account to log in
- **Tip:** Forgot your password? Select “Password Help” on the same screen you enter your ctcLink ID. This prompt is not available on the Password entry screen

Step One

BELLEVUE COLLEGE

ctcLink Login BC Website Canvas

Student Support Bookstore College Catalog

ITS Help Desk Social Report A Concern

Note: Students must activate their ctcLink account to log in.

Step Two

ctcLink

Washington State Community and Technical Colleges

ctcLink ID

Next

Password Help

How to Enable Screen Reader Mode

Activate Your Account

Tip: Forgot your password? Select 'Password Help' on the same screen you enter your ctcLink ID. This prompt is not available on the Password entry screen.

Step Three

ctcLink

Enter Your Password

Password

Verify

Back to sign in

How to Enable Screen Reader Mode

Activate Your Account

Log in to ctcLink

Visit wa080.ctclink.us OR open your ctcLink mobile app then enter your ctcLink ID and Password

Placement Options

Review the placement options on the Placement and Testing Services website, and determine which option works best for you. <https://www.bellevuecollege.edu/current-students/placement-testing-services/placement/>

- Use this link to request or schedule placement online <https://forms.bellevuecollege.edu/studentcentral/request-english-and-math-placement/>
- If you have questions, feel free to use their contact info below
- Submit an [Online Help Request Ticket](#)
- Ask for a [Phone Call Back](#)

Other Alternative
Placement Options

High School
Documents

Other Placement
Tests

Take the Placement
Test (English or
Math)

Transfer Placement
Tests Scores From
Another College

Use Unofficial
Transcript From
Another College

Enrollment Verification Form (EVF)

Every quarter all Running Start students need to submit a new Enrollment Verification Form (EVF)

The Enrollment Verification Form must be:

- Filled out and signed by student, HS counselor, and parent/guardian
- **Completed and signed EVF at least 10 business days before registration begin**
- It can take our office up to 10 business days to process forms; and are processed in the order received
- Students will not be coded as a Running Start student until the EVF is processed
- You can access the most recent version of the EVF on our [Running Start Forms webpage](#)
- We are only accepting digital copies of Enrollment Verification Forms
- Electronic signatures will be accepted

Enrollment Verification Form (EVF)

Section 1: Student Information

Section 2: High School Counselor

Section 3: Parent/Guardian and student signatures

All signatures are required except for the College Running Start Advisor/Rep. Our office will sign there.

[New Running Start Student EVF Submission \(Link\)](#)

[Continuing Running Start Student EVF Submission \(Link\)](#)

Washington Office of Superintendent of **PUBLIC INSTRUCTION** **2023-24 Running Start Enrollment Verification Form**

Student

Student Name: _____
 Last Name First Name MI
 Home Phone: _____ Cell Phone: _____
 Email Address: _____ High School SID#: _____
 Responsible Parent/Guardian: _____
 College: _____ College SID #: _____

Check if this is a revision
 New Student
 Returning Student
 Student Enrolled in Multiple Colleges
 Spring Quarter Eligibility Adjustment Form (SQEAF) attached.

Free and Reduced-Price Lunch (FRPL) Status (required to be completed)
 Students who are currently FRPL-eligible (or anytime in the past five school years) may receive tuition and fee waivers from a college.
 Is the student currently or previously eligible for FRPL? Yes No HS Counselor Initials: _____
 The parent or guardian signature below provides permission to share FRPL eligibility status only with the college for the purpose of ensuring access to tuition and/or fee waivers. Choosing not to sign the consent will not affect the student's eligibility for access to Running Start or free and reduced-price meals. The individuals and programs receiving the information will not share the information with any other entity or program.
 Parent/Guardian Signature: _____ Date: _____

Running Start Funding Limit Table

Weekly Minutes based on high school bell schedule	Enrolled High School		Available College Enrollment	
	FTE	Max Allowed	FTE	Max Credits
0 - 8	0.00	0.00	1.40	21 *
9 - 124	0.01	0.07	1.33	20 *
125 - 224	0.08	0.13	1.27	19 *
225 - 341	0.14	0.20	1.20	18
342 - 457	0.21	0.27	1.13	17
458 - 557	0.28	0.33	1.07	16
558 - 674	0.34	0.40	1.00	15
675 - 790	0.41	0.47	0.93	14
791 - 890	0.48	0.53	0.87	13
891 - 1,007	0.54	0.60	0.80	12
1,008 - 1,123	0.61	0.67	0.73	11
1,124 - 1,223	0.68	0.73	0.67	10
1,224 - 1,340	0.74	0.80	0.60	9
1,341 - 1,456	0.81	0.87	0.53	8
1,457 - 1,556	0.88	0.93	0.47	7
1,557 - or more	0.94	1.00	0.40	6

* Students should check with college about the maximum number of credits allowed. Overages may require college approval.

High School Counselor & Running Start Advisor/Rep

School Year: _____ College Term: Quarter Semester
 High School: _____ Fall, Winter, Spring Qtr. / 1st or 2nd Sem.
 District: _____ Grade Level: 11th 12th 5th Year Sr^o

For the college term ^a above, the student will be enrolled in high school and skill center classes equaling _____ full-time equivalent (FTE). Student may register for a maximum of _____ college credits, without incurring college tuition costs, based on the above stated high school/skill center FTE.

Comments: _____

Recommended Running Start Classes:

College Course (Dept. & Number)	# of College Credits	High School Equivalency	# of HS Credits
	=		
	=		
	=		
	=		

Signature of High School Counselor _____ Date _____ Signature of College Running Start Advisor/Rep _____ Date _____
 High School Counselor Printed Name _____ Phone Number _____ College Running Start Advisor/Rep Printed Name _____ Phone Number _____

Student & Parent/Guardian

I understand that:

- The student is responsible for understanding when their choice of college course and credit load will result in tuition charges. If the student enrolls for more high school and college credits than are identified in the Running Start State Funding Limit Table, the student is responsible for:
 - paying all college tuition and fees associated with exceeding the college credits identified in the table; or
 - withdrawing from the excess college or high school course(s).
- The student is required to pay any class/lab fees charged for college classes.
- Enrollment in specific college classes cannot be guaranteed—even if the classes are needed to fulfill high school graduation requirements.
- To add/withdraw from a course, the student must complete the college Add/Drop process by the college deadline and notify the high school counselor.
- The student is responsible for ensuring that college courses completed as part of the Running Start program will meet high school graduation requirements.
- If the student plans to transfer, it is the student's responsibility to determine college admissions policies/deadlines and whether credits will transfer.
- After completing the college coursework, students are responsible for requesting official college transcripts through the college's registrar office.

Per the U.S. Department of Education, "If a student is attending a postsecondary institution - at any age - the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school. Additionally, the postsecondary institution may disclose personally identifiable information from the student's education records to the parents, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules."

I acknowledge that I have read and understand both sides of this form, and will comply with the conditions of Running Start participation and the expectations of college course enrollment.

Student Signature (REQUIRED) _____ Date _____ Parent/Guardian Signature (REQUIRED for students under 18) _____ Date _____

FORM SPI 1674 (5/2023) This is a 2-page form, with the details & instructions printed on page 2.
 Questions: Students & Parents/Guardian, contact local high school; High school & college staff, email OSPI at SSAFEEnrollment@k12.wa.us.

Fee Waiver

Fee Waiver Petition Form & Eligibility

For students who are not able to pay their class and student fees, that are participating in Running Start, we offer a Fee Waiver Petition form. Not all Running Start students are eligible for the Fee Waiver.

Students may qualify for the Fee Waiver if they receive any of the following:

- Free/reduced meal program
- TANF Benefit Statement
- Foster Youth
- Medicaid ID Card and Statement
- Basic Food Statement
- Other State and Federal Supported Programs

Fee Waiver

There are two ways to request the Fee Waiver:

1. Mark Free & Reduced-Price Lunch eligibility on Enrollment Verification Form (see screenshot below from Enrollment Verification Form)

Free and Reduced-Price Lunch (FRPL) Status (required to be completed)
Students who are currently FRPL eligible (or anytime in the past five school years) may receive tuition and fee waivers from a college.

Is the student currently eligible for FRPL? Yes No HS Counselor Initials: _____

The parent or guardian signature below provides permission to share FRPL eligibility status only with the Running Start college for the purpose of ensuring access to tuition and/or fee waivers. Choosing not to sign the consent will not affect the student's eligibility for access to Running Start or free and reduced-price meals or free milk. The individuals and programs receiving the information will not share the information with any other entity or program.

Parent/Guardian Signature: _____ Date: _____

School Year: _____ College Term: College Quarter College Semester

2. Student can fill out the [Fee Waiver Petition Form \(Links to an external site\)](#) and email it to chsprograms@bellevuecollege.edu

Fee Waiver

The fee waiver covers the student fees and class fees for the number of credits approved on the students Running Start Enrollment Verification Form.

Below is a list of some items that are not covered by the Running Start Fee Waiver:

- Consumable fees, specifically digital material fees, or rented equipment
- Below 100 level classes
- Tuition for classes if the student chooses to enroll in MORE credits than approved on their RSEVF form
- Placement fees
- Cost of ordering BC official transcript/s
- Any fines
- Meals at the college
- Transportation unless otherwise specified
- Laptops or other materials that are usually provided by high schools

Running Start New Student Orientation (RS-NSO)

Our Running Start New Student Orientation (RS-NSO) is designed to help students achieve success at Bellevue College. This is a one-time, **mandatory requirement** to be completed **before a student can enroll/register for classes**.

- There is a block/hold on the students account which prevents enrolling/registering for classes until the RS-NSO step is completed. The Running Start Office will review the students completed RS-NSO within a week's time after completion and then remove the block/hold.
- New students will need to self-register and complete the RS-NSO. Please access this link to register for the RS-NSO <https://bc.instructure.com/enroll/YXPGH9>.
- The RS-NSO course modules will appear in your CANVAS classroom shell once registered. If you need help on how to access CANVAS, please look to <https://www.bellevuecollege.edu/canvas/>.

Registration

- **New Students** (your first ever quarter registering in classes at BC): **Open Registration**
Open registration means that new students are not assigned a specific date and time to register and can register beginning on the first day of Open Registration, if all the required RS and college admissions have been completed.
- **Returning Students** (after your first quarter at BC): **Assigned Registration Date & Time**
Returning students will need to check their specific registration date and time through Online Services. These dates maybe not be available until a few weeks before registration week begins. Note: Please submit your Running Start Enrollment Verification Form 10 business days prior to the start of each quarter. RS enrollment verification forms are processed in the or they are received.

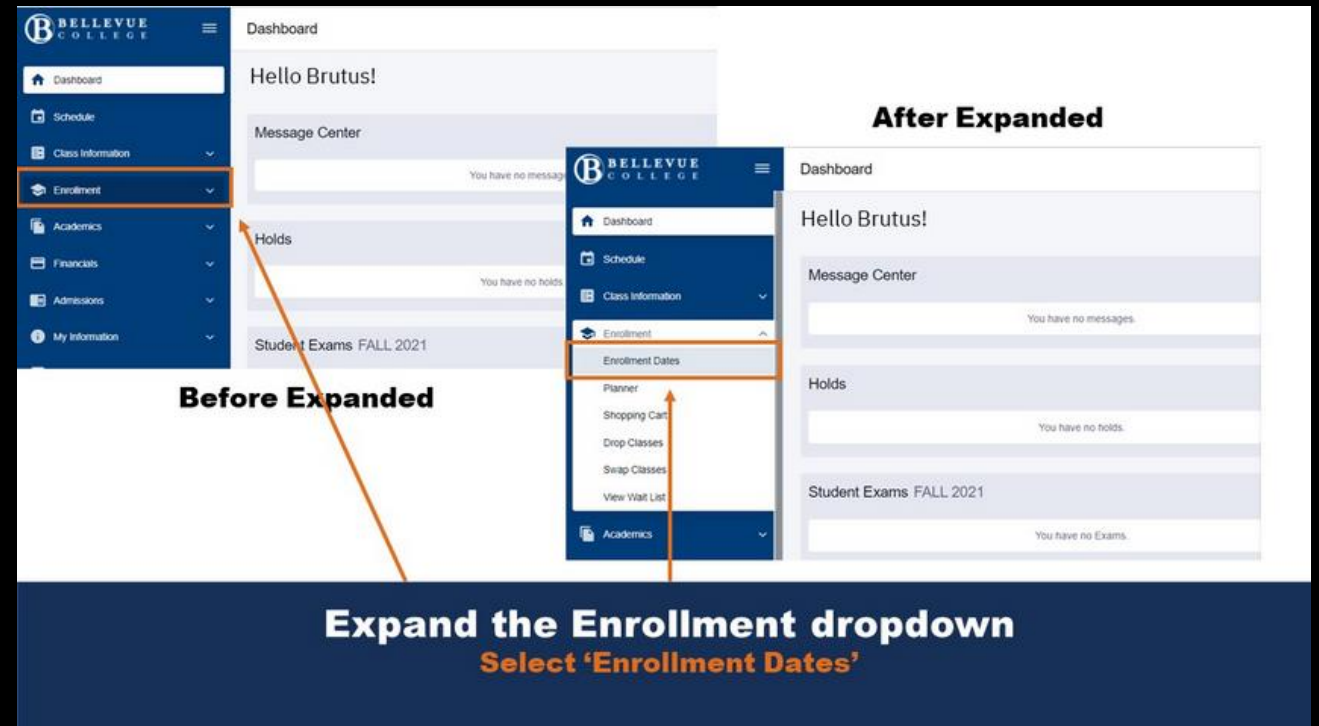
Registration

- Running Start students have the same registration process as all BC students. **Enrollment in classes that you may need for High School graduation is not a guarantee.**
- Running Start students can register for any course offered at BC if they meet the **prerequisites** and required **placement** for the course.
- A *Prerequisite* is a requirement that must be met before you can take a course. This is always listed on the course catalog below the class title, if there is a prerequisite for the course.
- *Example:* If a student wishes to enroll in English 101 they must have placement scores in the BC system for English 101 or have taken and passed English 092 or 093 with a C- or better. A student may only enroll in English 101 if they meet the prerequisites listed.

How to Check Enrollment Dates

Step 1: Login and Navigate to “Enrollment”

- Visit wa080.ctclink.us OR open your ctclink mobile app then enter your ctclink ID and Password to log in
- On the left-hand side select “Enrollment”, then “Enrollment Dates”



[Check Your Enrollment Date Tutorial](#) – Learn how to view your enrollment date in ctclink (For video and step by step procedure)

How to Check Enrollment Dates

Step 2: View Enrollment Appointment

- View Your Enrollment Appointment in the announcement (continuing students) OR Expand a term to view registration dates and times
- Note: Continuing students have an Enrollment Appointment message at the top. New applicants do not have this

The screenshot shows the 'Enrollment Dates' page. On the left, there is an 'Enrollment Appointment' message with a red 'ATTENTION' icon, stating that enrollment for the SUMMER 2021 Regular Academic Session begins on May 17, 2021 at 8:00AM. Below this is a table with columns 'TERM' and 'CAREER'. The 'SUMMER 2021' term is expanded, showing 'Undergraduate' students. A note below this table states: 'Note: Continuing students have an Enrollment Appointment message at the top. New applicants do not.' On the right, the 'Expanded View of Quarter' shows a table of 'OPEN ENROLLMENT DATES BY SESSION' with columns 'SESSION', 'BEGINS ON', and 'LAST DATE TO ENROLL'. The sessions listed are 'Dynamic Dated' and 'Open Entry/Open Exit', both starting on May 12, 2021, and ending on December 16, 2021. A note below this table states: 'Note: Unless new students are in a specific program that has early registration, all new students start registration on the same date and at the same time.'

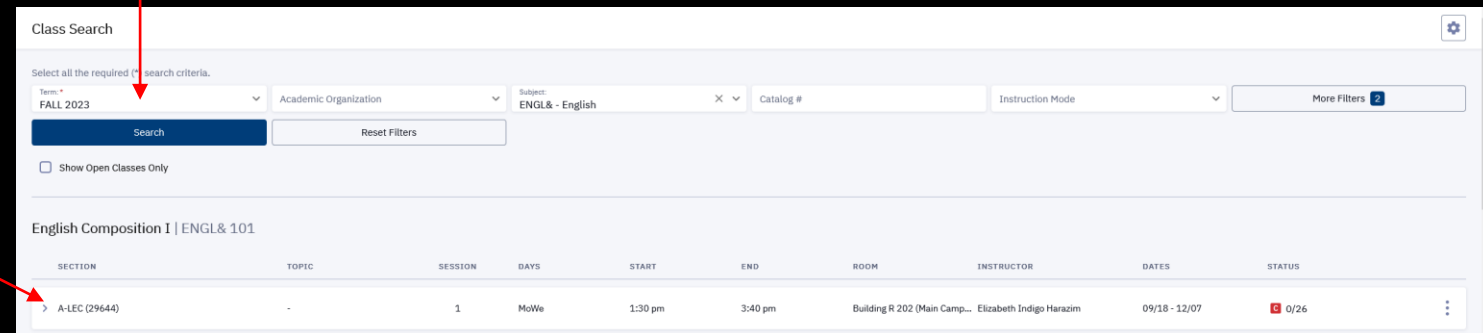
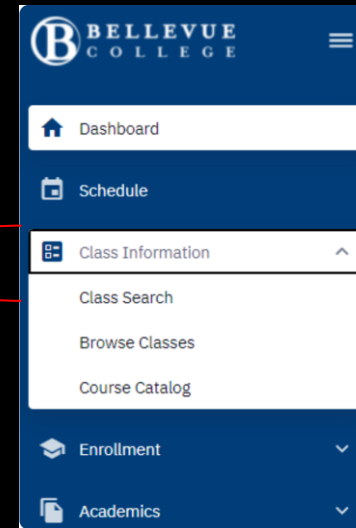
View Enrollment Appointment
View Your Enrollment Appointment in the announcement (continuing students) OR Expand a term to view registration dates and times.

[Check Your Enrollment Date Tutorial](#) – Learn how to view your enrollment date in ctcLink (For video and step by step procedure)

How to Enroll Using Shopping Cart

Step 1: Select “Class Information”

- On the menu to the left click on **Class Information**, and then **Class Search**
- Select the **Term** you want to enroll for
- Search for the classes you want to take using the drop-down menus and filters provided
- Once you find a class, expand your view by clicking on the class. You must do this to see your options for enrolling in the class

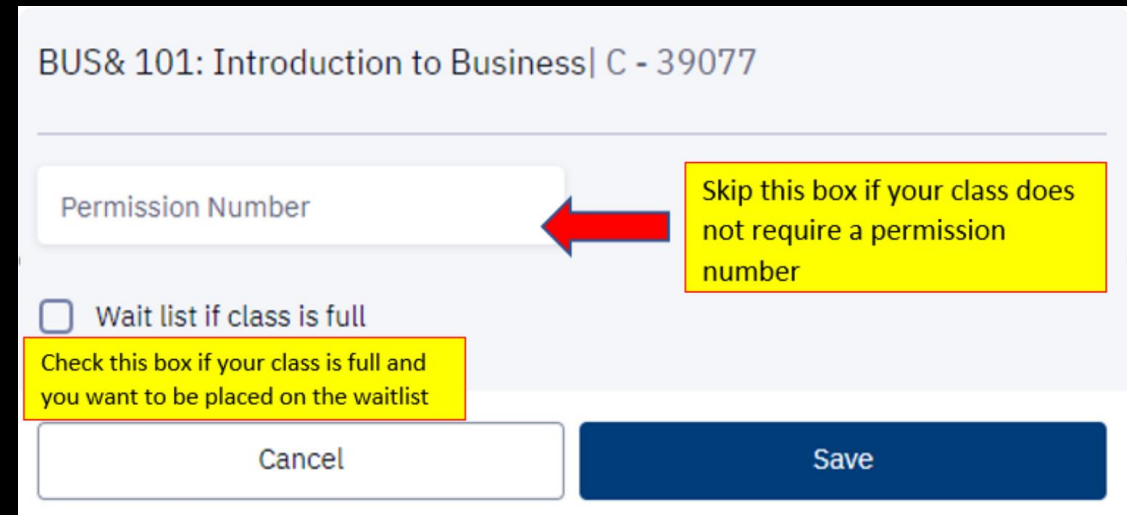
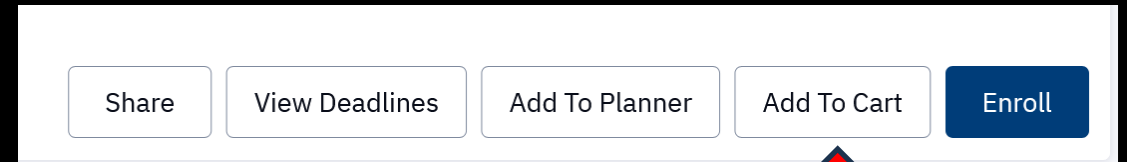


[How to Enroll Using Shopping Cart Tutorial](#) – Learn how to enroll using the class search and shopping cart functions in ctcLink. (For video and step by step procedure)

How to Enroll Using Shopping Cart

Step 2: Enroll for Classes

- Select your enrollment option located at the end of the expanded class view
- Click on **Add to Cart**, this will add the course to your “Shopping Cart”

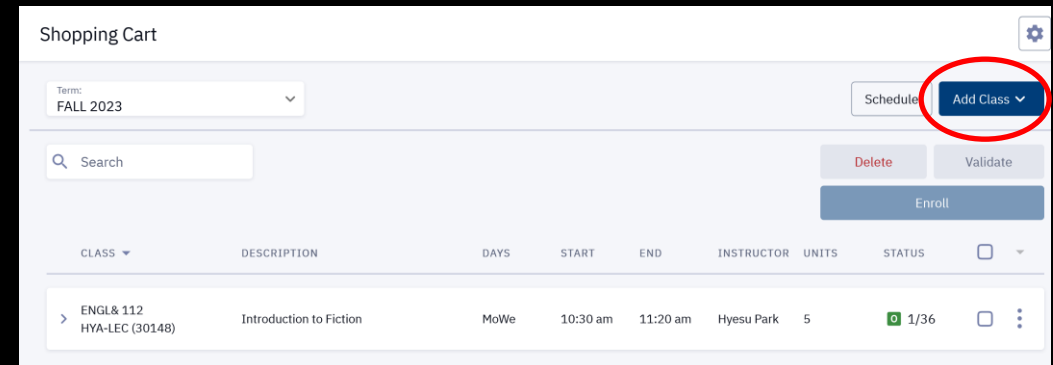
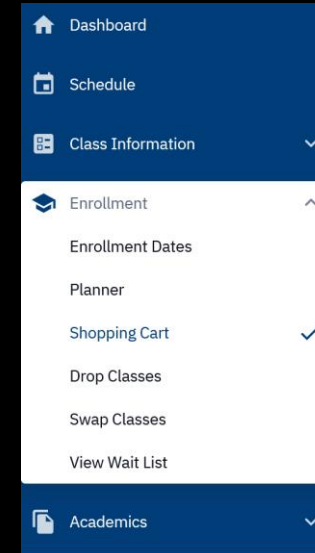
A form for enrolling in the class 'BUS& 101: Introduction to Business | C - 39077'. It features a 'Permission Number' input field with a red arrow pointing to it from a yellow callout box that says 'Skip this box if your class does not require a permission number'. Below this is a checkbox labeled 'Wait list if class is full' with a yellow callout box that says 'Check this box if your class is full and you want to be placed on the waitlist'. At the bottom are 'Cancel' and 'Save' buttons.

[How to Enroll Using Shopping Cart Tutorial](#) – Learn how to enroll using the class search and shopping cart functions in ctcLink. (For video and step by step procedure)

How to View Shopping Cart and Enroll

Step 3: Navigate to the Shopping Cart and Enroll

- Select Enrollment on the left-hand side and then Shopping Cart
- Select (Check Mark) the courses you want to enroll in which have been added to your shopping cart.
- On the top right click on Add Class
- Look for a pop-up message that lets you know if your classes were successfully added to your schedule or if there is an error
- Be sure to read the pop as it will let you know what the error is. Depending on the error review our FAQ <https://www.bellevuecollege.edu/runningstart/faq/>



[How to Enroll Using Shopping Cart Tutorial](#) – Learn how to enroll using the class search and shopping cart functions in ctcLink. (For video and step by step procedure)

What are Prerequisites?

- Note: A permission number is different from showing you have met a prerequisite requirement for the class you plan to take.
- Use this link to clear/verify a prerequisites <https://www.bellevuecollege.edu/current-students/placement-testing-services/prerequisites/>
- Use this link to Establish your English or Math Placement <https://www.bellevuecollege.edu/current-students/placement-testing-services/placement/>

General Chemistry I | CHEM& 161

Enrollment Requirements:

Completion or concurrent enrollment in MATH& 141 or higher, or placement into MATH& 142 or higher.
2) Also, CHEM& 140 with a C or better.

English Composition I | ENGL& 101

Enrollment Requirements:

Fee: \$22.00 English Writing Lab (College in the High School students are exempt from this fee)
Prerequisite: Placement by assessment or ENGL 092 or 093 with a C- or better.

Note: Enrollment Requirements (Prerequisites) are viewable within the course description when looking at the class schedule

Permission Numbers

You may need a permission number to enroll if:

- Class is full
- Waitlist is closed
- Open enrollment is closed
- Requires instructor's permission
- To override a course prerequisite
- Class enrollment is a specific program at the college

Keep in Mind:

- If permission number is needed *after you click "save,"* then an additional message pops up
- If permission number is *not* needed, then you can simply leave the box blank and proceed with the enrollment process
- Contact instructor listed for the class to obtain number
- Instructors are not required to give you a permission number

BUS& 101: Introduction to Business | C - 39077

Permission Number

Wait list if class is full

Cancel Save



Skip this box if your class does not require a permission number

Learn about permission numbers in ctclink, when to use them, how to request them, and how to use them on the [Permission Numbers Tutorial](#)

Waitlists

- If you register for a course section that is full you may be placed on a **waitlist**. We highly recommend student enroll in classes with open seats and avoid the wait-list.
- If you are on the wait list, you are not charged for the course. Meaning if you are added off the waitlist you will then be charged for the course.

English Composition I | ENGL& 101

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	DATES	INSTRUCTOR	STATUS
▼ HYA-LEC (7014)	-	1	ARR	-	-	Online	01/03 - 03/23	James Torrence	 5/5  0/26

Rules of the Waitlist:

- Some courses do not allow waitlist
- You may only have up to 6 credits for a waitlist
- The maximum number of space on a waitlist is 5 students
- You may not enroll in a course and be on a waitlist for the SAME course
- There is never a guarantee that you will get into the course off the waitlist

How to View & Pay Fees

Step 1: Log in to ctclink

Log in to ctclink wa080.ctclink.us

Step 2: Select "What I Owe" from the Financials dropdown

Enrollment is not complete until payment is made!

- To keep your enrollment in a class you must pay any fees or tuition that is owed.
- If you do not pay the amount you owe by the deadline the registration office will drop you from your courses.

The image shows two side-by-side screenshots of the ctclink dashboard. The left screenshot, titled "Before Expanded", shows the "Financials" dropdown menu closed. The right screenshot, titled "After Expanded", shows the "Financials" dropdown menu open, with "What I Owe" highlighted. An orange arrow points from the "What I Owe" option in the expanded menu to the "Financials" dropdown in the "Before Expanded" view. Below the screenshots is a blue banner with white text: "Select 'What I Owe' from the 'Financials' Dropdown" and "Expand the 'Financials' dropdown. Select 'What I Owe'." in orange text.

Before Expanded

After Expanded

Select 'What I Owe' from the 'Financials' Dropdown
Expand the 'Financials' dropdown. Select 'What I Owe'.

Learn how to view and pay your tuition using ctclink – [How to View and Pay Tuition Tutorial](#)

How to View & Pay Fees

Step 3: Expand quarter or Select "View Details"

- **Note:** Summary information is provided before you expand to view more details

Note: Summary information is provided before you expand to view more details.

What I Owe

I Owe: \$2,041.10

Display: Charges

Email Outstanding Charges

Make A Payment

WINTER 2022

View Details

Outstanding Charges: \$2,041.10

Total Due: \$2,041.10

Note: How this page displays depends on the size of your browser window.

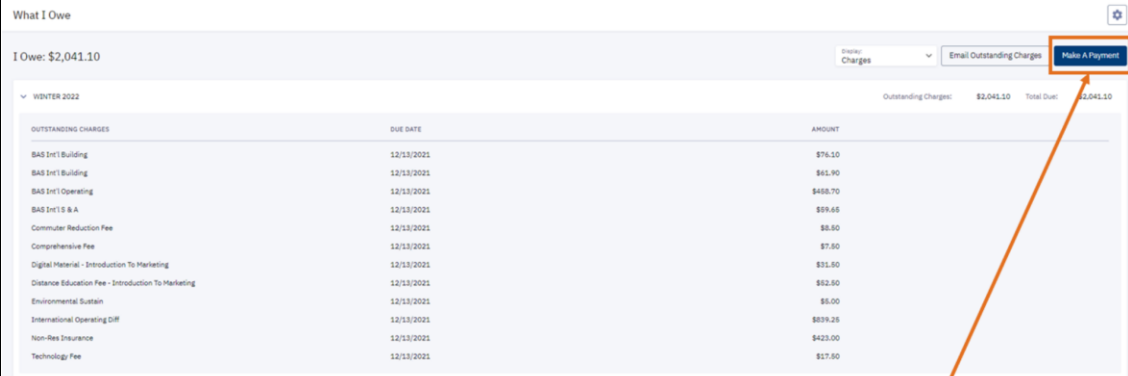
Expand Quarter or Select 'View Details' to Review Detailed Information on Charges.

Learn how to view and pay your tuition using ctclink – [How to View and Pay Tuition Tutorial](#)

How to View & Pay Fees

Step 4: Review Detailed List of Fees & Charges

- Select “Make A Payment” when ready to pay



What I Owe

I Owe: \$2,041.10

Enter: Charges | Email Outstanding Charges | **Make A Payment**

▼ WINTER 2022

OUTSTANDING CHARGES	DUE DATE	AMOUNT
BAS Int'l Building	12/13/2021	\$76.10
BAS Int'l Building	12/13/2021	\$61.90
BAS Int'l Operating	12/13/2021	\$458.70
BAS Int'l S & A	12/13/2021	\$89.45
Commuter Reduction Fee	12/13/2021	\$8.80
Comprehensive Fee	12/13/2021	\$7.80
Digital Material - Introduction To Marketing	12/13/2021	\$31.50
Distance Education Fee - Introduction To Marketing	12/13/2021	\$52.80
Environmental System	12/13/2021	\$6.00
International Operating Diff	12/13/2021	\$839.25
Non-Res Insurance	12/13/2021	\$423.00
Technologi Fee	12/13/2021	\$17.80

Outstanding Charges: \$2,041.10 Total Due: \$2,041.10

Note: Different types of students might have different fees and charges. For example, the student in this example is enrolled in a Bachelor of Applied Science (BAS) program. As such, they have charges specific to BAS students.

Review Detailed List of Fees and Charges
Select 'Make A Payment' when ready to pay.

Learn how to view and pay your tuition using ctCLink – [How to View and Pay Tuition Tutorial](#)

How to View & Pay Fees

Step 5: Select "Make a Payment" from the Payments Dropdown

- Expand "Payments" dropdown. Select "Make a Payment"

Before Expanded

Account Balance

Charges

Payments

1098-T

Payment Plans

Other Account Activities

What I Owe

Term

WINTER 2022

Total

Currency used is US Dollar

After Expanded

Account Balance

Charges

Payments

Payment History

Make a Payment

1098-T

Payment Plans

Other Account Activities

What I Owe

Term

WINTER 2022

Total

Currency used is US Dollar

Select 'Make a Payment' from the 'Payments' Dropdown
Expand 'Payments' dropdown. Select 'Make a Payment'.



Contact Information:

Center for High School Programs Office Running Start
Office: U Building 206

New Student inquiries: runningstartnewstudent@bellevuecollege.edu

Returning Student inquires: chsprograms@bellevuecollege.edu

Phone Number: (425) 564-2026

Bellevue College does not discriminate on the basis of race, color, national origin, language, ethnicity, religion, veteran status, sex, sexual orientation, including gender identity or expression, disability, or age in its programs and activities. Please see policy 4150 at bellevuecollege.edu/policies/. The following people have been designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator, 425-564-2641, Office C227, and EEOC/504 Compliance Officer, 425-564-2178, Office B126.