



2015-16

student

HANDBOOK

BELLEVUE COLLEGE



Community Building

Student led service projects build a stronger community on campus. These include monthly ice cream socials with Peer to Peer and a variety of volunteer opportunities.

Sustainability

Bellevue College students and employees are taking an active role enhancing the sustainability of our campuses focusing on energy and water conservation, transportation choices, waste reduction, and sustainable food.

Service

Find connections through our semi-annual Volunteer Fair and monthly volunteering opportunities with Peer to Peer.



Student Success

Boost your academic success by utilizing services such as Student Programs tutoring, Bellevue College counseling, and workshops to refine your professional skill sets.

your BC PALS center

PALS stands for Peer Assisted Leadership through **Service**, a place where you can come to:

- ask questions
- find resources
- connect with staff and students
- find a home in Student Life at Bellevue College.

We offer connections with:

- tutoring
- advising
- multicultural services

We can walk you through the campus resources you need to succeed.

Student Life

Become a leader on campus!
Engage with other leaders in Student Programs and the PALS Center.
Attend leadership workshops and retreats including our Mid-Year Leadership Retreat and Camp Casey Leadership Retreat.

PALS Center C-106

(425) 564-2297

www.bellevuecollege.edu/stupro/



CONTENTS

A GUIDE TO EVERYTHING BC



PUBLICATION INFORMATION

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INTRODUCTION

Welcome from the President	2
About Bellevue College	3
Student Testimonials.....	4
Bellevue College Mission Statement.....	5
Academic Calendar & Important Dates.....	7-9

GETTING STARTED

Steps to Getting Started	12-13
Academic Advising.....	14
Financial Aid.....	16
Parking on Campus	18-19
Registration Services.....	20
Student Affairs	20-21

CAMPUS RESOURCES

Bookstore	24
Bus Passes / Bus Service.....	25
Cafeteria.....	25
Center for Career Connections & The Women's Center	25
Counseling Center	26
Disability Resource Center	26

Fitness Center.....	27
Online Services.....	30
Public Safety	31
Workforce Education.....	33
Student Union Services	34-35
PALS Center	35-36

LIBRARY, LABS AND MORE

Academic Success Center	38
Library Media Center.....	38
Computer & Learning Labs.....	38-52

STUDENT LIFE

Student Programs	44-48
Honor Society: Phi Theta Kappa.....	50
Student Clubs	51-52
Student Newspaper: The Watchdog	51
Sustainability.....	51

ARTS & ATHLETICS

Art Gallery.....	54
Music.....	54
Theatre Arts.....	55
Athletics.....	56

COLLEGE POLICIES

Students Right-To-Know Act.....	58
College Policies & Procedures	59-70
Student Code, Freedoms & Responsibilities.....	71-74

COLLEGE SURVIVAL GUIDE

Words to Know to Survive College.....	75
---------------------------------------	----

EMERGENCY PROCEDURES

Emergency Response	81
Evacuation of Buildings.....	82
First Aid/Medical Emergencies	82
Campus Closures.....	84

DIRECTORY

Resources & Campus Contacts	85-88
-----------------------------------	-------

INDEX

Where To Find Things In This Handbook.....	89-91
---	-------



WELCOME TO BELLEVUE COLLEGE!

As the summer days wind down, I can't help but feel excited by the changing foliage and the quickened tempo across campus – it means another school year is about to begin! For many, it is the beginning of the calendar year when the anticipation over all that might be accomplished inspires change, but as a college president, it is fall, when the colors change and school supplies are advertised in every store that I feel like an exciting new start is around the corner.

And that excitement I am feeling isn't without warrant – we have so many thrilling things in store on this campus in the coming academic year.

In January 2016, we will begin in earnest to celebrate Bellevue College's 50th anniversary! It's so amazing to think about not only what we've accomplished on the Eastside in the past 50 years, but what we will be able to do in the next 50! As this school year unfolds, you will likely hear about events and activities centered on the 50th and I encourage you to get involved. Our success is, in large part, due to our community's continued call to action.

Bellevue College is such a unique campus and given the depth and breadth of our programming, I encourage you to take the time to not only learn in your classroom or online environment, but to forge connections with other students, your world-class faculty, and the expert support staff. Use this time to create lifelong relationships that expand your horizons and enhance the world. Join a club, explore cultural activities, and develop an appreciation for the diversity around you.

If you are a returning student and/or a lifelong learner, I congratulate you for continuing to pursue your education. Whether you are changing careers, seeking additional professional skills or enhancing your personal knowledge, Bellevue College will support all your educational endeavors. Each time I have returned to the classroom, I develop a greater appreciation for all that there is to learn and explore.

In addition to personal success, Bellevue College students contribute to the success of the Puget Sound region, the state of Washington, and the world. Whether it's healthcare technology, network administration or Interior Design, BC students provide a solid foundation to the workforce in the region and beyond. As a Bellevue College graduate, your skills and abilities will be sought by employers or allow you to pursue advanced degrees.

The education you receive from Bellevue College will make a difference in your life. So whether you dream of being a star in the theater or shooting for the stars in astronomy, we are here to support your success, help your dreams come true, and give you a fresh start.

Become Exceptional!

A handwritten signature in cursive script that reads "David Z. Rule".

Dr. David Rule, Bellevue College President



ABOUT



BELLEVUE COLLEGE

ABOUT BC

Founded: 1966

College president:..... Dr. David L. Rule

School mascot:..... The Bulldogs

Enrollment:..... about 19,000 students each quarter
(both credit and Continuing Education)

Faculty:..... approximately 1,098 full & part-time faculty

Degree/certificate programs: 140+ academic areas of study,
100+ professional/technical specialties offered

STUDENT PROFILE

Where do our students come from? 60% from East King
County Communities

Number of students: 33,364 annually

Gender distribution: Females 56.9% / Males 43.1%

Age of all students:..... Median 24.8 / Average 30.4

Educational intent of degree-seeking students:

Academic transfer: 54.7%

Professional-technical: 45.3%

For more information & updates visit:

www.bellevuecollege.edu/about/college/facts/



Nina

Nina Nesterenko

Peer-to-Peer Lead Coordinator

I started at Bellevue College in 2013 as a single mother, and homeless after my divorce. I completed a certificate and continue to work my way toward my dream job in the medical field. I felt like I entered a large family when I got involved in volunteering for the Peer to Peer program. I never felt so motivated and accomplished like I do now.

I believe that without BC support I wouldn't be the student leader I am now and taking science classes that I love.

Now I set high goals for my future career and look forward to every challenge coming my way.

STUDENT TESTIMONIALS

I expected to be at BC two years then transfer. Then I learned about BC's BAA in interior design. The diverse student community here is amazing; not only do you get to meet new people and make friends, you also get to share and learn about different cultures in a very safe space. Volunteering with the Peer to Peer program and working in the PALS Center is really life changing. It is truly an honor to be a part of the BC community.

Fadrian

Fadrian (Ega) Hartono

PALS Center Lead Coordinator

After attending a school where I didn't feel connected, a friend recommended that I transfer to Bellevue College where the staff and faculty members are very supportive. I began at BC in Spring 2014 and immediately saw the difference. They all really want to help students become successful. I began volunteering for campus events, joined the Black Student Union and was elected to office. This opportunity has truly transformed my life. I gained the experience and confidence I needed to pursue my dream of being an entrepreneur. BC has helped me tap into my true potential as a student and a leader. I really believe it is one of the best colleges in the nation, and I am so glad I made that decision to attend.

David

David Joseph

*BC Student Transfer Associate Degree Business
Black Student Union Program Coordinator*



BELLEVUE COLLEGE MISSION STATEMENT

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

AFFIRMATION OF INCLUSION

Adopted by the All College Council, 1992

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.

EQUAL OPPORTUNITY

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; gender identity or veteran status in educational programs and activities which it operates... Please see policy 4150 at www.bellevuecollege.edu/policies/.

ACCESS AND ACCOMMODATIONS

If you require accommodations for a disability, please contact Bellevue College's Disability Resource Center Program:

Phone: (425) 564-2498

TTY: (425) 564-4110

E-mail: drc@bellevuecollege.edu

Website: www.bellevuecollege.edu/drc



get in
touch

TALK

POST



Main Switchboard (425) 564-1000
www.bellevuecollege.edu

Student Programs, C212..... (425) 564-6150
www.bellevuecollege.edu/stupro

Student Affairs, B125 (425) 564-1000
www.bellevuecollege.edu/resources/services

PALS Center..... (425) 564-2297

ACADEMIC CALENDAR

fall 2015

information you
need to know

7

September 2015

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

October 2015

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

November 2015

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

December 2015

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

IMPORTANT DATES

5/18/15	Registration begins (continuing students)
6/8/15	Registration begins (new & former students)
9/17–9/18/15	Opening days (Staff & Faculty)
9/21/15	Fall quarter begins
10/20/15	No day or evening credit classes
11/11/15	Holiday
11/26–11/27/15	Holiday
12/7/15	No day or evening credit classes
12/8–12/10/15	Fall quarter final exams
12/10/15	Last day of Fall quarter
12/11/15–1/3/16	Quarter break
12/24–12/25/15	Holiday

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

www.bellevuecollege.edu/enrollment/calendar/

winter 2016

ACADEMIC CALENDAR

January 2016

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

February 2016

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

March 2016

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

IMPORTANT DATES

11/16/15

Registration begins
(continuing students)

11/30/15

Registration begins
(new & former students)

1/1/16

Holiday

1/4/16

Winter quarter begins

1/19/16

Holiday

2/11/16

No day or evening credit classes

2/15/16

No day or evening credit classes

3/8/16

No day or evening credit classes

3/21–3/23/16

Winter quarter final exams

3/23/16

Last day of Winter quarter

3/24–4/3/16

Quarter break

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

www.bellevuecollege.edu/enrollment/calendar/



ACADEMIC CALENDAR

spring 2016

information you
need to know

9

April 2016

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

May 2016

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

June 2016

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



IMPORTANT DATES

2/16/16

Registration begins
(continuing students)

2/22/16

Registration begins
(new & former students)

4/4/16

Spring quarter begins

5/30/16

Holiday

6/15–6/17/16

Spring quarter final exams

6/17/16

Quarter ends

6/17/16

Commencement ceremony

6/17/16

Last day of Spring quarter

6/18–6/26/16

Quarter break

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

www.bellevuecollege.edu/enrollment/calendar/

DON'T TURN THE PAGE

BEFORE READING THESE POLICIES ON PAGE 59!



COLLEGE POLICIES

Students Right-To-Know Act.....	58	Family Education Rights and Privacy Act (FERPA)	65
Academic Forgiveness Policy	59	Financial Responsibilities.....	66
Academic Progress.....	59	Grading.....	66
Animals on Campus.....	60	Grievance Procedures: See Complaint Policy	60
Children on Campus	60	Hazing	68
Classroom Behavioral Standards.....	60	Parking and Traffic Regulations	68
Complaint Policy	60	Posting	69
Copyright and Fair Use Policy.....	63	Refunds and Administrative Fees	69
Copyrighted Digital Material.....	63	Refund Procedures.....	69
Disclosure of Social Security Numbers.....	64	Registration: See Registration Services	20
Discrimination, Harassment and Retaliation	64	Sexual Harassment.....	70
Drug-Free Environmen.....	64	Smoking on Campus.....	70
Equal Opportunity.....	65		

STUDENT CODE, RIGHTS, FREEDOMS & RESPONSIBILITIES

Student Code	71	Vendor Policy.....	74
Student Rights and Freedoms.....	71	Withdrawing from Classes	74
Student Responsibilities	71		



GETTING STARTED

ENROLLMENT & ADVISING



**APPLYING TO
COLLEGE**

**ACADEMIC ADVISING
SERVICES**

**STUDENT AFFAIRS
BUILDING**

STEPS TO GETTING STARTED



FIRST TIME GOING TO COLLEGE?

Applying for admissions is your first step as a new student. If you are returning to Bellevue College after being away for more than four quarters, you must submit a new application for admissions.

► STEP 1: Apply for Admissions

Apply at bellevuecollege.edu. (Apply for financial aid early and be aware of deadlines.)

► STEP 2: Assess English and Math Skills

Take the assessments at the Office of Testing Services, 1st floor, B132.

- Bring your BC SID#, a valid photo ID and a credit/debit card or check to pay fee.
- No appointment needed. Just drop-in. Go to www.bellevuecollege.edu/enrollment/assessment to view the assessment schedule.
- The assessment is not timed, but plan for about 1-2 hours.

► STEP 3: Attend a Bellevue Advising & Registration Kickoff (BARK)

Sign up for a session at www.bellevuecollege.edu/advising/first-time or visit Academic Advising on the 2nd floor of the B Building to sign up in person. Bring your English and Math assessment scores to your 90-minute session. Learn information at BARK to assist you in choosing your first-quarter classes.

► STEP 4: Register for your Classes, including a First Quarter Student Success Course

You receive hands-on assistance with online registration immediately following your advising session. There are two freshman student success programs: the Comprehensive Success Initiative (CSI) and the First Year Experience (FYE). Your advisor will help you identify into which one you are required to enroll.

See FYE (First Year Experience) → p. 15

► STEP 5: Pay Your Tuition

Tuition and fees are due immediately. There is a grace period of 7 calendar days from the first day you register for classes OR by the first day of the quarter, whichever comes first. There is no grace period once the quarter has begun.

TRANSFERRING/PRIOR COLLEGE EXPERIENCE?

► STEP 1: Apply for Admissions

Previous BC students who have been absent for four or more quarters must re-apply at bellevuecollege.edu. (Apply for financial aid early and be aware of deadlines.)

► STEP 2: Determine Completion of Prerequisites and English/Math Placement

Prerequisites: If you have taken courses from another institution that meet our course prerequisites, visit www.bellevuecollege.edu/enrollment/transfer/prerequisites to learn about the procedure to clear prerequisites for registration.

Math and English: If you have not completed a 100-level math and/or English course, take the skills assessment prior to meeting with an advisor. Learn more at: www.bellevuecollege.edu/enrollment/assessment/testing

► STEP 3: Meet with an Academic Advisor

While meeting with an academic advisor is recommended, it is not required. Academic advisors provide an unofficial review of your previous credits and assist with course selection.



University Transfer Advising:

- Business transfer, (425) 564-2331 or go to D110
- Science, Computer Science, Pre-med, and Engineering transfer, (425) 564-2321 or go to L200
- All other university transfer majors, (425) 564-2212 or go to B232

Professional Technical Advising (career preparation programs):

- Nursing and public health related, (425) 564-2012 or go to T208
- Radiation and Imaging Programs, (425) 564-2507 or go to T308
- IT and Business related, (425) 564-2311 or go to A254

For Advising Center hours visit www.bellevuecollege.edu/advising/.

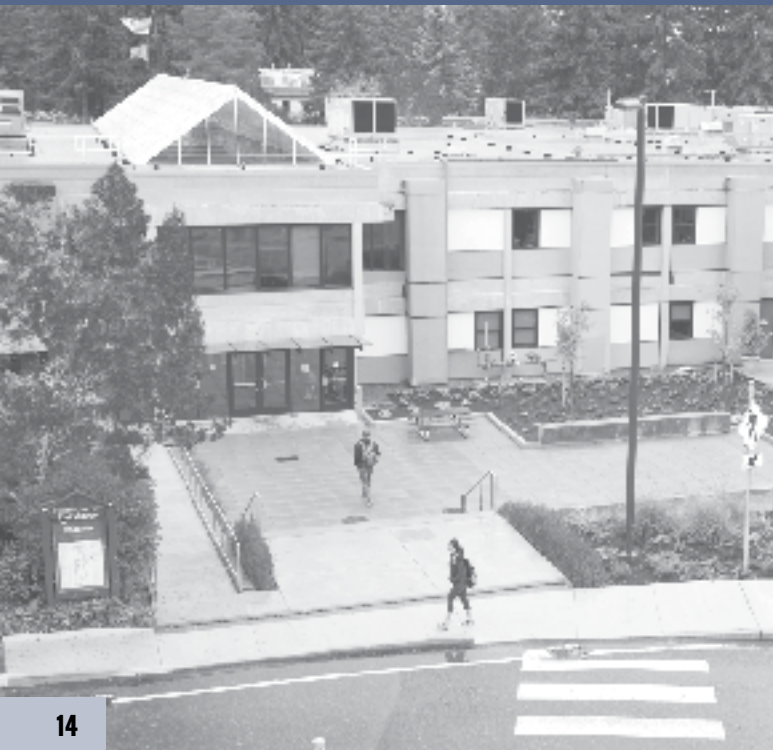
► STEP 4: Register for Classes

Register for classes on or after your registration time at www.bellevuecollege.edu.

► STEP 5: Pay Your Tuition

Tuition and fees are due immediately. There is a grace period of 7 calendar days from the first day you register for classes OR by the first day of the quarter, whichever comes first. There is no grace period once the quarter has begun. Visit www.bellevuecollege.edu/registration/payments/.

ENROLLMENT AND ADVISING



ACADEMIC ADVISING

2nd floor, Student Affairs Building, (425) 564-2212

www.bellevuecollege.edu/advising

Bellevue College's **Academic Advising Services** professional advisors work closely with you from the moment you begin at BC to the completion of your academic path here. Professional academic advisors work in partnership with you to clarify your academic and career goals creating a balanced educational plan to complete your degree or certificate of choice. Academic advisors help with:

- Degree and certificate requirements
- Major exploration
- Course selection for degree completion and transfer
- Graduation requirements
- Unofficial transcript review
- University exploration
- University admission and major requirements
- Transfer application assistance
- Discuss majors as they relate to career goals

In addition to academic advising, the Advising Center has a robust Transfer Center located in the lobby of the Center. The Center provides a library of transfer resources, admission packets, and university contact information. In addition, the Transfer Center hosts quarterly University Transfer fairs, workshops, and Individual on-campus appointments with university admission counselors.

Bellevue Advising & Registration Kickoff (BARK)

BARK is a group advising session to provide new students with all the information and resources you need prior to registering for your first quarter of college classes.

First Year Experience (FYE)

www.bellevuecollege.edu/fye/

FYE is a one credit student success class required of first-time-to-college students enrolled in 10 or more credits. The class includes a campus tour, seminars, sample classes, and educational planning sessions, all designed to assist new students transition to the college environment, and meet BC faculty, staff, student leaders and other new students.



CASHIERING

1st floor, Student Affairs Building, (425) 564-2309

www.bellevuecollege.edu/enrollment/tuition/cashier/

Come to Cashiering to:

- make tuition/fee payments, pay college fines, and pick up financial aid checks
 - purchase quarterly ORCA Passport cards at a significant discount
- (for Metro, Sound Transit and more; see website for details). The cashiers can accept cash, checks, and Visa or MasterCard. Please bring ID.

Fall, Winter, & Spring Quarter hours:

Monday, Thursday & Friday 8:00 a.m. - 4:30 p.m.
 Tuesday & Wednesday 8:00 a.m. - 5:30 p.m.

Extended hours during first two weeks of quarter. Check schedule for summer hours.

COMMON COURSE NUMBERING

www.bellevuecollege.edu/courses/ccn/

Common Course Numbering (CCN) is a program that makes commonly shared courses among Washington community and technical colleges have the same course number and title. If you took a class that was later changed by common course numbering, your transcripts will continue to use the course name and title used prior to the change.

Look up CCN courses using the state-wide database created by the State Board of Community and Technical Colleges. Visit <http://apps.sbctc.edu/ccn/>. You can also view our FAQs at www.bellevuecollege.edu/courses/ccn/student/.

CONTINUING EDUCATION

North Campus, 14673 NE 29th Place, Bellevue 98007

Customer Service (425) 564-2263

www.gotoBCC.com – OR – www.bellevuecollege.edu/ce/

Bellevue College Continuing Educations offers over 500 primarily non-credit classes each quarter, taught by industry professionals. Offerings include career enhancing classes and certificates as well as personal enrichment classes. It is also the home of the Business Training Institute (BTI) that offers training on-site to business and organizations.

CE offers classes & workshops through the following programs:

- Arts & Design
- Business & Professional Development
- Computers & Technology (beginning through advanced levels)
- Personal Enrichment
- Summer Programs for Teens
- Telos Retirees
- Translation & Interpretation
- World Languages & Travel

For more information, visit www.bellevuecollege.edu/ce/certificate-programs/.

See also North Campus → p. 29

DEGREE AUDIT

www.bellevuecollege.edu/degreeaudit/

Degree Audit is an online tool that allows you to view how the courses you have taken fulfill requirements for any BC degree or certificate program. You can use Degree Audit alone or in collaboration with an advisor to view your academic progress in order to project classes for future quarters. All you need to begin using Degree Audit is your student ID (SID), PIN number, and the Web address above.

eLEARNING (formerly DISTANCE ED)

A202, (425) 564-2438 or 1-877-641-2712

www.bellevuecollege.edu/distance/

BC's eLearning is designed for students who prefer to learn off-campus, according to their own schedules. eLearning students get the same breadth and depth of material and earn the same college credit as students in regular classrooms. Online courses are conducted entirely via the Internet; students must access each online class daily for assignments, discussions, etc. As a eLearning student, you need the self-motivation and self-discipline to focus, set goals, and complete assignments on time without daily face-to-face contact with an instructor and other students. Check the self-assessment questionnaire and course site tutorial on the website to see if eLearning is right for you.

E-MAIL ACCOUNTS

See Campus Resources > E-Mail Accounts → p. 27.

EVALUATIONS/GRADUATION OFFICE

B125, 1st floor, Student Affairs Building, (425) 564-3106

Graduation: www.bellevuecollege.edu/enrollment/graduation/

Transfer to BC: www.bellevuecollege.edu/enrollment/transfer/

The Evaluations Office is your final stop as a student to be evaluated for graduation. You are required to submit a graduation application to the Evaluations Office two quarters prior to the quarter you intend to graduate to be officially evaluated

for your degree or certificate. One graduation application must be filed, with a fee, for each degree or certificate. Visit the Evaluations Office website for graduation applications and detailed information on how to apply for graduation.

Graduation Application Deadlines

Summer Quarter	March 15
Fall Quarter	June 1
Winter Quarter	October 10
Spring Quarter	December 10

EVENING STUDENT SERVICES

Many services offer evening hours for your convenience. They include the Student Service Center, Library, the Open Computer Lab, Cafeteria, Reading & Writing Lab and Math Lab, Counseling Center, and the BC Store. Check the BC website for details about which services are open and when.

EXPERIENTIAL LEARNING

Center for Career Connections, 2nd floor, Student Affairs Building, (425) 564-4066.

BC provides students a wide variety of opportunities to engage in meaningful applied learning experiences, designed to help students connect to the wider community and to create an integrated and synergistic matrix of knowledge, skills, and understanding that allows for the deeper and more connected learning that comes from application and reflection. Class listings are in the quarterly schedule. Students can take advantage of two major types of experiential learning:

- Academic Internships
- Academic Service Learning

FINANCIAL AID

**B123, 1st floor, Student Affairs Building,
(425) 564-2227**

fa.bellevuecollege.edu/

Financial aid is available, although applying for it can be a complicated process. The first step to getting financial aid is to go online and fill out the Free Application for Federal

Student Aid (FAFSA) at www.fafsa.ed.gov. While you are able to apply for financial aid at any time during the year, we recommend applying for the FAFSA between January 1 and March 2 to be considered for all available funds. Applying for aid usually takes two months to complete, sometimes longer. Don't delay. PLAN AHEAD! The college must follow complex federal and state government rules and regulations governing the funds. You will not get an offer of financial aid until you have completed and submitted ALL the required forms, so be sure to read your Student Aid Report (SAR) and visit the BC Financial Aid website to determine what documents you need to turn in. Our Financial Aid Office may need to contact you via letter or e-mail to clarify missing or conflicting information which can delay your award. To ensure you receive financial aid information (including payments), it is vital to keep your address, phone number and your mandatory BC e-mail updated at all times with the Financial Aid Office office.



Day	Walk-In Hours	Phone Hours
Monday	8:00 am – 5:00 pm	8:00 am – 5:00 pm
Tuesday	12:00 pm – 6:00 pm	12:00 pm – 5:00 pm
Wednesday	8:00 am – 6:00 pm	8:00 am – 5:00 pm
Thursday	8:00 am – 12:00 pm	8:00 am – 12:00 pm
Friday	8:00 am – 4:00 pm	8:00 am – 4:00 pm

HIGH SCHOOL PROGRAMS

B233, 2nd floor, Student Affairs Building, (425) 564-2026
www.bellevuecollege.edu/programs/highschool/

Career Education Options (CEO)

www.bellevuecollege.edu/ceo/

Career Education Options (CEO) is a youth reengagement program designed for students aged 16-21, without a high school diploma. The CEO program creates a new and exciting educational path by offering students a unique opportunity to a GED®, high school diploma, and/or associates degree and provides the tools to succeed in the college environment. CEO is committed to helping students find the potential that will reconnect them to their individual path of success in education and career.

College in the High School

www.bellevuecollege.edu/chs/

College in the High School is a collaboration between BC and local school districts. Students can earn both college and high school credits by taking certain upper-level classes at their high school in areas such as math, English, science, and world languages. Students only pay a registration fee and nothing for tuition or books.

Running Start

www.bellevuecollege.edu/runningstart/

Running Start students earn credits towards high school graduation requirements while earning college credit. High school juniors and seniors (enrolled in a public high school, home school co-op or as a “non-attending student” of a private or home school) are eligible. Students can earn up to two years of tuition-free college credit during high school. Running Start is a great choice for students who welcome the academic challenges and social opportunities of a college environment. Classes are held on the Bellevue College campus and offered online.



Summer Enrichment

www.bellevuecollege.edu/summerenrichment/

Summer Enrichment allows students ages 16-17 to enhance their high school experience by taking more challenging college-level classes on the BC campus during the summer. Students pay for all books, fees and tuition.

Tech Prep College Connections

www.techprepcc.org/

Tech Prep College Connections offers high school students (grades 9-12) the opportunity to prepare for a professional or technical career at Bellevue College while fulfilling their high school requirements. Students earn tuition-free credit towards a degree or certificate at BC by taking classes on their high school campus in areas such as media technology, accounting, marketing, graphics, engineering, programming and more.

HOUSING

While BC has student housing plans, projected to open in fall 2018, BC does not offer on-campus housing at this time. There is bulletin board space reserved for notices about off-campus housing that may be available. Anyone interested in posting housing information should pick up a form at the PALS Center in C105.

ONLINE SERVICES

See Campus Resources > Online Services → p. 30

OPEN HOUSE FOR NEW STUDENTS

Student Programs, C212, Student Union, (425) 564-6150

www.bellevuecollege.edu/enrollment/admissions/orientations/

Open house for new students is held three times per year, before the start of Fall, Winter and Spring quarters. They offer an opportunity for incoming students to mingle with students, staff and faculty and take a campus tour. Participants will learn about campus programs, opportunities to get involved on campus, and most importantly, leave with the resources to successfully survive their first week of school. Students unable to attend an open house event can go to www.bellevuecollege.edu/enrollment/admissions/orientations/ for an on-line orientation.

PARKING ON CAMPUS

Public Safety, K100, (425) 564-2400

www.bellevuecollege.edu/about/gettinghere/parking/

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

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

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

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

Enforcement: Parking and traffic violations remains constant 365 days a year regardless of whether classes are in session or whether it is a holiday (WAC 134H-116-791). Contact Public Safety before leaving a personal vehicle on campus overnight. Unattended and abandoned vehicles must not remain on campus for longer than 72 hours without prior permission and without a valid permit may be subject to citation and Impound (WAC 134H-116-620). Student and employee parking regulations (lot restrictions) are enforced Monday through Friday throughout the year (WAC 134H-116-415). All regulatory signs (such as 20 minute parking stalls, delivery areas, fire lanes, ELFF staff parking, handicap parking, etc.) are enforced uniformly throughout the entire year (WAC 134H-116-320). Fire zones (red curbs) are enforced throughout the year (134H-116-620).

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

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

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

See also *College Policies > Parking and Traffic Regulations* → p. 68

TIPS TO avoid parking tickets

► **Park in student lots**

► **Park only in authorized spaces**
(not in the roadway, not on the landscaping)

► **Don't park in a reserved space**
e.g., with a LEFE permit; carpools (3+ people per car with a carpool permit; or a state issued permit for drivers with disabilities) unless your car is displaying a valid authorizing permit for that space.

► **No parking is permitted in the Eastgate Park & Ride**
Violators are towed at their own expense.

UNPAID PARKING FINES MAY PREVENT YOU FROM REGISTERING FOR CLASSES.

PROJECTED ANNUAL COURSE OFFERINGS

www.bellevuecollege.edu/courses/projected/

An online list of credit course offerings indicates the known courses and the quarters in which they are projected to be offered during the academic school year, which runs summer through spring quarters. The list is meant to assist students and advisors with planning. Some variation may occur, so please check the quarterly class schedule each quarter.

REGISTRATION SERVICES

1st floor, Student Affairs Building, (425) 564-2222
www.bellevuecollege.edu/enrollment/registration/

You may register for credit classes from the BC website, from one of the computer kiosks, or in person at the Student Affairs Center. Registration dates, fees and procedures are published in the quarterly credit class schedules and on the website.

Formerly Enrolled Students

In order to regain admission, students who have not attended Bellevue College for four consecutive quarters (excluding summer quarter) must submit a new admission form and a non-refundable application fee.

New and former students (new to BC or returning after an absence of more than four quarters) who will be taking credit courses receive a registration appointment date along with information on assessment and registration. New and former students who miss the recommended quarterly admission application deadlines register soon after an application is submitted. The enrollment calendar is published in the Credit Class Schedule and online at www.bellevuecollege.edu.

Transfer students must apply for admission, pay the application fee and follow the new and former student process.

Continuing students are those currently enrolled or those students who have been absent for three quarters or less. Continuing students register at their scheduled times online at www.bellevuecollege.edu.

Online Registration for Credit Classes

To use the BC website for online access registration, you must know your Student Identification Number and your Personal Identification Number (PIN). Your birth date is initially assigned as your PIN. For your own protection, please change your PIN the first time you use remote access. The online system does not recognize animated zero in a PIN.

Online Access Registration Hours

Monday - Friday 6:00 a.m. - 12:00 a.m.
 Saturday at 6:00 a.m. through Sunday at 5:00 p.m.

See also Computer Kiosks > Web-based Services → p. 25

STUDENT IDENTIFICATION CARDS

See PALS Center > → p. 35

STUDENT AFFAIRS

Student Affairs Building

www.bellevuecollege.edu/resources/services/

The Student Affairs Building is the place to go for most of your college business. Specifically, you'll find:

- Academic Advising
- Admissions & Registration
- Automated Teller Machine
- BC Store (Bookstore)
- Career Education Options (CEO) Office
- Center for Career Connections & Women's Center
- Cashier's Office
- Class Schedules
- Copy Machine
- Counseling Center
- Enrollment Services
- Evaluations/Graduation Office
- Financial Aid Office
- High School Programs Office
- Computer Kiosks (electronic access to student info)
- Multicultural Services (MCS) Office
- ORCA Passport Cards
- TRiO Student Support Services
- Veterans Office
- Work Study Office



STUDENT AFFAIRS BUILDING DIRECTORY

LOWER LEVEL (B123 – B127)	Room #	Phone #
Admissions & Registration	B125.....	(425) 564-2222
BC Store (Bookstore)	B127.....	(425) 564-2285
Cashier's Office	B126.....	(425) 564-2309
Evaluations/Graduation	B125.....	(425) 564-3106
Financial Aid	B123.....	(425) 564-2227
Veterans Office	B123.....	(425) 564-2220

UPPER LEVEL (B203 – B234)	Room #	Phone #
Academic Advising	B232.....	(425) 564-2212
Center for Career Connections & the Women's Center	B231.....	(425) 564-2279
Career Education Options (CEO)	B233.....	(425) 564-4035
Counseling Center	B234.....	(425) 564-2212
High School Programs	B233.....	(425) 564-2026
Multicultural Services (MCS)	B233.....	(425) 564-2208
Running Start.....	B233.....	(425) 564-2026
TRIO Student Support Services	B233.....	(425) 564-5745
Summer Enrichment	B233.....	(425) 564-2026
Student Affairs, Vice President.....	B231.....	(425) 564-2205

ENTER FROM THE CENTRAL COURTYARD	Room #	Phone #
Disability Resource Center	B132.....	(425) 564-2498
Testing Services.....	B142.....	(425) 564-2243
Workforce Education	B131.....	(425) 564-4054

TESTING SERVICES

B132, (425) 564-2243

www.bellevuecollege.edu/enrollment/assessment

The Assessment Office offers placement assessments for English, English as a second language, and mathematics. The office also provides General Education Development (GED) testing for high-school equivalency, and other testing such as Chemistry Placement and testing for Essential Academic Skills (TEAS) proctoring.

The mandatory assessment process identifies your skill level and appropriate placement in English and math courses. Call or check the Assessment Office website for more information about hours, fees, etc.

If you completed college-level math or English at another college you might not need to take an assessment test. Submit your transcripts (and course descriptions, if the other institution is out of state) to the Evaluations Office for review. Visit www.bellevuecollege.edu/enrollment/transfer/ for more information.

TRANSCRIPTS/STUDENT RECORDS

1st floor, Student Affairs Building, (425) 564-2222

www.bellevuecollege.edu/services/transcript

Your transcript is a record of the classes taken and grades earned at BC. You can view an unofficial copy of your transcript at no cost online, or from the computer kiosks in the Student Affairs Building and the Student Union.

The college will release official, authorized copies upon your written request only (if you make the request online, you will provide an electronic signature). Official transcripts cost \$6.35 each. For instructions on ordering transcripts, call (425) 564-2222 or go to the website. Complete the online request at www.bellevuecollege.edu/services/transcript/, or fill out a transcript request form at the Student Service Center, or mail a written request that includes your name, your student ID number, your signature, and the name and mailing address of the institution or agency to receive the transcript.

If there is a hold on your registration activity because of outstanding tuition, fees, or fines, you will not be able to request or pick up an official transcript.

TRANSFER CREDIT EVALUATION

www.bellevuecollege.edu/enrollment/transfer/

If you have earned college credits at another regionally accredited school prior to attending BC, you can submit a request to the Evaluations Office to have those credits reviewed for your degree at BC. To request an official transfer credit evaluation, you must be currently enrolled in credit classes or have completed credits in the past at BC, and be pursuing one of the academic transfer degrees. If you are taking classes for a professional/technical program, bring your transcript to the appropriate program chair who will determine possible transfer credit for your degree or certificate. For more information about transfer credit evaluation, visit the website.

TRANSPORTATION

www.bellevuecollege.edu/about/gettinghere/

BC RideMatch / Carpool: Register with your Bellevue College e-mail to find students from your neighborhood and form a carpool. For carpools of three or more, reserved carpool parking permits are available by application to Public Safety (K100).

Bicycling: Bellevue College, right off the I-90 bike trail, has covered parking for bikes and free access to showers and lockers in the gym, and a bike repair station next to the bus shelter.



How do you get to campus?



Get FREE Transportation Assistance!

Visit www.bellevuecollege.edu/gettinghere or email transportation@bellevuecollege.edu for appointment.

Bus: Bellevue College and the adjacent Eastgate Park & Ride are served from all directions. Students can double their bus money by purchasing a subsidized TransitChek for the ORCA card. Visit the Bellevue College "Getting Here" page for more information.

Enterprise Carshare: Join WeCar to rent a car for an hourly rate directly from campus. Gas and liability is provided at no charge.



WAITLIST

www.bellevuecollege.edu/enrollment/faq/#wait

If a class is full when you register, your name can be added to the Waitlist which offers students a fair and consistent method of being enrolled in a full class if openings occur. You will then be automatically registered for the class if a space becomes available. Check your schedule several times daily to find out if you have been registered for the class, and to be informed of related tuition and fees. If you decide you no longer want to be on the Waitlist, return to Web registration and have your name removed. If you have not been registered via the Waitlist process by the first day of classes, go to the class on the first day for further instructions. You may sign up for the Waitlist for one class per quarter. The deadline for signing up is the last day prior to the beginning of the quarter.



CAMPUS RESOURCES

HERE TO HELP YOU SUCCEED



**BC STORE &
CAFETERIA**



**CENTER FOR CAREER
CONNECTIONS**



**STUDENT UNION /
PALS CENTER**

AUTOMATED TELLER MACHINES (ATMS)

There are three ATMs on campus located in the:

- Student Affairs Building
- Student Union in the corridor near the Cafeteria entrance
- R Building main lobby near the elevator

BIRST

Vice President of Equity and Pluralism, (425) 564-2300, A201E

Vice President of Student Affairs, (425) 564-2206, B231

www.bellevuecollege.edu/diversity/

The Bias Incident Response and Support Team (BIRST) coordinates the College's response to campus bias incidents or hate crimes, and acts as advocates for persons affected by such incidents. Bias incidents and hate crimes violate college policy. If someone is a victim or knows of a bias incident or hate crime, he/she should report it to the Vice President for Equity and Pluralism or the Vice President of Student Affairs.

BC STORE (BOOKSTORE)

1st floor, Student Affairs Building, (425) 564-2285

bcc.collegestoreonline.com/

Main Bookstore

The BC Store, located on the first floor of the Student Affairs Building, sells the textbooks required for BC courses. Used books are often available at a reduced price and some titles are available for rental. You can also order textbooks online during registration. The refund policy is posted in the store, on the receipt and on the website. Receipts are required for refunds.

The store also carries school supplies, art supplies, greeting cards, snacks, newspapers, postage stamps, apparel, and sundries. Technology devices are available for rent each quarter, including ultrabooks, netbooks, tablets, drawing tablets and graphing calculators.

Textbook buy-back takes place during final exam week at the end of each quarter and sponsors a wholesale buy-back during the first week of each quarter.

Main Bookstore hours for the first three weeks of each quarter:

Monday – Thursday	7:30 am – 7:00 pm
Friday	7:30 am – 5:00 pm

Main Bookstore hours for the remaining weeks:

Monday & Thursday	8:00 am – 5:00 pm
Tuesday & Wednesday	8:00 am – 6:00 pm
Friday	8:00 am – 4:00 pm

Check a summer course schedule for summer hours.

Bookstore Annex: North Campus

The North Campus Bookstore carries textbooks for North Campus classes along with school supplies, sundries, apparel, and academically-priced software.

North Campus Bookstore hours:

Monday – Thursday	7:30 am – 7:30 pm
Friday	7:30 am – 4:00 pm

BULLETIN BOARDS

There are more than 70 bulletin boards around campus for posting notices. See Policies/Posting on page 69 and Campus Postings on page 35 for more information.

BUSINESS CENTER

See PALS Center → p. 35



BUS PASSES / BUS SERVICE

Cashiering, Student Affairs Building, (425) 564-2309

www.bellevuecollege.edu/about/gettinghere/bus/

Taking the bus to campus is a great option, especially with the Commuter Check for ORCA. Buses stop at the L Building near the middle of campus, at the south entrance, and at the Eastgate Park and Ride just down the hill from the south entrance.

CAFETERIA

1st floor, Student Union Building, (425) 564-2291

The BC Cafeteria features several hot entrée selections every day, along with soups, pasta bar, Pho and omelette bar, hot and cold beverages, and snacks. You can select from the grill or the made-to-order sandwich station, or build your own salad. The breakfast menu is available until 10:00 am. Daily menus can be viewed at the *MyBC* website.

Fall, Winter, Spring Quarter hours (when classess are in session):

Monday – Thursday	7:00 am – 6:00 pm
During finals week	7:00 am – 5:00 pm
Bldg. R location during finals week	7:00 am – 3:00 pm
Friday	7:00 am – 3:00 pm
During finals week	7:00 am – 2:45 pm

Summer Quarter hours:

Monday – Thursday	7:00 am – 2:45 pm
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CENTER FOR CAREER CONNECTIONS & THE WOMEN'S CENTER

B231, Student Affairs Building, (425) 564-2279

depts.bellevuecollege.edu/careers/

The Center for Career Connections and the Women's Center offer a variety of services to increase your success in attaining your educational and career goals. All services are available to both men and women. We offer assistance with career planning in both traditional and non-traditional careers, job search skills, academic internships, work-study opportunities, scholarship search, resource referrals, and job and internship postings via the Web.

To help you explore different career choices or plan your career, we provide credit and non-credit classes and workshops, where emphasis is placed on developing lifelong skills; networking with other students and business leaders; and facilitated in-depth reflection of your career and life goals. Career Specialists can help direct you to a class appropriate for you or can offer individualized career planning. Our computer resource area is available to you to explore jobs, internships, careers and the labor market.

Our résumé writing and interviewing skills classes are individualized and interactive, involving employers to tell you what they want to see in a candidate. Career consultants offer individualized résumé and cover letter critique. Our internship coordinator can help you search for an internship that will also earn credit through our Academic Internship Program.

Looking for jobs and/or internships?

Visit our **CONNECT!** website to view jobs and internships postings for students/alumni:
depts.bellevuecollege.edu/careers/connect-career-management-system/

COMPUTER KIOSKS

The computer kiosks in the Student Affairs Building give you a convenient way to register for classes, submit college forms, view an unofficial copy of your transcript, and check your class schedule, grades, financial aid status, & registration access time, etc.

COPY MACHINES

Copies cost 10¢ each. Self-serve, coin-operated photocopy machines are located in the Library, Student Affairs Building (main lobby, 1st floor), Student Union (outside the Student Business Center in C105), and N Building lobby.

COUNSELING CENTER

B234, Student Affairs Building, (425) 564-2212

www.bellevuecollege.edu/counseling/

The Counseling Center supports student success by providing educational and career planning, academic counseling, and free short-term confidential personal counseling to any registered BC student. The Center offers credit classes under the Human Development curriculum to help students identify goals and learn effective decision-making skills for college and life success. Classes include Career Exploration, Learning Strategies for Student Success, Stress Management, Assertive Communication, and Diversity in the Workplace.

DISABILITY RESOURCE CENTER

B132, (425) 564-2498 or TTY (425) 564-4110 or (425) 440-2025 V.P.

www.bellevuecollege.edu/drc

Disability Resource Center (DRC) provides academic adjustments and auxiliary aids or core services equal access to classroom material for eligible students with disabilities. To begin the process, students are required to submit qualifying documentation for their disability. During an intake meeting, appropriate accommodations are determined using disability laws and college procedure as guidelines. The program provides opportunities for students to build skills in self-advocacy, knowledge of institutional systems and knowledge of internal and community resources.

The DRC testing rooms in B132 provide a combination of uniquely equipped computers for students with approved accommodations. There is also assistive technology for computers available in the Open Computer Lab (N250) for DRC-enrolled students.

EARLY LEARNING CENTER (ELC)

Building Q, (425) 564-2240

www.bellevuecollege.edu/childcare

BC's Early Learning Center is available for the children of BC students, staff, and community members on a space available basis. It provides quality, affordable care for children 6 weeks to 6 years old. Preregistration is required. There is no drop-in service. Low-income families may apply for enrollment in the Head Start enhancement program for children 3 to 5 years old. The Center is located in Building Q at the northeast corner of Main Campus.

ELC hours:

Monday – Friday..... 6:15 am – 6:30 pm





Create your BC student e-mail account today!
It's free and easy to do!

All official college communication will only be sent to your BC e-mail. Don't miss important messages, notices, & announcements from the college.

To create your account, go to: **www.bellevuecollege.edu/netid/**

E-MAIL ACCOUNTS

Computing Services, N250

www.bellevuecollege.edu/ir/teams/cs/

The college sends all official administrative and instructional communications to credit students' BC student e-mail accounts. Such communications may include, but are not limited to, campus security alerts, campus closures, Information Technology (IT) security alerts, financial aid notifications, enrollment and registration transactions or instructor messages. After acceptance or re-application to the college, students are automatically required to create their official BC Student e-mail account when they create a BC NetID network account that is used to log in to multiple technological services and resources at Bellevue College including (but not limited to) the Official BC Student e-mail account, MyBC, the college Web portal, computers in classrooms and labs, and the college wireless network.

FAX SERVICE

See **PALS Center** → p. 35

FINANCIAL AID OFFICE

See **Getting Started > Financial Aid** → p. 16

FITNESS CENTER

G104, Gymnasium, (425) 564-2380

www.bellevuecollege.edu/pe/fitnesscenter/

The Fitness Center offers you the opportunity to raise your physical fitness level in strength, endurance, flexibility, aerobic capacity, and body composition, while earning college credit. Fitness Center staff can help you develop an individual plan and guide you toward reaching your goals. A variety of equipment is available, including hand weights, weight machines, treadmills, and stair-steppers.

The Fitness Center is open:

Monday – Thursday	6:30 am – 8:30 pm
Friday	6:30 am – 6:30 pm
Saturday	10:00 am – 1:00 pm

GED TESTING

B142, Student Affairs Building, (425) 564-2243 or 564-5609

www.bellevuecollege.edu/deved/ged/

Testing Services offers the General Educational Development test (GED) high school equivalency test for a nonrefundable fee. Contact Developmental Education (Room R130) for information on free GED test preparation classes.

HIGH SCHOOL PROGRAMS

High School Programs includes the following departments:

- Career Education Options
- College in the High School
- Running Start
- Summer Enrichment
- Tech Prep College Connections

See **Getting Started > High School Programs** → p. 17-18



INTERNATIONAL STUDENT PROGRAMS

House 6, (425) 564-3185

www.bellevuecollege.edu/isp/

International Student Programs (ISP) has more than 1,600 students from more than 65 countries. ISP provides primary support for students on non-immigrant visas who plan to enroll in college-credit classes, BC's Intensive English/University Preparation program, the International Business Professions program, special short-term programs, and/or noncredit English-as-a-Second-Language classes.

If you are an international student, ISP can help you achieve your educational goals at BC. ISP also fosters cross-cultural experiences on campus for domestic and international students. ISP services include:

- International student admissions and recruitment
- Advising (academic, immigration, cultural)
- Registration
- Credit evaluations
- Health and insurance matters
- Student activities
- ISP scholarships
- Facilitation of meetings for foreign visitors and potential school affiliates
- Housing referrals
- Liaison between BC international students, faculty, and administrators and the U.S. Department of Homeland Security

LIBRARY MEDIA CENTER

See Library, Labs and More → p. 37

MAILING SERVICES/US POSTAGE STAMPS

PALS Center, Student Union, (425) 564-2297

You can purchase U.S. postage stamps in the Student Business Center (individual stamps) and in the Bookstore (in books of 20 only).

See PALS Center → p. 36

MOVIE TICKETS

See PALS Center → p. 36

MULTICULTURAL SERVICES

**B233, Student Affairs Building,
(425) 564-2208**

www.bellevuecollege.edu/mcs



Multicultural Services (MCS) provides academic and support services and advocacy for students of color, low-income students, first-generation college students, students with disabilities, and veterans at BC. Our program goal is to increase student retention and enhance student satisfaction. Additionally, we are a partner in promoting cultural diversity within the college and surrounding community.

MCS support services include:

- Recruitment outreach
- Academic advising and education planning
- Counseling
- Financial aid advocacy and application assistance
- Offering courses
- Admissions & registration assistance
- Tutoring and mentoring

- Advising cultural clubs/organizations and activities
- Service learning and community service opportunities
- Planning and facilitating cultural events
- Student leadership development and skill building
- Developing curriculum and policy
- Information about scholarships, internships, and community resources which may support student retention

NORTH CAMPUS

14673 NE 29th Place, Bellevue 98007 (425) 564-2263

Located northeast of downtown Bellevue just off SR-520 and 148th Ave NE, BC's North Campus houses administrative offices and classrooms for the Continuing Education Division, OLS/Venture (Occupational Life Skills AA degree) and the Translation & Interpretation Certificate program. Also located at the North Campus are the administrative offices for the Health Information Technology grant program.

Additional services at the North Campus include registration, cashiering, and a Book Store that offers textbooks, supplies, and academic-discount software. And a Test Center that provides computer and paper-based proctored assessment for incoming credit students, and is also an ACT and Prometric authorized testing center offering certification testing for industry professionals.

Course listings with a V Building designator are held at the North Campus.

See also Continuing Education → p. 15

OMBUDS OFFICE

D126-K, (425) 564-2131

www.bellevuecollege.edu/ombuds/

The ombuds office helps students, faculty, and staff resolve conflict and disputes fairly and informally. The ombuds office does not replace other administrative processes on campus. See pages 57-74 for college policies.





ONLINE SERVICES FOR STUDENTS

www.bellevuecollege.edu/services/

The Online Services for Students website is your centralized access point to BC's online resources and tools including:

Online Tools

- Canvas login
- MyBC login
- BC email
- Schedule planner

Popular Resources

- Enrollment Calendar
- Financial Aid Status
- Placement testing
- Parking
- Bookstore
- Graduation Applications
- Class Schedule
- View your quarterly schedule & receipt

Register

- Register Now: Add/Drop Classes
- Why am I blocked?
- Late registration petitions
- Schedule adjustment form
- Pay tuition and fees
- Payment Plan
- Check Registration Time
- Check Waitlist Status
- Registration FAQs
- Request Prerequisite Check
- Transfer Credits to BC

Registrar's Forms

- Verification of Enrollment / Letter of Acceptance
- Appeals
- Repeated Coursework
- Change your Major
- Request to take over 18 credits
- Good Student Certificate

Records and Grades

- View Unofficial Transcript
- Official Transcript Request
- Update Contact Information
- Student Tax Information
- Degree Audit
- Student Accounts
- What is my Student ID (SID)?
- What is my PIN?
- Change PIN
- Create your BC email account (NetID)

PUBLIC SAFETY

K100, (425) 564-2400

www.bellevuecollege.edu/publicsafety/

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

The Public Safety Department at Bellevue College provides safety services and protection 24 hours a day, 7 days a week. Contact Public Safety to:

- Get help in any emergency (fire, crime, medical, hazardous material)
- Report a suspicious object or hear a bomb threat – www.Bellevuecollege.Edu/publicsafety/information/emergency/#bomb-threats
- Get a safety escorts between locations on the Bellevue College campus
- Report a crime on campus
- Report damage to a campus facility or property
- Report or resolve parking or traffic collisions, disputes, violations, etc.
- Get assistance when you've locked your keys into your car
- Jump-start a dead battery

Public Safety is also the “first responder” for serious violations of the Student Code.

You can dial 564-2400 or 911 as a cost-free call from any public pay phone on campus. Dialing 564-2400 first will put you into direct contact with Public Safety staff, who are available 24/7. BC Public Safety works closely with Bellevue Fire and Police departments and other local aid providers as necessary.

Security-related information such as statistics about crime on and near BC campuses can be found on the BC Public Safety website.

See also College Policies > Parking and Traffic Regulations → p. 68

Alert System

www.bellevuecollege.edu/alerts/

BC has partnered with Rave Mobile Safety to offer emergency alert notification via text or e-mail any time the college closes unexpectedly, classes are delayed or during any emergency condition due to weather or any other circumstance that relates to your personal safety or the safety of the campus community. You are automatically subscribed to Rave Alert once you have created your BC e-mail address and made your first visit. BC also provided emergency status information to www.schoolreport.org which also provides an alert notification service. To sign up for this public resource go to www.schoolreport.org.

Lost and Found

www.bellevuecollege.edu/publicsafety/lost-and-found/

The Public Safety Office keeps the central “Lost and Found” for all BC facilities. If you find a lost item on campus, please take it to K100 for safekeeping or call 564-2400 to have a staff member pick it up. If you have lost something yourself, check with Public Safety to see if it has been turned in. Call 564-2400 for the hours when you can claim lost property. Unclaimed items are discarded or (if usable) donated to charity.

RADIO STATION: KBCS, 91.3 FM

House 5, (425) 564-2427

kbcx.fm

KBCS is an 8000-watt, listener-supported, noncommercial radio station licensed to Bellevue College. KBCS airs folk, jazz, blues, and world music along with a variety of local regional and international news and information programming. Volunteer positions are available in broadcasting, programming, music, production, public affairs, and office support. For more information or to request a sample program, please call KBCS at (425) 564-2427.





STUDENT TECHNOLOGY SUPPORT CENTER

Open Computer Lab, N250, (425) 564-5555

www.bellevuecollege.edu/stsc/

The Student Technology Support Center is your help desk for questions about setting up your e-mail account, connecting to BC's wireless network, and accessing Canvas. You can drop by N250, contact the STSC by phone at (425) 564-5555, and by e-mail at help@student.bellevuecollege.edu.

Protecting your privacy

- Keep your information private! Be careful when and where you write down your password, SID, PIN, and other personal data.
- No one, including BC staff, needs to know your password for any reason.
- Be aware of people standing behind you or next to you when you are typing personal information on the computer screen.
- Always end your session by closing the browser after you've finished.

TELEVISION STATION: THE COLLEGE CHANNEL

D152, (425) 564-2438

www.bellevuecollege.edu/resources/stations

Explore educational programs, concerts, historical lectures and much more on the College Channel, BC's college campus television station. You'll find a link to a daily programing guide, as well as station news and announcements on the website. You will need access to The College Channel on Comcast Cable Channel 28. The College Channel is NOT available within Seattle city limits, nor is it carried on private cable companies which some students have for their apartment complexes. If you have questions about the availability of our cable channel in your area, call us at (425) 564-2438.

TRIO STUDENT SUPPORT SERVICES

B234, Student Affairs

Building, (425) 564-5745

www.bellevuecollege.edu/TRiO

TRiO

TRiO Student Support Services provides academic, financial, and personal support to low-income, first-generation college students, or to those who have a documented disability. TRiO services include study skills development, tutoring, academic planning, personal advising, transfer advising, financial aid advising and assistance, a quiet study center and computer lab, a laptop lending program, and cultural and social activities.

VETERANS' OFFICE

B125M, Student Affairs Building, (425) 564-2220

fa.bellevuecollege.edu/veterans

The Veterans' Office in Financial Aid coordinates all U.S. Veterans' Administration educational benefits for BC's veteran students. Check with this office to apply for benefits. If you are called up for active service, the Veterans' Affairs Office can help you withdraw from your BC classes at any time during the academic quarter. Please bring a copy of your orders.

WELLNESS CENTER

G128, (425) 564-2391

www.bellevuecollege.edu/pe/wellnesscenter/

The BC Wellness Center is a campus wide wellness program focused on providing students, faculty and staff with activities and information promoting physical, psycho-social and environmental health. A number of free adventure trips are scheduled each year designed to promote health and social interaction within our diverse student body. Students can get more information, or enroll in sponsored activities, by contacting the Health and Physical Education office at 564-2391. The Wellness Center provides:

- Friday hiking series
- Intro to backpacking the Cascades
- Intro to fly fishing clinic
- Intro to Nordic skiing
- Intro to sea kayaking on Lake Union
- Open gym sports
- Orienteering workshops
- Outdoor rental equipment
- San Juan Island bike touring
- Snow shoeing the Cascades
- Rock Climbing Workshop

WOMEN'S CENTER, THE

See Center for Career Connections & The Women's Center → p. 25

WORKFORCE EDUCATION

Room B131, (425) 564-4054

www.bellevuecollege.edu/we/

Basic Food Employment & Training (BFET)

B131, (425) 564-2174

www.bellevuecollege.edu/we/bfet/

Provides free tuition and books for those who qualify. A student must be receiving Federal Basic Food Benefits (Food Stamps). Low income students will receive assistance in applying for Basic Food Benefits.

Opportunity Grant

B131, (425) 564-4045

www.bellevuecollege.edu/we/og/

Offers tuition and book assistance to qualified limited-income adults to learn marketable skills and gain employment for students seeking professional/technical certificates or degrees. To be eligible for the Opportunity Grant, a student must:

- Be a Washington State resident
- Be a low income adult
- Have little or no previous college credits
- Pursue approved professional or technical programs

Worker Retraining Program

N211, (425) 564-4054

www.bellevuecollege.edu/we/wrp/

Worker Retraining offers tuition assistance, priority registration, and educational planning for qualifying students who are currently receiving unemployment or have exhausted unemployment benefits in the past 24 months, for displaced homemakers, and for individuals previously self-employed in a declining industry. For eligibility, enrollment, and program information, attend one of the free weekly orientation meetings.

WorkFirst Program

B131, (425) 564-2714 (Computer Fundamentals and Tuition Assistance)

B131, (425) 564-5474 (ESL/ESL Workplace Intensive)

www.bellevuecollege.edu/workfirst/

WorkFirst provides free tuition and book assistance to qualifying TANF recipients for approved professional/technical programs. The goal of WorkFirst is to help students gain the skills and/or earn credential necessary for higher wages, better jobs, and further advancement.



IT'S YOUR STUDENT UNION



STUDENT UNION SERVICES

One of the most unique buildings on campus is the Jean Sarto Floten Student Union Building. It's wall of glass allows natural light into the space and comfortable chairs provide a relaxing place to hang out. A wide variety of services are available in the Student Union including:

Cafeteria

The cafeteria offers a large salad bar, custom-made sandwiches, pasta bar, daily entrees and a full-service grill. The cafeteria is popular spot for eating lunch, studying or just hanging out with friends and a frequent place for events.

Coffee Shop / Espresso Bar

A full espresso bar which also serves fruit smoothies, pastries, small sandwiches, a daily featured soup, fruit, chips and other snack items.

Student Lounge

A spacious, relaxing area with overstuffed armchairs and coffee tables, overlooking the south courtyard.

Other services available in the Student Union include:

- ASG Office (C212)
- Automated Teller Machine
- Bus Information Kiosk
- Campus Activities Board (C212)
- Change Machine
- Copy Machine
- The Watchdog Office (C206)
- Mailbox (outgoing U.S. Mail)
- Microwave Ovens
- PALS Center (C106)
- Phi Theta Kappa Office (C212)
- Student Club Information (C212)
- Student Handbook (C212)
- Student Information & Web Access (C105)
- Student Meeting Rooms
- Student Programs
- Vending Machines

PALS CENTER

C106, Student Union, (425) 564-2297

www.bellevuecollege.edu/pals/

The PALS (Peer Assisted Leadership through Service) Center is a student-run campus center that provides services and information for the Bellevue College community focusing on student success, leadership, community building, and campus life and culture. Through our services we hope to create a place of community building and connection within the Student Union while providing an one-stop location for students and community members to connect to campus resources, find support, get their OneCard, and other services such as an open computer lab, lockers, netbooks, etc.

The PALS Center hosts the PALS Center staff, Peer to Peer Volunteering and Mentoring Program's staff, the campus honor society Phi Theta Kappa's volunteers and officers, and the Office of Sustainability's Transportation Representative.

Fall, Winter, and Spring Quarters:

Monday – Thursday 7:30 am – 7:00 pm
Friday 7:30 am – 5:00 pm

PALS Center Services include:

- Discount Movie Tickets
- Campus Resources
- Faxing Services (Local, Long Distance, International)
- Postage Stamps
- Student Handbook
- Student Id Cards (BC OneCard)
- Campus Event Tickets
- Parking Passes
- Scantrons
- Select Art Kits
- Metro Bus Schedules
- ORCA Information
- Campus Postings Procedures

BC's OneCard (BC student ID)

www.bellevuecollege.edu/onecard/

The BC OneCard is a student ID card that can also be registered and used as a prepaid Debit MasterCard®, providing Bellevue College students with the convenience of carrying just one card for a variety of uses on campus.



Campus Posting

Come to the Student Business Center or the Student Programs Office (C212) to get approval of items to be posted or pick up copies of the rules about the college's posting process and procedures.

Class Schedules

Pick up a copy of the quarterly credit class schedule or Continuing Education schedule, usually available on campus at least two weeks before the start of a quarter, in several Student Union locations and various locations throughout campus. See what courses will be offered, the academic calendar, tuition, fees and deadline information.

Copying and Printing

A self-serve, coin-operated copier is available in the hallway near C105. Printing from the six general-use computers in C105 costs 5¢/page (first five pages free).



Fax Service

Receive local and international faxes and send faxes to domestic locations for \$1.00 per page. (International service is not available.) The fax number is (425) 564-2443.

Mailing Services

U.S. Postal Service picks up outgoing mail once a day (around 2 p.m.) on instructional days. Postage stamps are available for sale in the PALS Center (C105).

Movie Tickets

Purchase discounted movie tickets good at local Regal and Loews theaters. These are tickets, not coupons or passes. Some restrictions apply; see the PALS Center for more info.

Remote Access to Student Information and Scholarship Search

Use one of the six Student Business Center computers for remote access to BC student information, registration, unofficial transcripts and for national scholarship information and other financial assistance. (Limited printing from the computers available).

Student Handbook

www.bellevuecollege.edu/stupro/handbook/

The Student Handbook, produced annually by the Student Programs Office, gives information on campus services, programs, departments, college policies, student code, etc. Handbooks are free and are available in several locations, including the PALS Center (C105), the Student Programs Office (C212), the Student Affairs Center, MCS, Open Lab (V250), Entry and Academic Services, President's Office, the Student Union kiosks, and an online version is available at www.bellevuecollege.edu/stupro/.

Voter Registration

Pick up mail-in voter registration forms at no charge.



LIBRARY, LABS AND MORE

TUTORING & TECHNOLOGY



**ACADEMIC SUCCESS
CENTER**



**LIBRARY MEDIA
CENTER**



**COMPUTER &
LEARNING LABS**



ACADEMIC SUCCESS CENTER

D204, (425) 564-2200

www.bellevuecollege.edu/asc/

Academic Tutoring

www.bellevuecollege.edu/asc/tutoring/

- **Drop-in tutoring:** Drop-in tutoring is an option for ALL students enrolled in classes at BC to seek assistance regardless of your current grade! Qualified tutors are available to help you with questions. Our services are more than just tutoring – we try to provide a rich, interactive learning experience for you.
- **e-Tutoring:** We offer online tutoring with accounting, anatomy & physiology, biology, chemistry, economics, math (developmental thru calculus), medical coding, Microsoft office, physics, Spanish, statistics, web development and writing. Students have the option of either a synchronous or asynchronous session. e-Tutoring is available for all students regardless of your grades in your classes.
- **Individual tutoring:** If you are earning a C or below in your class AND have the permission of your instructor, you may be eligible for up to 2 hours of individual tutoring per week.

The Math Lab

The Math Lab provides drop-in group tutoring for ALL students enrolled in BC credit classes. If you have questions, please call (425) 564-2492 or visit www.bellevuecollege.edu/asc/math/.

The Reading Lab

The Reading Lab provides assistance for students enrolled in reading lab classes to sharpen their reading skills, including vocabulary, speed, and comprehension. If you have questions, call (425) 564-2494 or visit www.bellevuecollege.edu/asc/reading/.

The Writing Lab

The Writing Lab provides one-on-one tutoring for help with essays, resume writing, personal statements or more. Each session is 35 minutes. Scheduled appointments and drop-in options are available. For additional information, please call our front desk at (425) 564-2200 or visit www.bellevuecollege.edu/asc/writing/.

INTENSIVE ENGLISH

Arts & Humanities Division, R230, (425) 564-2341

www.bellevuecollege.edu/isp/future-students/intensive-english/

BC's English Language Institute provides intensive, credit and noncredit English language training for international students interested in studying at U.S. colleges and universities. The college also offers English language classes for international residents living or working in the Eastside community.

LIBRARY MEDIA CENTER

D126, (425) 564-2252

www.bellevuecollege.edu/lmc

The Library Media Center (LMC) located in Building D is your gateway to knowledge and lifelong learning. The LMC offers excellent resource materials in print and electronic format. LMC staff will assist you in finding print, online, and audiovisual

materials for use in your coursework. Librarians are always available during all open library hours to help you with your research. They also teach library instruction sessions for classes in a computer-equipped classroom. Thirty computer workstations give access to the World Wide Web. Three additional computer workstations provide adaptive technology for students with special needs. The library home page (www.bellevuecollege.edu/lmc) has links to BC and local library catalogs, full-text online magazine, book, and image databases. If you are a currently enrolled student, you may access these materials from home using your student ID number. Students have access to a wireless network using their personal laptops.

The Media Center has laptop computers that students may borrow for use on campus. They can view movies and listen to music in individual media carrels or in the group viewing rooms. Other services include color photocopying, lamination, and media duplication. Study rooms are available for individual study or group discussions.

Fall, Winter, and Spring Quarter Hours:

Monday – Thursday	7:00 am – 8:00 pm
Friday	7:00 am – 5:00 pm
Saturday	Closed
Sunday	1:00 pm – 5:00 pm

Summer Quarter Hours:

Monday - Thursday	8:30 am – 6:00 pm
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NURSING SKILLS LAB

T315

www.bellevuecollege.edu/nursing/adn/skills-lab/

The Nursing Skills Lab is a learning lab just for nursing students. The fully equipped electronic classroom and computer lab provides an interactive and media rich setting for skills lectures. The classroom space includes 6 computer workstations loaded with nursing educational software.

OPEN COMPUTER LAB

N250

depts.bellevuecollege.edu/helpdesk/students/n250-open-lab/

The Open Lab has approximately 200 PCs and eight Macintosh computers available, some of them equipped with adaptive technology for students with disabilities. During any given quarter, there are over 100 different software programs available in this room. All computers have at least MS Office, Internet Explorer and Firefox installed. Licensed copies of all the specialized software used in Computing Services labs across campus are also installed. This lab is available to all BC credit students.

Fall-Spring Hours

Monday – Thursday	7:00 am – 9:30 pm
Friday	7:00 am – 7:00 pm
Saturday – Sunday	9:00 am – 6:00 pm

Summer Hours

Monday – Thursday	8:00 am – 8:00 pm
Friday – Saturday	Closed
Sunday	9:00 am – 6:00 pm

Please see the website calendar for exceptions. Extended hours are provided during the last two weeks of each quarter.

OTHER COMPUTER & LEARNING LABS

depts.bellevuecollege.edu/helpdesk/students/computerlabs/

With over 30 different labs across multiple campuses, we offer general and specialized facilities that support our diverse college curriculum. Other labs and computer classrooms are listed below. Computer Classrooms may be reserved by instructors.

- Adult Basic Skills Lab
- Advanced Media Lab
- Advanced Video Production
- CAD Labs
- CEO Computer Classroom
- Center for Career Connections
- Cisco Lab
- Developmental Math Lab
- Digital Media Lab
- Digital Music Lab
- Digital Music Studio
- Disability Resource Center (DRC) Labs
- Foreign Language Lab
- IBIT Computer Classroom
- IT Lab
- Mediated Math Lab
- PALS Center
- Registration Lobby
- WorkFirst Worker Retraining Lab



Adult Basic Skills Lab – R108

depts.bellevuecollege.edu/helpdesk/students/r108-2/

Technology in the Basic Skills Lab is devoted to helping ESL and International Programs students develop the English language skills necessary for college success. The lab is used as a classroom by the program instructors and has some open time for qualified students. Contact the Developmental Education staff (425) 564-2347 for lab hours and qualifications to use the room.

Advanced Media Lab – N209

depts.bellevuecollege.edu/helpdesk/students/n209-2/

N209 is a classroom dedicated to supporting the Digital Media Arts classes on campus. Software installed in this room includes highly specialized media program and graphics software. The primary focus is on the application of digital tools to create videos, games, 3D animations, screen designs and digital graphics.

Advanced Video Production – D152

depts.bellevuecollege.edu/helpdesk/students/d152/

The specialized Advanced Video Production lab is equipped with professional quality equipment and software for video production. For more information, students who either have some professional video or film experience in video production

CAD Labs – L116, L121

depts.bellevuecollege.edu/helpdesk/students/l121-2/

Open to Engineering or Interior Design students who have paid a lab fee. The CAD Labs have Computer Aided Design software installed on PCs. Large format printing is available.

CEO Computer Classroom – B105

depts.bellevuecollege.edu/helpdesk/students/b105/

The CEO Computer Classroom supports the Career Education Options program at Bellevue College. This program assists young students without a high school diploma to receive education and job skills.

Center for Career Connections – B231

depts.bellevuecollege.edu/helpdesk/students/b231-2/

The Career Center provides employment services, training programs and employer services to all career and job seekers. Services provided include help with job listings and searches, with resumes, interviewing, company research, workshops, worker retraining, apprenticeships, job recruiting and internships. Users do not have to be registered for classes to use the services provided.

Cisco Lab – N251

depts.bellevuecollege.edu/helpdesk/students/n251/

This lab supports Cisco and internet technology classes on campus. Access to N251 is via key code only when class is not in session.

Developmental Math Lab – D204

depts.bellevuecollege.edu/helpdesk/students/d204/

The Developmental Math Lab provides free tutorial assistance for Bellevue College math students on a drop-in basis and computer-based tutorials which supplement classroom activities. Check with the lab for specific hours of operation.

Digital Media Lab – N202

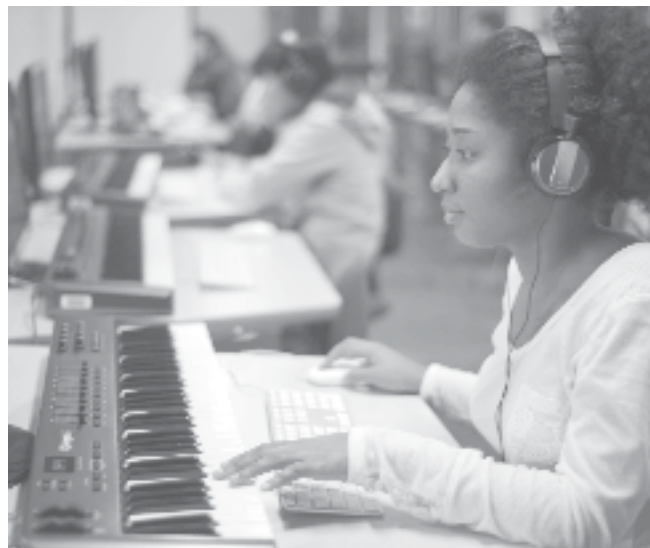
depts.bellevuecollege.edu/helpdesk/students/n202-2/

N202 is a classroom dedicated to supporting the Digital Media Arts classes on campus. Software installed in this room includes highly specialized media program and graphics software. The primary focus is on the application of digital tools to create videos, games, 3D animations, screen designs and digital graphics.

Digital Music Lab – A154

depts.bellevuecollege.edu/helpdesk/students/a154-2/

This lab contains the latest technology linking computers and musical keyboard input devices. Activities in this lab are coordinated through the Arts and Humanities Division.



Digital Music Studio – E127

depts.bellevuecollege.edu/helpdesk/students/computerlabs/e127/

This lab contains the latest technology linking computers and musical keyboard input devices. Activities in this lab are coordinated through the Arts and Humanities Division

Disability Resource Center (DRC) Labs – D132

[See Disability Resource Center → p. 26](#)

Foreign Language Lab – A244

depts.bellevuecollege.edu/helpdesk/students/a244-foreign-language-lab/

This lab is used for the instruction of foreign languages with the help of special software. Each computer has headphones and a microphone in order to record and hear foreign languages.



IBIT Computer Classrooms – A132, A133, A134

depts.bellevuecollege.edu/helpdesk/students/a132-ibit-computer-classroom/

These rooms are used by the BTS, Accounting and Business programs. They have the standard campus student software installation (Windows 7 operating system with the latest Office Suite and Internet access), and are configured with specialized IBIT software.

IT Lab – N252

depts.bellevuecollege.edu/helpdesk/students/n252-it-lab/

This is a classroom dedicated to supporting the Programming classes on campus. These computers have software to support specific programming languages such as C++ and Java. It also provides access to Client/Server technology software such as SQL. Access to N252 is provided by the N250 Open Lab as class scheduling allows.

Mediated Math Lab – C166

depts.bellevuecollege.edu/helpdesk/students/c166-2/

The specialized Mediated Math Lab utilizes a Computer-Based Teaching approach to provide hands-on access for a large number of self-paced and traditional math classes. Activities in this lab are coordinated through Math Department

PALS Center – C106

See PALS Center → p. 35

Registration Lobby – B125

depts.bellevuecollege.edu/helpdesk/students/b125-2/

These computers are available for students who need quick access to Bellevue College's online services for tasks such as registering and paying for classes.

WorkFirst/Worker Retraining Lab – B250, B255

depts.bellevuecollege.edu/helpdesk/students/b250-2/

These labs are used in support of the WorkFirst program, a program offering low-income working parents assistance with books, tuition and fees.

PHYSICS LABS

B139, B144

<http://scidiv.bellevuecollege.edu/Physics/Facilities.html>

Each room is equipped with appropriate laboratory equipment, computers for data collection and analysis, and multi-media support equipment for lectures. The Apple Lab supports many of the science division's courses with up-to-date Macintosh computers running a variety of teaching software. The physics program has provided a wide selection of software focused on many of the central topics in our courses. Other applications are available to help you with laboratory reports and data analysis. Instructors frequently assign out of class problems and projects that utilize this facility.

SCIENCE STUDY CENTER

S114

<http://scidiv.bellevuecollege.edu/SSC/>

The Science Study Center offers students an opportunity to work with computers, microscopes, videos and other hands-on materials under the guidance of science faculty members and student tutors. The 14 Macintosh computers in this lab are set up to provide multiple software applications supporting instruction across the science curriculum. Check the website for the current schedule of instructors and topics.



STUDENT LIFE

BUILDING COMMUNITY



**STUDENT PROGRAMS
& CLUBS**



**ASSOCIATED STUDENT
GOVERNMENT**



**CAMPUS ACTIVITIES
BOARD**



STUDENT PROGRAMS

www.bellevuecollege.edu/stupro/



Student Programs Staff

Faisal Jaswal, Assistant Dean of Student Programs

Nora Lance, Associate Director of Student Programs

Hristo Stoyanov, Program Manager

Brandon Lueken, Program Coordinator

Jenny Morgan, Program Coordinator

Zak Yousuf, Project Coordinator
(not pictured)

Tess Ames, Program Specialist
(not pictured)

Stephanie Rowe, Program Assistant

Lyneen Patnoe, Program Manager,
Theatre Arts

Patrick Green, Director, Office of Sustainability

Amber Nelson, Program Manager,
Office of Sustainability

Lisa Salkind, Advertising Manager,
The Watchdog

STUDENT PROGRAMS

C212, Student Union, (425) 564-6150

www.bellevuecollege.edu/stupro

Student Programs Mission Statement

By enriching student life through leadership opportunities, personal learning, and cultural experiences, Student Programs is committed to building a pluralistic and diverse campus community that fosters creativity, innovation, and student success. We empower our students to contribute to our community as better world citizens.

The Student Programs Office coordinates the following activities:

- Alumni outreach
- Associated Student Government
- Campus Activities Board
- New Student Orientation
- Peer-to-Peer Mentoring and Volunteer Program
- Phi Theta Kappa (student honor society)
- Student Business Center
- Student Handbook
- Student Leadership Institute
- Volunteer program

Come to Student Programs (C212) or to the PALS Center (C105) to:

- Get approval to post information on campus bulletin boards
- Reserve a room for a student club, organization, or study group meeting
- Offer suggestions for improving any student services at BC
- Plan an event on campus
- Talk with a peer mentor



Associated Student Government of Bellevue College

C212, Student Union, (425) 564-6150

www.bellevuecollege.edu/stupro/asbc/default.asp

All registered students automatically become members of the Associated Students of Bellevue College (ASBC). A student-elected Board of Directors represents the student body through campus-wide involvement and policy-making.

Associated Student Government (ASG) officers are elected in general elections held Spring Quarter. For the exact date of elections, officers' job descriptions, to apply for a student government position, or to learn more about student governance, activities, or clubs on campus, stop by the Student Programs office, C212, Student Union.

As a member of the college community, you are encouraged to participate in college governance and are free, individually and collectively, to express your views on college policy and on matters of general interest to the ASBC. ASG holds weekly public board meetings that are open to all students. To find out meeting times, come to C212.

For contact information, see ASG Directory → p. 46



ASG Directory	Phone #	E-mail Address
ASBC (ASG) Board of Directors		ASGOFFICERS@bellevuecollege.edu
President	(425) 564-2295	ASGPRES@bellevuecollege.edu
Vice President of Equity and Pluralism	(425) 564-2332	ASGVPEP@bellevuecollege.edu
Vice President of Finance and Communications	(425) 564-2269	ASGVVFC@bellevuecollege.edu
Vice President of Legislative Affairs	(425) 564-6048	ASGVPLeg@bellevuecollege.edu
Campus Life and Events Representative	(425) 564-2490	ASGCLUB@bellevuecollege.edu
Emerging Technology & Entrepreneurial Representative	(425) 564-2337	ASGTECH@bellevuecollege.edu
Environmental & Social Responsibility Representative	(425) 564-5089	ASGENVIR@bellevuecollege.edu
Marketing and Public Relations Representative	(425) 564-2141	ASGPR@bellevuecollege.edu
ASBC (ASG) Judicial Board		ASGJB@bellevuecollege.edu
Chief Justice	(425) 564-2339	ASGCHIEF@bellevuecollege.edu
Justice of Internal Affairs	(425) 564-2143	ASGJIA@bellevuecollege.edu
Justice of External Affairs	(425) 564-2142	ASGJEA@bellevuecollege.edu
ASBC (ASG) Legislative Committee		ASGLEG@bellevuecollege.edu
OSLA Policy Coordinator	(425) 564-6046	OSLApolicy@bellevuecollege.edu
OSLA Community Relations Coordinator	(425) 564-6046	OSLAcomm@bellevuecollege.edu

(OSLA = Office of Student Legislative Affairs)

Campus Activities Board (CAB)

**C212, Student Union, (425) 564-2448
or 564-5091**

www.bellevuecollege.edu/stupro/CAB



The Campus Activities Board provides social, cultural, and educational activities for Bellevue College and Eastside communities. Throughout the year, the CAB organizes a variety of activities: concerts in the Student Union, lectures, and other entertaining events. The CAB also helps plan cultural activities. CAB provides low-cost graphic support to all student-funded programs.

Student-Funded Programs at Bellevue College

C212, Student Union, (425) 564-6150

www.bellevuecollege.edu/stupro/handbook/asbc_sp/programs.html

In addition to the activities coordinated directly by the Student Programs office staff, ASBC and Student Programs support about 40 programs and services that provide social, educational, and cultural activities to foster student academic success. All BC credit students pay a services and activities fee (part of tuition) to support these programs. In 2011-12, Student Programs supported the following programs, services, and staff positions at BC:

- Academic Success Center
- Alumni Outreach
- American Sign Language
- Arabic Culture Student Association
- BC Student Handbook
- BC Association of Veterans (BCAV)
- BC Information Systems & Technology Association
- Belletrist Literary Arts Magazine
- Career Center Internship
- Center For Career Connections
- Cheer Squad
- Civil Rights Pilgrimage
- DECA
- Digital Media Arts Association
- Disability Resource Center
- Drama Productions
- Eastside Dance Production
- IAAP (International Association of Administrative Professionals)
- Intercollegiate Athletics
- Intercollegiate Rentals

- Intercollegiate Tourney Travel
- Interior Design Student Association
- Leadership Institute
- Library Gallery Space
- Math Lab
- MCS Cultural Fund
- Men's and Women's Golf
- Men's Baseball
- Men's Basketball
- Men's Soccer
- Model United Nations
- Music Prod-Instrumental
- Musical Productions Choral
- Nursing Student Association
- Open House
- Outreach Services
- Peer-To-Peer Mentoring
- Performing Arts Coord.
- Radio Station KBCS
- Reading Lab / Writing Lab
- Speech & Debate Society
- Stagefright Drama Club
- Student Childcare Center
- Student Programs Homepage
- TELOS
- The Watchdog
- Wellness Center
- Women's Basketball
- Women's Soccer
- Women's Softball
- Women's Tennis
- Women's Volleyball



Student Programs Leadership Institute

C212, Student Union, (425) 564-6150

www.bellevuecollege.edu/stupro/leadership/default.asp

The Student Programs Leadership Institute is a year-long cycle of leadership opportunities available free of cost for students. The mission of the Institute is to foster and promote leadership in emerging leaders through the development of leadership competencies. The Institute teaches four pillars of leadership: Inclusive Leadership, Servant Leadership, Adaptive Leadership, and Ethical Leadership.

Students are able to engage with the four pillars of leadership in many ways throughout the year. The institute has a cycle of offerings each year. Yearly offerings consist of leadership classes, monthly leadership seminars, the Camp Casey Leadership Retreat, and Mid-Year Leadership Retreat. There are also opportunities to attend different Leadership Conferences throughout the year.

Each quarter, the institute offers the following two credit leadership classes on **Wednesdays from 2:30 – 4:30pm:**

Fall – HD210: Leadership Today

- Leadership Principles/Skills/Attributes
- Ethical Decision Making
- Conflict Resolution
- Selling an Idea to a Team
- Imagination, Creativity, and Innovation
- Global Leadership
- Team Building and Motivation
- Communication Styles

Winter – HD212: Inclusive Leadership

- Culture and Context Leadership
- Leadership styles
- Communication and Working Styles
- Power, Privilege, and Leadership
- Prejudice and Discrimination

Spring – HD211 Leadership Tomorrow Vision

- Dealing with Difficult People
- The Art of Listening
- Problem Solving
- Environmental Leadership
- The Art of Negotiation
- Diversity
- Servant Leadership

Leadership Seminars:

During the quarter include monthly leadership seminars for organizations and clubs that focus on redefining leadership skills and strengths. Topics have included communication techniques for leaders, high performance teams, emotional intelligence, and event planning. In 2014, the Leadership Seminars are offered the **second Tuesday of each month in C103 from 1:30 – 2:20pm.**

Date	Topic
February 11, 2016	Influence and Negotiation
March 11, 2016	Communication Techniques for Leaders
April 15, 2016	High Performance Teams
May 13, 2016	Emotional Intelligence
June 3, 2016	Leadership topics in review, recap of all topics

Camp Casey Leadership Retreat:

The Camp Casey Leadership Retreat is the seminal event of the leadership cycle. In June, over 100 students participate in a 4-day over-night retreat at the Camp Casey Conference Center on Whidbey Island. This event both kicks off and resolves the leadership experiences of student leaders. The camp participants are mentored by a team of students who have attended the retreat in prior years. At the retreat, students learn fundamental leadership skills like their communication style, developing empathy, thinking ethically, and many others. Along the way, they network and bond with other leaders, teammates, and advisors.

Mid-Year Leadership Retreat:

The Mid-Year Leadership Retreat is designed to be a check-in following Camp Casey. Students who attended that retreat have had the opportunity to live out their leadership experiences. They have encountered some successes and some difficulty too. This is an opportunity to double down on their investment as leaders. The Mid-Year Leadership Retreat is a one-day on-campus retreat for around 100 students focusing on strengthening leadership skills the existing leaders have been struggling with. Previous topics have included cross-cultural communication, safe space training, and disability awareness.



LEADERS ARE MADE



APPLY SPRING 2016

CAMP CASEY

STUDENT LEADERSHIP INSTITUTE
STUDENT PROGRAMS, C212
(425) 564-6150

www.bellevuecollege.edu/stupro/leadership/default.asp

ACADEMIC SERVICE LEARNING

C212, Student Union, (425) 564-6151

www.bellevuecollege.edu/stupro/handbook/programs/programs59.html

BC's Academic Service Learning is a program that promotes deeper learning for students by placing you in community organizations where you gain hands-on, real-world experience in key classroom concepts, and then reflect on what you've learned. Faculty, in turn, guide and assess your reflections much as they would for any other course assignment or project. At BC, the Academic Service Learning staff facilitates and coordinates these efforts across all disciplines and works directly with the three groups needed to make service learning happen: community partners, faculty and students. We encourage you to contact the Academic Service Learning office to find out more about this practical and exciting learning tool.

ALUMNI OUTREACH

C212, Student Union, (425) 564-6150

www.bellevuecollege.edu

The Offices of Student Programs and Institutional Advancement collaborate to contact Bellevue College alumni with information about continuing support services available to them.

HONOR SOCIETY: PHI THETA KAPPA

**C212, Student Union,
(425) 564-3192**

<https://www.ptk.org/>

Phi Theta Kappa, the national community/junior college honor society, recognizes student academic excellence and leadership potential and gives members the opportunity for involvement in leadership, travel, and campus and community service activities. You must have a 3.5 grade-point



average in your college level courses to be eligible for Phi Theta Kappa membership. The BC chapter, Alpha Epsilon Rho, was founded in 1979; it is rated as one of the leading regional and national chapters. Contact faculty advisor Katherine Oleson, (425) 564-3050, for more information.

INTERIOR DESIGN STUDENT ASSOCIATION

L114, (425) 564-3155

clubs.bellevuecollege.edu/IDSA/

The Interior Design Student Association gives interior design students opportunities to interact with the professional design community and expand their educational experience beyond the classroom curriculum. Weekly meetings and scheduled sessions featuring guest speakers from the design community are open to all students. Students may also become student members of professional interior design organizations and participate in community service projects and the annual spring Showcase, an exhibit of work by interior design students. The general public and design professionals are invited to attend the opening night gala at which scholarships and awards are presented to outstanding students. Participating in student activities gives students an increased knowledge and awareness of the profession and often develops valuable contacts with working professionals. Contact faculty advisor Michael Mappala, (425) 564-2341, for more information.

MODEL UNITED NATIONS

D110, (425) 564-2338

www.bellevuecollege.edu/STUPRO/handbook/programs/programs46.html

Model United Nations is a program that simulates activities of the United Nations and other international organizations. When you participate, you develop a better understanding of international relations, the politics of other nations, and how the United Nations conducts its work. Those wishing to participate in Model United Nations must enroll in Political Science 121 (Fall Quarter, 2 credits), Political Science 122 (Winter

Quarter, 3 credits), and Political Science 123 (Spring Quarter, 5 credits). Contact Tim Jones at (425) 564-2010.

SPEECH AND DEBATE SOCIETY

www.bellevuecollege.edu/stupro/club/details.asp?link=295

The Bellevue College Speech and Debate team has consistently ranked among the top schools. It currently ranks number two in the Pacific Northwest Region National Forensics Conference. For more information about becoming a member, contact the Arts & Humanities division.

STUDENT CLUBS

Student Programs, C212, Student Union, (425) 564-6150

www.bellevuecollege.edu/stupro/club/index.asp

Students may form a club around academic or personal interests and may request formal recognition and funding through the ASG chartering process. Chartering gives a club access to campus facilities, ASBC funding, advertising support, and training. You need only five currently-enrolled students and a faculty or staff advisor in order to form a club. To start the chartering process, please pick up a club-chartering packet in the ASG office, C212, or the Student w, C105, both in the Student Union. Clubs must re-charter every year. See page 56 for a list of the current student clubs offered at BC.

See Chartered Clubs → p. 52

STUDENT GOVERNMENT

See Student Programs > Associated Student Government → p. 45

STUDENT INSURANCE

Cashiering, 1st floor, Student Services Building, (425) 564-2309

BC does not itself offer student insurance, but you can come to the Cashiering office to pick up information about plans that are available.

STUDENT NEWSPAPER: THE WATCHDOG

**C212, Student Union,
(425) 564-2435**

www.thewatchdogonline.com



Bellevue College's student newspaper, *The Watchdog*, welcomes students, staff, and faculty who have news, editing, and advertising experience, as well as those who have interest but no experience. Enrollment in journalism courses is encouraged but not required to participate as a Watchdog staff member. The newspaper is entirely student-run with occasional guidance from a faculty advisor. Students interested in joining the newspaper staff should contact advisor Amy Miller at (425) 564-3065 or amy.miller@bellevuecollege.edu. *The Watchdog* is available online.

SUSTAINABILITY

(425) 564-2720

www.bellevuecollege.edu/sustainability/



Bellevue College is committed to sustainability on campus, in classes, and through college and community leadership. Participate by 1) taking a sustainability related class (see website), 2) reduce waste and carpool, bus or bike to campus (see page 24), students driving alone are our largest source of climate changing greenhouse gas emissions, 3) Get involved with the Sustainability and Science Association or create your own project and apply for funding from the Student Environmental Sustainability Fund. For more information or support contact the Office of Sustainability or ASG Representative for Social and Environmental Sustainability, visit www.bellevuecollege.edu/sustianability.



Chartered Clubs For 2014–2015

- Accounting Club
- African Student Association (ASA)
- Arabic Culture Student Association
- Art & Crafts Social Club
- Art Club
- Asian Pacific Islander Student Association (APISA)
- Awesome Ultimate Frisbee Club
- Bellevue College Alliance
- Black Student Union (BSU)
- Breakdance Club
- Bulldogs Vote
- Business Leadership Community (BLC)
- Capoeira Angola Palmares
- Chemistry Club
- Chess Club
- Chi Alpha Christian Fellowship
- Chinese Christian Fellowship
- Chinese Students Association
- Christian Student Association
- Collimator's Club
- Computer Science Club
- Concerned Students Council (CSC)
- Counseling Center Student Support Group
- Critical Hit Productions
- DECA
- Design Thinking Workshop
- Diagnostic Ultrasound Club
- Docs and Dents Club
- El Centro Latino
- ELI Band Club
- Engineering Club
- English Language Players
- Equal Minds Club
- ESL Club
- Feminist Club
- Film Society
- Flashmob Club
- French Club
- Genki Society
- Helping Hands Club
- Indonesian Fellowship Club
- International Student Association (ISA)
- International Talk Time
- Intersarsity Christian Fellowship
- Japanese Conversation Club
- Japanese Modern Dance
- Jewish Cultural Club
- Jewish Cultural Club
- Katarou-kai
- Korean Student Union
- Kung Fu Club
- Latin American Culture Club
- Latter-Day Saint Student Association
- Lotus Club
- Marketing Club
- Muslim Student Association
- Nursing Student Association
- Organization of Women Leaders
- Philosophy Club
- Photography Club
- Redeemers College Bible Fellowship
- Rotaract
- SACNAS — Society for Advancement of Hispanics/Chicanos and Native Americans in Science
- Smash Club
- Son of Beach
- Speech and Debate
- Startup Bellevue College
- Student Consultant Meeting
- Sum of All Forces (Physics Club)
- Sustainable Food Group
- Transformational Leadership Club
- Wilderness Adventure Club
- World Food Diner
- World Maps Society



ARTS & ATHLETICS

MORE THAN ACADEMICS



MUSIC

THEATRE ARTS

ATHLETICS



ART GALLERY

D271, (425) 564-2788

www.bellevuecollege.edu/artshum/galleryspace/default.asp

Gallery Space, BC's art gallery, is dedicated to providing the campus community with the opportunity to view high quality artwork from a multiplicity of backgrounds, styles and media. Individual professional artists, student artists and groups are encouraged to apply to show their work. Exhibits change approximately monthly throughout the academic year.

MUSIC

E100, (425) 564-2089

www.bellevuecollege.edu/music/

The Music department offers a wide variety of courses for students from all musical backgrounds to fulfill a variety of goals. If you are beginning a career in music, pursuing music as a hobby or fulfilling general education requirements, Bellevue College has a diverse list of courses from which to choose. Some courses are offered both on campus and online. We offer courses and ensemble work such as Music Theory, History, Vocal Performance, Jazz Band, Guitar and Piano. Music Technology and Audio Music Production classes are also offered.

Choral Music

BC's Music Department offers a variety of performance opportunities for singers: the Concert Choir, the vocal jazz ensemble (Celebration!), and the chamber choir. These vocal performing ensembles participate in musical concerts, festivals, tours, student-led programs, and numerous venues at Bellevue College and in our community.

Instrumental Music

If you currently play an instrument or are looking to learn one please get involved with instrumental music at Bellevue College. We offer courses perfect for beginners, as well as performance opportunities and various performing ensembles for novice to advanced student musicians.

Music Education Club (CWMEA)

BC's collegiate chapter of the Washington Music Educators' Association is open to all students interested in pursuing Music Education as a profession. Though most members are music majors, any interested student may join.

Private Instruction

Take private instrumental or vocal lessons for college credit! Private instrumental or vocal lessons at Bellevue College is open to all students regardless of level – beginners to advanced students are welcome.

THEATRE ARTS

E100, (425) 564-2319

depts.bellevuecollege.edu/theatrearts/

Theatre Arts combines classes offered by our Dance and Drama Departments.

Dance

The Dance department offers courses in Ballet, Contemporary Dance and Jazz Technique. Some classes may be taken for either Dance credit or PE credit. Students in Dance Ensemble classes perform as the *Bellevue College Dance Company*.

Bellevue College Dance Company

Advanced dancers may participate in the Bellevue College Dance Company (BCDC) offering 1-5 credits. This is a performance class with the main production an annual Spring Dance Concert in the Carlson Theatre. This event has developed a reputation for excellence, which attracts a wide variety of professional guest artists and choreographers from out of state, as well as locally.

Drama

The Bellevue College Drama department provides opportunities for both beginning and advanced-level actors to gain performance experience. Beginning actors do not compete for roles with upper-level undergraduates as is the norm in four-year schools.

BC produces a new play each quarter which gives all student actors many opportunities to audition and perform. Additionally, *StageFright*, the BC student drama club, presents one play a year which is totally student-produced. BC Drama offers students hands-on technical experience in all areas. Tech crews work on all theatrical productions using state-of-the-art equipment and methodologies.

StageFright, Student Drama Club

The evening of short plays is always fun and usually surprising as students direct, write, design and perform dramas and comedies that take the audience from beginning to end in ten short minutes.



ATHLETICS

G100, (425) 564-2351

www.bellevuecollege.edu/athletics/

BC currently offers 10 intercollegiate sports programs. Involvement in these programs not only encourages physical activity in a competitive environment, but also develops teamwork, responsibility, goal-setting, and commitment. BC has established a successful tradition in intercollegiate athletics over the years, which is not only highlighted by many Northwest Athletic Association of Community Colleges conference titles, but also by the long list of individuals who have used the BC athletic experience as a step on the way to further educational and professional opportunities.

BC offers ten team sports which have solid reputations of being top competitors in the Pacific Northwest for over thirty years. Rosters for teams are filled via active recruitment of athletes who enroll at BC to advance both educationally and athletically.



QUARTER	WOMEN	MEN
FALL	Soccer, Golf, Volleyball	Soccer, Golf
FALL/WINTER	Basketball	Basketball
WINTER/SPRING	Softball	Baseball
SPRING	Tennis, Golf	Golf

Facilities

Bellevue College's successful athletic programs enjoy the use of some of the best facilities in the area including:

- **BC Soccer Field:** home for BC Men's and Women's Soccer. Along with team use, the field may be rented to the general public throughout the year.
- **Courter Family Athletic Pavilion:** has three full sized basketball floors and plays host to many youth tournaments throughout the year.
- **Courter Field:** home of the BC baseball team, Courter Field is one of the Pacific Northwest's top baseball facilities.

Intramural Sports and Sports Clubs

The intramural program, under the auspices of the Health Sciences, Education and Wellness Institute, currently offers midday activities such as aerobics, basketball, volleyball, and pickleball. The schedule can be modified according to students' interests. Both open-play and league competition are offered each Fall, Winter, and Spring Quarter. Students, staff, and faculty are encouraged to participate in planning and carrying out these and other activities. You are encouraged to arrange for your own medical insurance through the school health plans prior to competition.

The Intramural program also has information on chartering sports clubs. Club status allows your group access to BC facilities and equipment for your activity. For more information, contact ASBC Student Government, Student Union Building, C212, or Program Chair Ray Butler at rbutler@bellevuecollege.edu.



COLLEGE POLICIES

RIGHTS & RESPONSIBILITIES



**STUDENTS
RIGHT TO KNOW**



**CODES OF
CONDUCT**



**CONFLICT
RESOLUTION**

STUDENTS RIGHT-TO-KNOW ACT

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



Right-to-Know Information	Web URL and/or Office
Accreditation	www.bellevuecollege.edu/about/college/accreditation/
Affirmation of Inclusion	www.bellevuecollege.edu/legal/publicdisclosure/#inclusion
Costs of Attending BC	www.bellevuecollege.edu/enrollment/tuition/
Degree & Certificate Programs Available at BC	www.bellevuecollege.edu/programs/degrees/
Directory – Faculty and Staff	www.bellevuecollege.edu/directories/
Disability Access	www.bellevuecollege.edu/accessibility/
Drug-Free Environment	www.bellevuecollege.edu/policies/4/4500_Drug_Free_Environment.asp
Enrollment Policies	www.bellevuecollege.edu/legal/publicdisclosure/#policies/
Equal Opportunity in Education & Employment	www.bellevuecollege.edu/policies/4/4150_Equal_Opportunity_in_Education_and_Employment.asp
Equity in Athletics	www.bellevuecollege.edu/legal/publicdisclosure/#athletics
Family Education Rights & Privacy Act (FERPA); Disclosure of Student Information	www.bellevuecollege.edu/legal/publicdisclosure/#ferpa www.ed.gov/policy/gen/guid/fpco/ferpa/index.html
Financial Aid	www.bellevuecollege.edu/legal/publicdisclosure/#financialaid
Gainful Employment Information	www.bellevuecollege.edu/legal/publicdisclosure/#gainful-employment
General Educational Development (GED)	www.bellevuecollege.edu/legal/publicdisclosure/#ged
Graduation/Transfer Completion	www.bellevuecollege.edu/legal/publicdisclosure/#gradrates
Limitation of Liability	www.bellevuecollege.edu/legal/publicdisclosure/#liability
Maps	www.bellevuecollege.edu/about/gettinghere/maps/
Public Safety Report	www.bellevuecollege.edu/publicsafety/reports/
Smoking on Campus	www.bellevuecollege.edu/legal/publicdisclosure/#smoking
State Support for Higher Education	www.bellevuecollege.edu/legal/publicdisclosure/#statesupport
Student Profile	www.bellevuecollege.edu/about/college/facts/
Transfer Students Rights and Responsibilities	www.wsac.wa.gov/sites/default/files/TransferStudentRights-Responsibilities_8-13.pdf

ADHERENCE TO COLLEGE POLICIES & PROCEDURES

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

ACADEMIC FORGIVENESS POLICY

Bellevue College allows enrolled students pursuing a degree or certificate to petition for academic forgiveness as a one-time irreversible option for which students petition at the time of graduation. Students select a quarter on their transcript from which point all grades for all quarters preceding the selected quarter will be forgiven and excluded from their BC transcript cumulative GPA.

Courses which are forgiven cannot be used to meet pre-requisites, degree or certificate requirements. Students should be aware that other colleges and universities may include forgiven courses and/or grades in their eligibility for admission or graduation.

- Registration-related activities
- Deadlines
- Payments and refunds
- Grading
- Student Code

In those cases where students have a complaint concerning the college rules and regulations and no clear avenue of appeal is stated, students are encouraged to submit their concerns to the Executive Dean of Instruction for academic matters or to the Vice President of Student Affairs for nonacademic matters. The respective offices will seek the necessary means for providing a student with a decision.

Bellevue College reserves the right to change any provisions or requirements appearing in the catalog or quarterly schedule at any time and to add or withdraw courses without prior notification.

The catalog and quarterly schedule are published for informational purposes only. Every possible effort is made to ensure accuracy at the time of publication. However, the provisions of the catalog and quarterly schedule are not to be regarded as an irrevocable contract between the student and the college.

Students who wish to pursue academic forgiveness should meet with a counselor.

ACADEMIC PROGRESS

Excerpt from Policy:

Students are making academic progress when they have attempted 30 or more college-level credits and

- Achieve a cumulative GPA of 2.0 or higher and
- Complete at least 75 percent of the credits attempted and
- Complete their degree/certificate before reaching 125 percent of the required credits

Students who reach 85 percent of the college-level credits required for their degree/certificate will be notified by the office of the dean of Student Affairs that they should be nearing completion and inform them of the 125 percent requirement to meet the academic progress standard. Students who reach 125 percent of the college-level credits required for their degree/certificate will be required to meet with a counselor for approval of any additional courses. Courses approved will only be those necessary for completion of the degree.

ANIMALS ON CAMPUS

Animals are not to be brought to campus unless they are for the support of a person with disabilities.

CHILDREN ON CAMPUS

Excerpt from Policy

As a general rule, employees and students shall not bring children with them to their work sites or to classes. Employees and students may bring children to their work sites and/or classrooms only in special circumstances, and then only upon approval by their instructor (for students) or supervisor (for employees), and upon their compliance with college rules.

- A. No employee, student, or visitor to the college shall leave a child unsupervised at the college, nor may such person leave a child with a college employee or student, unless that child is enrolled in an authorized program of the college.
- B. Bellevue College offers certain programs and activities targeted towards children, such as Head Start, Parent Education, computer camps, or sports camps. The college provides supervision for children enrolled in these activities. Bellevue College also provides child care in its daycare facility. The college does not supervise children outside of such programs for children which are officially sanctioned by the college; and neither the college nor its employees, agents, or students may accept responsibility to do so on behalf of the college.
- C. Unsupervised children on the Bellevue College campus will be referred to Public Safety for assistance, and may be asked to leave.
- D. This procedure pertains to all employees and persons who visit the college, participate in classes, and/or programs, events, or other activities.

CLASSROOM BEHAVIORAL STANDARDS

A common, campus-wide minimum standard regarding student cheating, stealing, and plagiarizing provides enough autonomy for instructors and programs to set their own standards.

It is the instructor's responsibility to clearly articulate to the students what is considered appropriate and inappropriate behavior in the classroom and what action will be taken in the case of inappropriate classroom behavior. It is recommended that this be done through the course syllabus.

COMPLAINT POLICY

Excerpt from Policy

It is the policy of Bellevue College to provide clear and accurate information, provide accessible services, and offer excellent educational programs and quality service. Students have both the right to receive clear information and fair application of college grading policies, standards, rules, and requirements as well as the responsibility to comply with them in their relationships with faculty and staff members. The purpose of this policy and procedures is to provide a systematic way in which to express and resolve misunderstandings, complaints or grievances about dissatisfaction with college personnel, services, processes or facilities, discrimination or academic issues.

Bellevue College, through its affirmative action policy and general policy on sexual harassment, and in accordance with state and federal regulations, prohibits discrimination against students and employees on the basis of race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, the presence of sensory, mental or physical disability, or status as a disabled or Vietnam-era veteran.

Bellevue College employees are responsible for ensuring that their conduct does not discriminate against anyone; they are expected to treat people conducting business at Bellevue College with respect and may expect the same consideration, in return.

The college recognizes that disputes may sometimes arise and encourages the parties involved to resolve the conflict informally whenever possible. If resolution cannot be reached, a formal process provides an impartial and equitable way to resolve those conflicts.

- General Complaint Resolution Procedures can be viewed at:
http://bellevuecollege.edu/policies/1/1450P_General%20Complaint%20Resolution%20Procedures.asp

- Student Academic Dispute Resolution Procedure can be viewed at:
<http://bellevuecollege.edu/policies/1/1450P2%20Student%20Academic%20Dispute%20Resolution%20Procedure.asp>

Informal Complaint Process

The purpose of this step is to enable an individual to express and resolve misunderstandings, complaints, or grievances at the lowest level possible by speaking directly with the employee or departmental supervisor. The aggrieved person should make an appointment to talk directly with the employee to attempt to reach a mutual agreement. In some situations, such as a discrimination complaint, the aggrieved person may be more comfortable requesting a meeting with the employee's supervisor, instead. Both parties should be courteous, flexible, and respectful, as concerns are identified and possible resolutions discussed. Both sides should be open to alternative solutions or suggestions. If the problem cannot be solved together, the following formal complaint procedures may be used.

Formal Complaint Process

All formal complaints must be made in writing and should include the complainant's name; student identification number, if appropriate; address; e-mail address; telephone number; time(s); date(s); place(s); complete description of the complaint; and, in the case of grade complaints, both the grade received in the course in question and the reason for the grade complaint, specifying as accurately as possible all necessary performance scores and attendance data.

A. General Complaint Procedure:

An individual who has a complaint about an employee's performance or behavior that is not discriminatory, or about college services, or processes should go to the Office of the Vice President of Student Affairs, B231-A, to be directed to the appropriate department, telephone (425) 564-2205, or visit www.bellevuecollege.edu. Facilities-related complaints should be taken to Campus Operations, K100, or telephone (425) 564-2376.

Complaints should be filed as soon as possible or within six months after the incident occurs. The Office of the Vice President of Student Affairs will help the individual determine the appropriate department in which to file the complaint.

APPEAL

If either party is dissatisfied with the decision of the administrative unit supervisor, he/she may appeal in writing to the appropriate dean or vice-president within ten days after the date of the letter from the administrative unit supervisor. The person filing the appeal should identify why he/she is dissatisfied with the outcome of the complaint and provide any additional information to be considered.

B. Discrimination Complaint Procedure:

Whenever a complaint alleges discrimination or sexual harassment, this procedure should be used rather than the other complaint procedures. Alleged Title IX and Section 503 violations as well as other discrimination complaints will be investigated under this procedure. A student or member of the public who believes he/she has been discriminated against should bring his/her complaint to the Department of Human Resources, A101, or telephone (425) 564-2274. Discrimination complaints should be filed within one year after the incident(s) occurred. The college will act promptly to investigate the complaint and will attempt to protect the rights of the individual bringing the complaint (the complainant), the alleged discriminator, and any witnesses involved. All parties involved have the right to protection from any retaliating behavior by the alleged discriminator or any college employee. All complaints shall be kept as confidential as is reasonably possible during the investigation/resolution process. However, complaints may be subject to public disclosure under the state's Public Disclosure Act, and therefore the college cannot assure confidentiality to any participant in the process.

APPEAL

Appeals of any disciplinary action, including any finding that discrimination occurred, may be made through the appropriate employee contract or the student code. If the complainant is not satisfied with the disposition of the complaint, she/he may file a written appeal to the President within ten days after notification of the disposition of the complaint. This request should include any and all additional information s/he wants the President to consider. The decision regarding the appeal, including appropriate corrective measures, shall be made in writing by the President within fifteen days after receipt of an appeal.

External Complaint

Any student, employee, applicant for admission or employment, or member of the public using BC facilities who believes he/she has been discriminated against has the right to bypass the internal college process and file a discrimination complaint with one of the agencies listed below or any other agency with the jurisdiction to hear such complaints. Individuals seeking assistance from state and federal agencies need to be aware that many agencies have strict timelines regarding the filing of complaints.

Equal Employment Opportunity Commission

909 First Avenue, Suite 400, Seattle, WA 98104-1061

Human Rights Commission

1511 Third Avenue, Suite 921, Seattle, WA 98101

U.S. Office of Civil Rights

Department of Education, 915 Second Avenue, Seattle, WA 98174-1099

C. Academic Complaint Procedure:

A student who wishes to express and resolve misunderstandings, complaints, or grievances with faculty members regarding grades, grading issues, or policies in a fair and equitable manner should bring his/her complaint to the appropriate instructional division office.

Students with a complaint or a request for a grade review must file a written request with the appropriate organizational unit administrator (OUA) within two consecutive quarters from the date of the issuance of the grade. The Executive Dean of Instruction may extend the time limits in the process under exceptional circumstances such as extended illness, sabbatical leave, or other absence of either party to the complaint in which case the dean will give reasonable opportunity to complete appeal procedures or reply to the charges before making a decision.

Since the evaluation of the course content is exclusively within the province of the instructor for a particular course, any adjustments or grade changes may be initiated only by that instructor, or under extenuating circumstances, by the Executive Dean of Instruction, upon the approval of the college president. In such an instance, the course grade record shall be coded and indicate "grade changed by administrative action." The transcript shall indicate "changed by administrative action."

The OUA shall discuss with the student his/her concerns including the options available to resolve the grade concern. The OUA shall also inform the student that the ASBC vice president of student affairs or another person the student chooses may act as an advocate who will assist the student in completion of the complaint process. The student may waive the right to an advocate.

The student's written complaint, including remedies sought, shall be forwarded to the faculty member concerned, who must provide a written response within ten instructional days. If the written response does not resolve the complaint to the student's satisfaction, he/she may submit a written request to the OUA, appeal to the OUA, citing the reasons for disagreeing with the instructor's response. The OUA shall consult with the instructor and provide a written response within ten instructional days. If the OUA's response does not resolve the complaint to the student's satisfaction, the student shall provide a written request that the grievance be heard before the Student Academic Grievance Committee. The OUA will contact the Student Academic Grievance Committee chairperson to convene the Committee.

Student Academic Grievance Committee

The Student Academic Grievance Committee shall be composed of four faculty and two student justices. The BCAHE will annually elect one faculty member for the committee who will serve as the committee chairperson for the academic year commencing fall quarter. Two faculty members will be selected from the same or a closely aligned organizational unit of the faculty member against whom the grievance is filed. One faculty member will be selected without regard to organizational unit, but who is sufficiently aware of related discipline issues so as to add professional perspective to the hearing. The two student justices will be appointed by the ASBC president from the ASBC judicial board.

The Student Academic Grievance Committee shall consider the case within ten instructional days of the request for a hearing. All hearings shall be closed meetings of the Student Academic Grievance Committee (to include the student and the faculty member), except that any party to the grievance may have one representative or advisor in attendance. Based upon the evidence and proceedings, the Student Academic Grievance Committee shall provide both findings of fact and a written recommendation of the action to resolve the grievance within five instructional days of the hearing to the

Executive Dean. The Executive Dean shall review the recommendation of the Committee and, after consulting as appropriate with the student, the faculty member, and the Committee, shall render a decision. The decision of the Executive Dean of Instruction shall be final.

If the Student Academic Grievance Committee, at any point in its deliberations, finds that the complaint is without merit, the Committee may decide to dismiss the case. The Committee shall notify the complainant and the OUA of its decision. The Student may appeal the Committee's decision to the Executive Dean.

COPYRIGHT AND FAIR USE POLICY

BC policies addressing copyright can be found at: www.bellevuecollege.edu/policies/3/3600_copyright_and_the_right_of_fair_use.asp

COPYRIGHTED DIGITAL MATERIALS

Excerpt from the Digital Copyright Safeguards for Students Policy

It is a violation of federal law and college policy to share and/or distribute copyrighted materials without the permission of the copyright holder. Violators are subject to civil and criminal prosecution, as well as personal sanctions as specified in college policy.

Filesharing

The most common way that illegal sharing is done on campus is through the use of file sharing software, often called “peer-to-peer” or “P2P” software. Common brand names of this type of software include KaZaA, BitTorrent and Gnutella. While this type of software is not illegal, if it is installed on a computer extreme care must be used to ensure it is not used illegally.

File sharing software is frequently used to download music, motion pictures, and computer software. Users often do not realize that this type of software may turn their computer into a server, or file upload site, even without their knowledge or intent. Files stored on a computer so configured can then be illegally shared with every other person connected to the Internet.

Monitoring

Bellevue College technical support personnel monitor all activity on the college network. In addition, representative of the motion picture, music recording, and software industries actively and aggressively monitor the Internet to discover incidents of illegal file sharing. When violations are discovered, they contact the network owner and/or the Internet Service Provider (ISP) and rightfully demand that the offending device be disconnected from the network.

Bellevue College is considered the ISP for all computers attached to the college network and can readily identify individuals using the college network—**computer use at the college is NOT anonymous**. To protect the college and network users from further culpability under federal copyright law or college policy, the college will disable network access for any user or device for which a complaint of copyright infringement has been received. This disconnection will continue until the complaint can be resolved.

Resolution

Internal resolution of the complaint may require reconfiguring and/or removal of all P2P software from the computer used before access to the network is restored, and may also result in a college disciplinary review. In such a review, the full range of Bellevue College disciplinary sanctions is available, including:

1. Permanent loss of computer use privileges;
2. Denial of future access to Bellevue College IT resources;
3. Disciplinary action – any disciplinary action will be taken in accordance with appropriate procedures as established by the Dean of Student Success;
4. Dismissal from the college; and/or
5. Legal action.

Internal actions taken by the college to remedy a violation does not preclude the copyright holder from seeking civil and/or criminal prosecution for copyright infringement under state, local, or federal statutes. The federal law specifies that violators can be liable for:

- Litigation costs, attorney fees, and actual damages, or statutory damages of \$750 to \$30,000 for EACH work infringed. The maximum is raised to \$150,000 for cases of “willful infringement.”
- Actions taken to circumvent technological measures that are used to control access to copyrighted works or to prevent infringement of the exclusive rights of copyright owners are punishable by awards of statutory damages of \$200 to \$2,500 for EACH act of circumvention. This may include circumventing Bellevue College computer or network protections.

Example: Ripping a DVD and removing the copy protection.

- Statutory damages of \$2,500–\$25,000 for removal or alteration of copyright management information.

Example: Ripping a DVD and not including the FBI warning in the copy.

- Under certain circumstances, criminal penalties up to \$250,000, and/or imprisonment.

Bellevue College encourages all students to be aware of their rights and responsibilities with regard to copyrighted materials, and has posted links to a number of legal resources for enjoying music or movies online on its website at: depts.bellevuecollege.edu/helpdesk/students/file-sharing/.

DISCLOSURE OF SOCIAL SECURITY NUMBERS

Excerpt from Policy

Disclosure of a student's Social Security Number for the purpose of admission and registration at Bellevue College is voluntary on the student's part.

BC assigns a nine-digit number to all students who have previously enrolled and those who are applying for admission. Social Security numbers will continue to be requested but will not be used as identifiers in the college records system.

BC will not deny any individual any right, benefit, or privilege provided by law because of that individual's refusal to disclose his/her Social Security Number. Students who receive financial aid, however, should be aware that federal law requires them to provide their Social Security Numbers.

DISCRIMINATION, HARASSMENT AND RETALIATION

It is the policy of Bellevue College (College) to provide a working and learning environment free from discrimination, harassment, or retaliation. This policy expressly prohibits conduct that discriminates against individuals or groups based on their race or ethnicity, color, national origin, sex, marital or family status, sexual orientation including gender identity or expression, age, religion, creed, disability, veteran status, or any other basis prohibited by federal, state, or local law.

This policy also prohibits retaliation directed at any individual who reports or files a claim of discrimination or harassment, or who participates in an investigation of a claim of discrimination or harassment. Any member of the college community who is found to have engaged in unlawful discrimination, harassment or retaliation is subject to appropriate corrective or disciplinary action in accordance with applicable college policies and collective bargaining agreements.

- Prevention of Discrimination, Harassment and Retaliation policy can be viewed at: www.bellevuecollege.edu/policies/1/1440_Prevention_of_Discrimination_Harassment_and_Retaliation.asp
- Discrimination Complaint Resolution Procedures can be viewed at: www.bellevuecollege.edu/policies/1/1440P%20Discrimination%20Complaint%20Resolution%20Procedures.asp

DRUG-FREE ENVIRONMENT

Excerpt from Policy

Bellevue College intends to provide a drug-free, healthful, safe, and secure work and educational environment. Each employee is expected to report to work in an appropriate mental and physical condition to perform his/her assigned duties. Each student is expected to be in an appropriate mental and physical condition to participate fully in the learning process.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in or on Bellevue College owned or controlled property, or

while conducting Bellevue College business, is prohibited. Any disciplinary action for employees or students will be decided on a case-by-case basis depending upon the specific circumstances.

Disciplinary action resulting from a drug-related student code violation may range from strict discipline to expulsion from the college and denial of future registration. Students who feel they might have a problem with drug and/or alcohol abuse are encouraged to make an appointment to speak with a counselor in the Counseling Center.

EQUAL OPPORTUNITY

Bellevue College does not discriminate on the basis of race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; the presence of any sensory, mental, or physical disability; or veteran status in educational programs and activities which it operates. BC 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.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Excerpt from Policy

Bellevue College implements policy contained in this chapter in compliance with Public Law 93-380, the Family Educational Rights and Privacy Act of 1974 ("FERPA"). This law establishes that the education records of students attending or having attended the college are confidential and can be released only with written permission of the student. The Family Educational Rights and Privacy Act also authorizes the college to release so-called "directory information" without prior written permission.

The college has adopted procedures to implement the Family Educational Rights and Privacy Act. Questions pertaining to the procedures and their implementation should be directed to the Vice President of Student Affairs.

Notification of Rights under FERPA

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. There are exceptions which permit disclosure without consent such as disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including campus security personnel and health staff); contractors, consultants, volunteers, and other outside service providers used to perform institutional services and functions; a person serving on the Board of Trustees; or 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. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll, in connection with financial aid, to parents of dependent students, to comply with subpoena orders issued by the U.S. attorney General under the USA Patriot Act to organizations conducting studies on behalf of educational institutions. Information may also be disclosed for health and safety reasons and as a result of a disciplinary hearing to an alleged victim. Directory information (that information which may be made public to any party) is defined as: name, college email address, dates of enrollment, degree/certificate earned, sports participation (including height & weight), scholarships received, membership or office in Bellevue College Student Government or honor society, part time or full time student status and previous schools attended.

The right to file a complaint with the US Department of Education concerning alleged failures by Bellevue College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

US Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605



FINANCIAL RESPONSIBILITIES

The college expects that students who receive services for which a financial obligation is incurred will exercise responsibility in meeting these obligations. Appropriate college staff are empowered to act in accordance with regularly adopted procedures to carry out the intent of this policy, and if necessary to initiate legal action to ensure that collection matters are brought to a timely and satisfactory conclusion.

Admission to or registration with the college, conferring of degrees, and issuance of academic transcripts may be withheld for failure to meet financial obligations to the college.

GRADING

Excerpt from Policy

Bellevue College utilizes a consistent, published letter grading system to reflect the student's achievements. For students who do not wish to take a course for a letter grade, an optional Pass/Fail grading system is available, as is the option to audit a course. The student is responsible for initiating the removal of an incomplete grade or for correcting a grade he or she believes is incorrect. Students who have received a "D" or "F" in a course have the right, under certain circumstances, to repeat the course.

Grade Definitions and Points:

A indicates "Outstanding" Achievement

- A = 4.0 points per credit hour
- A- = 3.7 points per credit hour

B indicates "High" Achievement

- B+ = 3.3 points per credit hour
- B = 3.0 points per credit hour
- B- = 2.7 points per credit hour

C indicates "Satisfactory" Achievement

- C+ = 2.3 points per credit hour
- C = 2.0 points per credit hour
- C- = 1.7 points per credit hour

D indicates “Poor” Achievement

D+ = 1.3 points per credit hour

D = 1.0 point per credit hour

F indicates “Unsatisfactory” Achievement

F = 0 points per credit hour

Other Grades:

P = “Passing,” with no points calculated. A “P” grade is issued in two separate instances: for those courses institutionally recognized as using the “P” grade, and for courses graded using “A” through “F” in which a student elects to be evaluated “pass/fail”. In the latter instance students must declare intention for a “P/F” grade within the first 10 days of the quarter by filing the request in the Student Service Center. When the student fails to receive a grade of “A” through “D”, a grade of “F” will be assigned and calculated into the grade-point average.

CR/NC = “Credit/Non-Credit,” a grade granted for specific courses as determined by the college. No points are calculated into the grade-point average.

W = “Official Withdrawal.” Withdrawals are accepted and recorded on different schedules during the academic year and during Summer Quarter.

HW = “Hardship Withdrawal,” indicating a withdrawal request made because of extenuating circumstances after the official withdrawal period is over. This is a grade posted by the instructor. Students request this through the faculty or the faculty member may initiate the contact. No points are calculated into the grade-point average.

N = “Audit,” not counted for credit or grade-point average. A student must declare intention to audit a course within the first ten days of a quarter by filing the request in the Registration Office.

Y = “Course in Progress,” indicating a course which, by authorization of the executive dean of educational services, officially continues beyond the terminal date of the present quarter. Normally, the course is completed and graded on or before the termination of the subsequent quarter.

I = “Incomplete.” No points are calculated for this grade. An “I” grade indicates that the student has not completed specific prescribed requirements for a course, usually for unforeseen reasons beyond the student’s control. The student is responsible for requesting the assignment of an “I” grade. Granting the request and assigning the “I” grade is the prerogative of the instructor. The work for the course must be completed before the end of the next quarter (by the end of the following Fall term if the “I” is given in the Spring term), and an extension can be granted only with the instructor’s approval. If the student fails to complete the designated assignment(s), an “F” grade will be posted.

Removal of an Incomplete Grade

After the student completes the course requirements, resolving the deficiencies outlined on the contractual form within the negotiated time limit, the instructor is responsible for submitting the change to the Records Office.

Challenging a Grade

If a student wishes to contest the accuracy of a grade, it is important to consult with the instructor involved immediately. See Complaint Policy.

After one year, grades are not changed except for extraordinary reasons.

Repeating a Course

Students who have received a grade of “D” or “F” in a course or students who have failed to achieve a designated grade as a prerequisite may repeat a course up to two times. Other students seeking to repeat courses must request approval, including a rationale, through the college’s appeal process. All grades appear on the academic transcript. In order for the highest grade to be calculated into BC’s grade point average, the student must complete a repeated class request form at the Student Service Center. This request will result in the lowest graded course(s) having a grade identifier of “R” posted next to the grade(s) in the permanent transcript. BC’s grade point average will exclude any course that has a repeat grade identifier. Students should be aware that other colleges and universities may include repeated course grades in their eligibility for admission or graduation. “Z” and “W” grades are not included in the repeat policy.

GRIEVANCE PROCEDURES

See *Complaint Policy* → p. 60

HAZING

Excerpt from Policy

Hazing is prohibited. Hazing means any method of initiation into a student organization or living group or any pastime or amusement engaged in with respect to such an organization or living group that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student or other person attending any institution of higher education or post-secondary institution.

Hazing violations are also misdemeanors punishable under state criminal law according to RCW 9A.20.021.

PARKING AND TRAFFIC REGULATIONS

Excerpt from Policy

Bellevue College assumes no responsibility for theft or damage to vehicles parked on campus. For your own protection, remove valuables and lock your vehicle.

Parking Permits

BC students, who park on campus, are required to obtain a parking permit for their vehicles. Student parking permits are available online at: www.permitsales.net/bellevuecollege.

General Parking Rules

- Student parking is limited to areas designated “Student Parking.”
- Parking after 3:00pm for students, staff, and faculty is available in all designated parking areas with the exceptions of parking spaces for the disabled, the college motor pool, and specifically reserved signed areas. Students may not park in employee lots with signage stating “No Student Parking Anytime Mon-Fri.”

- On the BC main campus, parking permits are required Monday – Friday: 6:00am – 3:00pm.
- Park one vehicle to a space, inside the set of white lines.
- No one may park at any time in roadways, fire lanes, bus zones, loading docks, service driveways; on sidewalks or on the landscaping. No one may park in a reserved space without the appropriate permit or authorization.

Students and Staff with Disabilities

You may park in a space reserved for the disabled only if your vehicle has a disabled plate or displays a valid “Disabled Persons Parking Identifications” issued by the state of Washington. Reserved spaces are available in most parking lots. Lot C-7 on the west side of campus is designated entirely for disability parking.

Visitors

Visitors may park in Lot 4.

Carpools

The first level of the parking garage is reserved for student carpools (three or more students sharing one vehicle). Carpool permits are available only from the Public Safety Office and must be displayed on the dashboard of the carpool vehicle.

- Parking Permits are issued to current BC Students and/or Employees only
- Class schedules will be verified at the Public Safety office
- There has to be a minimum of three Students and/or Employees
- You will need the parking permit for each vehicle that will be parking on campus
- All car pool participants must come in at the same time to apply for the permit
- Vehicles must at a minimum have seating for three

Blocking the Roadway

Waiting in the parking lot roadway for a space to open up can create gridlock for everyone. Please be willing to come a little earlier or walk farther. Violators may be cited and their vehicles may be towed.

Speed Limit

The speed limit on campus is 20 miles per hour on the roadways and 5 miles per hour in the parking lots unless posted otherwise. Adverse driving conditions may require a slower speed.

Pedestrians

Pedestrians have the right of way at all times, except for emergency vehicles using lights, sirens, etc.

Public Safety Office Services

Contact the Public Safety Office (K100), Phone (425) 564-2400 if you need to jump-start a dead battery, if you have locked your keys in your car or if you have other minor problems which make your vehicle inoperable, especially if you will have to leave your vehicle in a parking lot overnight.

Accidents and Thefts

Please report accidents and stolen property to the Public Safety Office promptly. You may also need to make a report to the City of Bellevue Police Department.

Citations and Appeals

You may be cited for parking without a permit, parking in an unauthorized area, blocking a roadway, speeding, etc. If you do not pay the fine listed on the tickets, the college may delay your registration, place a hold on your transcripts or financial aid, and/or impound (tow away) your vehicle. Violators may be reported to a collection agency for unpaid fines, which may be directed to the registered owner.

If you wish to appeal your ticket, fill out a citation appeal form online at <http://bellevuecollege.edu/publicsafety/citation.asp>. You must file the appeal within 20 days after the date on the ticket. The Traffic Citation Review Committee ("Traffic Court") will review your appeal and decide whether to uphold, reduce, or waive the fine. You are encouraged to attend the court and state your case but if you cannot attend, the committee will decide on the basis of the statement you write on the appeal form.

POSTING

BC permits posting of materials in designated posting locations only, and requires the materials to be approved in advance at the Student Business Center, room C105, or the Student Programs office, room C212.

REFUNDS AND ADMINISTRATIVE FEES

Excerpt from Policy

The College collects an administrative fee when a student adds or drops course(s) or withdraws from the college. In addition, the Registrar is authorized to refund fees when a student withdraws from the college or course(s) according to state statute and to determine a pro-rated refund for courses with varying start and end dates. The Registrar also has the authority to make judgments regarding refunds for students who withdraw for medical reasons and for students who are called into the military service of the United States. A student who is requested to withdraw for disciplinary reasons will not be eligible for a refund.

The Registrar will refund fees to the appropriate federal account(s), in concurrence with rules governing financial assistance from the federal government, for students receiving federal Title IV assistance in the amounts mandated by current federal regulation when the student withdraws, or the college withdraws the student, from the college or a course(s).

REFUND PROCEDURES

Fall, Winter, Spring Quarters

Refunds for tuition and related fees are charged an administrative fee and are refunded upon withdrawal from college or a course or courses as follows:

- Tuition and fees will be refunded at 100% through the fifth instructional day of the quarter.
- Tuition and fees will be refunded at 50% from the sixth instructional day through the twentieth calendar day of the quarter.
- Tuition and fees will not be refunded after the twentieth calendar day of the quarter.

Summer Quarter

Refunds for tuition and related fees are charged an administrative fee and are refunded upon withdrawal from college or a course or courses as follows:

- Tuition and fees will be refunded at 100% through the third instructional day of the quarter.
- Tuition and fees will be refunded at 50% from the fourth instructional day through the eleventh calendar day of the quarter.
- Tuition and fees will not be refunded after calendar day eleven of the quarter.

Refund Exceptions

No checks will be processed for refunds that are less than \$25. Refund balances may be applied to future quarters of attendance. Any refund balances remaining after eight quarters will be forfeited. If an insurance claim has been filed, no refund will be granted for insurance fees.

Self-support programs may develop different refund policies for programmatic reasons.

REGISTRATION

See Registration Services → p. 20

SEXUAL HARASSMENT

It shall be the policy of Bellevue College, consistent with efforts to respect the dignity and integrity of both employees and students, to provide an environment free of sexual harassment.

Sexual harassment is a form of sex discrimination. It occurs in a variety of situations which share a common element: the inappropriate introduction of sexual activities or comments into the work or learning situation. Often, sexual harassment involves relationships of unequal power, and contains elements of coercion—as when compliance with requests for sexual favors becomes a criterion for granting work, study, or grading benefits. However, sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal behavior have a harmful effect

on a person's ability to study or work in the academic setting.

For general policy purposes, the term “sexual harassment” may include, without limitation, such behavior as unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct and expressive behavior of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning employment or educational environment.

The college recognizes its moral, ethical, and legal responsibilities regarding sexual harassment and will take appropriate action to rid the institution of such conduct.

SMOKING ON CAMPUS

Excerpt from Policy

Bellevue College limits smoking and tobacco use on campus as follows:

- Smoking and tobacco use is permitted only in designated locations. The college designates locations outside the campus courtyard on the main campus.
- Smoking and tobacco use shall not be permitted in college vehicles.
- The college provides signage at the three main entrances to campus to inform people of our policy. Signs and ashtrays are placed at the main pedestrian entrances to campus from our parking lots. A map depicting designated smoking and tobacco use areas is available from Campus Operations. Information about smoking areas at off campus locations will be posted at that site.

STUDENT CODE

POLICY 2050

Excerpt from policy 2050. Original Date: 6/11/1992 * Last Revision Effective: 3/24/2015

PROHIBITED STUDENT CONDUCT

The college may impose disciplinary sanctions against a student who commits, or aids, abets, incites, encourages or assists another person to commit, an act(s) of misconduct, which include, but are not limited to the following:

1. **Academic Dishonesty.** Any act of academic dishonesty, including but not limited to cheating, plagiarism, and fabrication.
 - a) Cheating includes any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment.
 - b) Plagiarism includes taking and using as one's own, without proper attribution, the ideas, writings, or work of another person in completing an academic assignment. May also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.
 - c) Fabrication includes falsifying data, information, or citations in completing an academic assignment and also includes providing false or deceptive information to an instructor concerning the completion of an assignment.
2. **Other Dishonesty.** Any other acts of dishonesty. Such acts include, but are not limited to:
 - a) Forgery, alteration, submission of falsified documents or misuse of any college document, record, or instrument of identification;
 - b) Tampering with an election conducted by or for college students; or
 - c) Furnishing false information, or failing to furnish correct information, in response to the request or requirement of a college officer or employee.
3. **Obstruction or Disruption.** Obstruction or disruption of (a) any instruction, research, administration, disciplinary proceeding, or other college activity, including the obstruction of the free flow of pedestrian or vehicular movement on college property or at a college activity or (b) any activity that is authorized to occur on college property, whether or not actually conducted or sponsored by the college.
4. **Assault.** Assault, physical abuse, verbal abuse, threat(s), intimidation, harassment, bullying, stalking or other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property. For purposes of this paragraph:
 - a) Bullying is physical or verbal abuse, repeated over time, and involving a power imbalance between the aggressor and victim.
 - b) Stalking is intentional and repeated following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated or harassed, even if the perpetrator lacks such an intent.
5. **Cyber-Misconduct.** Cyber-stalking, cyber-bullying or online harassment. Use of electronic communications, including, but not limited to, electronic mail, instant messaging, electronic bulletin boards, and social media sites, to harass, abuse, bully or engage in other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person. Prohibited activities include, but are not limited to, unauthorized monitoring of another's email communications directly or through spyware, sending threatening emails, disrupting electronic communications with spam or by sending a computer virus, sending false messages to third parties using another's email identity, non-consensual recording of sexual

activity, and non-consensual distribution of a recording of sexual activity.

6. **Property Violation.** Damage to, or theft or misuse of, real or personal property or money of the college or state; any student or college officer, employee, or organization; or any other member of the college community or organization; or possession of such property or money after it has been stolen.
7. **Failure to Comply with Directive.** Failure to comply with the direction of a college officer or employee who is acting in the legitimate performance of his or her duties, including failure to properly identify oneself to such a person when requested to do so.
8. **Weapons.** Possession, holding, wearing, transporting, storage or presence of any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, explosive device, or any other weapon apparently capable of producing bodily harm is prohibited on the college campus, subject to the following exceptions:
 - a) Commissioned law enforcement personnel or legally-authorized military personnel while in performance of their duties, or
 - b) Students with legally issued concealed weapons permits may store their weapons in vehicles parked in accordance with RCW 9.41.050 on campus provided the vehicle is locked and the weapon is concealed from view, or
 - c) The president or his delegate may authorize possession of a weapon on campus upon a showing that the weapon is reasonably related to a legitimate pedagogical purpose. Such permission shall be in writing and shall be subject to any terms or conditions incorporated therein.
9. **Hazing.** Hazing includes, but is not limited to, any initiation into a student organization or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student.
10. **Alcohol, Drug, and Tobacco Violations.**
 - a) **Alcohol.** The use, possession, delivery, sale, or being visibly under the influence of any alcoholic beverage, except as permitted by law and applicable college policies.
 - b) **Marijuana.** The use, possession, delivery, sale, or being visibly under the influence of marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form. While state law permits

the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities.

- c) **Drugs.** The use, possession, delivery, sale, or being under the influence of any legend drug, including anabolic steroids, androgens, or human growth hormones as defined in RCW 69.41, or any other controlled substance under RCW 69.50, except as prescribed for a student's use by a licensed practitioner.
 - d) **Tobacco, electronic cigarettes and related products.** The use of tobacco, electronic cigarettes, and related products in any building owned, leased or operated by the college or in any location where such use is prohibited, including twenty-five feet from entrances, exits, windows that open, and ventilation intakes of any building owned, leased or operated by the college. "Related products" include, but are not limited to cigarettes, pipes, bidi, clove cigarettes, water pipes, hookahs, chewing tobacco, and snuff.
11. **Lewd Conduct.** Conduct which is lewd or obscene.
 12. **Discriminatory conduct.** Discriminatory conduct which harm or adversely affect any member of the college community because of her/his race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age; religion; creed; genetic information; sexual orientation; gender identity; veteran status; or any other legally protected classification.
 13. **Sexual Misconduct.** The term "sexual misconduct" includes sexual harassment, sexual intimidation, and sexual violence.
 - a) **Sexual Harassment.** The term "sexual harassment" means unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently serious as to deny or limit, and that does deny or limit, based on sex, the ability of a student to participate in or benefit from the college's educational program or that creates an intimidating, hostile, or offensive environment for other campus community members.
 - b) **Sexual Intimidation.** The term "sexual intimidation" incorporates the definition of "sexual harassment" and means threatening or emotionally distressing

conduct based on sex, including, but not limited to, nonconsensual recording of sexual activity or the distribution of such recording.

- c) **Sexual violence.** “Sexual violence” is a type of sexual harassment and includes non-consensual intercourse, non-consensual sexual contact, sexual coercion, sexual exploitation, and stalking. The term further includes acts of dating or domestic violence.
- i) Consent requires knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact. A person may be incapable of giving consent by reason of age, threat or intimidation, lack of opportunity to object, disability, drug or alcohol consumption, or other cause.
 - ii) Nonconsensual sexual intercourse is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.
 - iii) Nonconsensual sexual contact is any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.
 - iv) Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victim’s current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
 - v) Dating violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.



- vi) Stalking means intentional and repeated harassment or following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated or harassed, even if the perpetrator lacks such intent.
14. **Harassment.** Unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, that is directed at a person because of such person's protected status and that is sufficiently serious as to deny or limit, and that does deny or limit, the ability of a student to participate in or benefit from the college's educational program or that creates an intimidating, hostile, or offensive environment for other campus community members. Protected status includes a person's race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age; religion; creed; genetic information; sexual orientation; gender identity; veteran status; or any other legally protected classification. See "Sexual Misconduct" for the definition of "sexual harassment." Harassing conduct may include, but is not limited to, physical conduct, verbal, written, social media and electronic communications.
15. **Retaliation.** Retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities, or otherwise being involved in the process of responding to, investigating, or addressing allegations or violations of federal, state or local law, or college policies, including, but not limited to, student conduct code provisions prohibiting discrimination and harassment.
16. **Misuse of Electronic Resources.** Theft or other misuse of computer time or other electronic information resources of the college. Such misuse includes but is not limited to:
- a) Unauthorized use of such resources or opening of a file, message, or other item;
 - b) Unauthorized duplication, transfer, or distribution of a computer program, file, message, or other item;
 - c) Unauthorized use or distribution of someone else's password or other identification;
 - d) Use of such time or resources to interfere with someone else's work;
 - e) Use of such time or resources to send, display, or print an obscene or abusive message, text, or image;
 - f) Use of such time or resources to interfere with normal operation of the college's computing system or other electronic information resources;
 - g) Use of such time or resources in violation of applicable copyright or other law;
 - h) Adding to or otherwise altering the infrastructure of the college's electronic information resources without authorization; or
 - i) Failure to comply with the college's electronic use policy.
17. **Unauthorized Access.** Unauthorized possession, duplication, or other use of a key, keycard, or other restricted means of access to college property, or unauthorized entry onto or into college property.
18. **Safety Violations.** Safety violation includes any non-accidental conduct that interferes with or otherwise compromises any college policy, equipment, or procedure relating to the safety and security of the campus community, including tampering with fire safety equipment and triggering false alarms or other emergency response systems.
19. **Violation of Other Laws or Policies.** Violation of any federal, state, or local law, rule, or regulation or other college rules or policies, including college traffic and parking rules.
20. **Ethical Violation.** The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession for which the student is taking a course or is pursuing as an educational goal or major. In addition to initiating discipline proceedings for violation of the student conduct code, the college may refer any violations of federal, state or local laws to civil and criminal authorities for disposition. The college shall proceed with student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.

The full Student Code Policy can be viewed at:

www.bellevuecollege.edu/policies/id-2050/

COLLEGE SURVIVAL GUIDE

WORDS TO KNOW TO SURVIVE COLLEGE



Academic Concentration

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

Academic Year

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

Accreditation

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

Admission

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

Application

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

Articulation

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

Assessment

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

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

Associate Degree

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

Audit

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



Baccalaureate or Bachelor's Degree

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

Basic skills

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

Catalog

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

Certificate

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

Class Schedule

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

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

College-level Study

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

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

Commencement

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

Common Course Identifier

Common Course Numbering

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

Competency

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

the next or earning the final certificate or degree.

Credit

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

Credit Load

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

Curriculum

(plural: curricula)

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

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

Dean

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

Degree

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

which usually requires less time and coursework).

Developmental-level Study

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

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

Discipline

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

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

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

Distribution Requirements

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

Drop

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

schedule for a particular quarter. See also withdrawal.

eLearning (formerly Distance Learning or Distance Education)

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

Elective

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

Entry Code

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

Evaluation

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

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

Finals Week

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

FAFSA (Free Application for Federal Student Aid)

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

Freshman

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

GED (General Education Development)

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

General Education

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

Grade

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

Grade Point Average (GPA)

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

Grant

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

Hybrid Course

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

Incomplete

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

Independent Study

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

Internship

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

Junior

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

Late Start Classes

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

Learning Outcomes

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

Lower Division

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

Major

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

North Campus

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

No-show

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

Noncredit

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

Once-a-week Classes

Instruction which only requires students to come to the campus one day a week.

Online Courses

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

Open Admissions

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

Pass/Passing

At most schools, a student will earn credit and "pass" a class with a grade of "A" through "D." A student who earns an "F" grade fails the class and earns no credit. Different schools have different

standards, so a student who passes a class with a “D” may or may not be able to use that class to meet prerequisites or fulfill requirements.

Placement

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

Postsecondary

Refers to all educational programs for students past high-school age; it includes community and technical colleges and job training programs as well as baccalaureate colleges and universities.

Practicum

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

Prerequisite

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

Professional/Technical

A course or instructional program that emphasizes job skills training for a particular field of work; often called “occupational” or “vocational” education and often contrasted with “academic” or “transfer” education.

Refund

Tuition and fees that are paid back to a student who has withdrawn from a course. At BC, the amount to be refunded depends on how many credits the student is taking and exactly when the student dropped the course(s). The refund policy and deadlines are published in each Credit Class Schedule.

Register/Registration

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

Requirements

Minimum standards defined by the college, for example for admission or graduation. See also prerequisite; distribution requirements; general education.

Resident

For purposes of calculating a student’s tuition and fees, someone who has lived



in the state for a specified length of time as shown by specified types of evidence.

Scholarship

(1) A type of financial aid grant.

Organizations may give scholarships according to academic achievement, financial need, or any other basis. Usually there is a competitive application process.

(2) A person's ability and expertise in a particular discipline of study ("I've always admired Dr. Busacca's scholarship in Italian art and literature").

Section

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

Senior

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

Sophomore

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

Syllabus

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

Term

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

TOEFL (Test of English as a Foreign Language)

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

Transcript

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

Transfer

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

Tuition & Fees

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

Undergraduate

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

Upper Division

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

Wait List

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

Waiver

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

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

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

Withdrawal

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

Work-study

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

EMERGENCY PROCEDURES

DEPARTMENT OF PUBLIC SAFETY

K100 (West of the Gymnasium, on main campus)

www.bellevuecollege.edu/publicsafety/

EMERGENCY RESPONSE

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

IN CASE OF... CALL:



EMERGENCIES
▶ **CALL 911**



NON-EMERGENCIES
▶ **(425) 564-2400**



RECORDED HOTLINE
▶ **(425) 401-6680**

EVACUATION OF BUILDINGS

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

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

FIRST AID/MEDICAL EMERGENCIES

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

In the case of injury or some other medical emergency –

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

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

FIRES

If you hear a fire alarm, evacuate immediately.

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

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

EARTHQUAKES

During the earthquake:

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

After the earthquake:

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

ACTS OF VIOLENCE

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

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

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

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

HAZARDOUS SUBSTANCES

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

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

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

If you see a suspicious object on campus:

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

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

CAMPUS CLOSURES

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

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

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

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

To find out if the college is closed:

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

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

GET UP-TO-DATE CLOSURE INFO

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

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

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



Rave
MOBILE SAFETY

DIRECTORY

RESOURCES & CAMPUS CONTACTS

PROGRAM	ROOM #	PHONE #	DIVISION/ DEPARTMENT
Academic Advising	B231, SSB	(425) 564-2212	Student Affairs
Academic Success Center	D204	(425) 564-2200	Science / Arts & Humanities
Academic Tutoring	D204	(425) 564-2468	Science
Accounting	A254	(425) 564-2311	IBIT
Administration of Criminal Justice +	D110	(425) 564-2331	Social Science
Admissions & Registration	B123, SSB	(425) 564-2222	Student Affairs
Adult Basic Education	R230	(425) 564-2341	Arts & Humanities
Alcohol & Drug Counseling +	T308	(425) 564-2012	HSEWI
Allied Health +	T308	(425) 564-2012	HSEWI
Anthropology	D110	(425) 564-2331	Social Science

PROGRAM	ROOM #	PHONE #	DIVISION/ DEPARTMENT
Applied Linguistics & Language	R230	(425) 564-3134	Arts & Humanities
Art	R230	(425) 564-2341	Arts & Humanities
ASG Student Government	C212, SUB	(425) 564-6150	Student Programs
Athletics/Intramural Sports	G100, Gym	(425) 564-2351	HSEWI
Bookstore	B127, SSB	(425) 564-2285	Student Affairs
Business Administration – Transfer	D110	(425) 564-2331	Social Science
Business Management +	A254	(425) 564-2311	IBIT
Business Technology Systems +	A254	(425) 564-2311	IBIT
Cafeteria	C134, SUB	(425) 564-2291	Admin. Services
Campus Activities Board	C212, SUB	(425) 564-2448	Student Programs

KEY

SSB	Student Affairs Building (East Wing of Bldg B)
SUB	Student Union Building (South Half of Bldg C)

HSEWI	Health Sciences, Education & Wellness Institute
IBIT	Institute for Business & Information Technology

+	A Professional/Technical Degree or Certificate Program
#	A Professional/Technical Program with Selective Admissions Requirements

PROGRAM	ROOM #	PHONE #	DIVISION/ DEPARTMENT
Career Education Options (CEO)	B233, SSB	(425) 564-4034	Student Affairs
Cashiering	B126, SSB	(425) 564-2309	Finance
Center for Career Connections	B231, SSB	(425) 564-2279	Student Affairs
Communication Studies	R230	(425) 564-2341	Arts & Humanities
Computer Lab (Open Lab)	N250, NWCET Bldg	(425) 564-3960	Technical Support Services
Computer Science – Transfer	L200	(425) 564-2321	Science
Continuing Education	North Campus	(425) 564-2263	Workforce Development
Continuing Nursing Education	T208	(425) 564-2012	HSEWI
Counseling Center	B234, SSB	(425) 564-2212	Student Affairs
Cultural & Ethnic Studies	D110	(425) 564-2331	Social Science
Dance (Theatre Arts)	R230	(425) 564-2341	Arts & Humanities
Database Administration +	A254	(425) 564-2311	IBIT
Developmental Education	R230	(425) 564-2341	Arts & Humanities
Diagnostic Ultrasound #	T208	(425) 564-2316	HSEWI
Digital Media Arts Animation & Graphics +, Gaming +, Video Production +	A254	(425) 564-2311	IBIT

PROGRAM	ROOM #	PHONE #	DIVISION/ DEPARTMENT
Disability Resource Center	B132	(425) 564-2498	Student Affairs
TTY line		(425) 564-4110	
Drama (Theatre Arts)	R230	(425) 564-2341	Arts & Humanities
E-Commerce +	A254	(425) 564-2311	IBIT
Early Learning Center	Q Bldg	(425) 564-2240	Administrative Services
Early Learning & Teacher Education +	T308	(425) 564-2674	HSEWI
Economics	D110	(425) 564-2331	Social Science
eLearning	A202	(425) 564-2438	Instruction
Emergency Services	K100	(425) 564-2400	Public Safety
Emergency Closure – Message Line	N/A	(425) 401-6680	Public Safety
Engineering	L200	(425) 564-2321	Science
English	R230	(425) 564-2341	Arts & Humanities
English as a Second Language	R230	(425) 564-2341	Arts & Humanities
Evaluation/Graduation Office	B125, SSB	(425) 564-3106	Student Affairs
Experiential Learning	R230	(425) 564-2341	Arts & Humanities
Exploratory/Undecided Majors	B234	(425) 564-2212	Counseling Center

KEY

SSB	Student Affairs Building (East Wing of Bldg B)
SUB	Student Union Building (South Half of Bldg C)

HSEWI	Health Sciences, Education & Wellness Institute
IBIT	Institute for Business & Information Technology

+	A Professional/Technical Degree or Certificate Program
#	A Professional/Technical Program with Selective Admissions Requirements

PROGRAM	ROOM #	PHONE #	DIVISION/ DEPARTMENT
Financial Aid	B123, SSB	(425) 564-2227	Student Affairs
Fitness Center	G100, Gym	(425) 564-2380	Physical Education
Geography	D110	(425) 564-2331	Social Science
Healthcare Technology & Management BAS	T208	(425) 564-2012	HSEWI
Health	G100, Gym	(425) 564-2351	HSEWI
Health Sciences, Education & Wellness Institute (HSEWI) Division Office	T208	(425) 564-2012	HSEWI
High School Programs	B233, SSB	(425) 564-2026	Student Affairs
History	D110	(425) 564-2331	Social Science
Human Development	B234, SSB	(425) 564-2212	Counseling Center
Imaging +	T208	(425) 564-2012	HSEWI
Information Systems & Technology BAS	A254	(425) 564-2311	IBIT
Information Technology +	A254	(425) 564-2311	IBIT
Interdisciplinary Studies	R230	(425) 564-2341	Arts & Humanities
Interior Design BAA	R230	(425) 564-2341	Arts & Humanities
Interior Design +	R230	(425) 564-2341	Arts & Humanities

PROGRAM	ROOM #	PHONE #	DIVISION/ DEPARTMENT
Institute for Business & Information Technology (iBIT)	A254	(425) 564-2311	IBIT
International Studies	D110	(425) 564-2331	Social Science
Library Media Center	D126	(425) 564-2252	Educational Services
Life Sciences Biology, Botany, Environmental Science, Oceanography	L200	(425) 564-2321	Science
Life Science Informatics Center	North Campus	(425) 564-4182	Instruction
Mathematics	L200	(425) 564-2321	Science
Math Lab	D204	(425) 564-2492	Mathematics
Multicultural Services (MCS)	B233, SSB	(425) 564-2208	Student Affairs
Music	R230	(425) 564-2341	Arts & Humanities
Networking Services	A254	(425) 564-2311	IBIT
Nuclear Medicine Technology #	T208	(425) 564-2316	HSEWI
Nursing – Associate Degree #	T208	(425) 564-2012	HSEWI
Nursing – RN-BSN	T208	(425) 564-2012	HSEWI
Office of International Education & Global Initiatives	House 6	(425) 564-3185	Student Affairs

KEY	SSB	Student Affairs Building (East Wing of Bldg B)	HSEWI	Health Sciences, Education & Wellness Institute	+	A Professional/Technical Degree or Certificate Program
	SUB	Student Union Building (South Half of Bldg C)	IBIT	Institute for Business & Information Technology	#	A Professional/Technical Program with Selective Admissions Requirements

PROGRAM	ROOM #	PHONE #	DIVISION/ DEPARTMENT
Open House	C212, SUB	(425) 564-6150	Student Programs
Opportunity Grant	B131	(425) 564-4178	Workforce Education
PALS Center	C106	(425) 564-2297	Student Programs
Parent Education	T308	(425) 564-2366	HSEWI
Philosophy	R230	(425) 564-2341	Arts & Humanities
Physical Education	G100, Gym	(425) 564-2351	HSEWI
Physical Sciences > Astronomy, Chemistry, Geology, Meteorology, Physics	L200	(425) 564-2321	Science
Political Science	D110	(425) 564-2331	Social Science
Programming +	A254	(425) 564-2311	IBIT
Psychology	D110	(425) 564-2331	Social Science
Public Safety	K100	(425) 564-2400	Campus Operations
Radiation & Imaging Sciences BAS	T308	(425) 564-2316	HSEWI
Radiation Therapy #	T208	(425) 564-2316	HSEWI
Radiologic Technology #	T208	(425) 564-2316	HSEWI
Reading Lab	D204	(425) 564-2494	English
Sociology	D110	(425) 564-2331	Social Science

PROGRAM	ROOM #	PHONE #	DIVISION/ DEPARTMENT
Student Business Center	C105	(425) 564-2297	Student Programs
Student Programs Office	C212, SUB	(425) 564-6150	Student Programs
Technical Support +	A254	(425) 564-2311	IBIT
Testing Services	B132	(425) 564-2243	Student Affairs
Transcripts/Student Records	B125, SSB	(425) 564-2222	Student Affairs
Translation & Interpretation	North Campus	(425) 564-3171	Continuing Education
Travel Study Abroad	R230		Arts & Humanities
TRiO Student Support Services	B234, SSB	(425) 564-5745	Student Affairs
Veteran's Office	B125M, SSB	(425) 564-2220	Student Affairs
Wireless Technology +	A254	(425) 564-2311	IBIT
Women's Center, The	B231, SSB	(425) 564-2279	Student Affairs
Workforce Education	B131	(425) 564-4054	Workforce Development
Worker Retraining	N211	(425) 564-4054	Workforce Development
WorkFirst	B131	(425) 564-4178	Workforce Education
World Languages American Sign Language, Arabic, Chinese (Mandarin), French, German, Italian, Japanese, Spanish	R230	(425) 564-2341	Arts & Humanities
Writing Lab	D204	(425) 564-2493	English

KEY

SSB

Student Affairs Building (East Wing of Bldg B)

SUB

Student Union Building (South Half of Bldg C)

HSEWI

Health Sciences, Education & Wellness Institute

IBIT

Institute for Business & Information Technology

+

A Professional/Technical Degree or Certificate Program

#

A Professional/Technical Program with Selective Admissions Requirements

INDEX

WHERE TO FIND THINGS IN THIS HANDBOOK

A		
Academic Advising.....	14	
Academic Forgiveness Policy.....	59	
Academic Progress.....	59	
Academic Service Learning	50	
Academic Success Center	38	
Accidents and Theft	69	
Admissions	12	
Alert System.....	31	
Alumni Outreach.....	50	
Animals on Campus.....	60	
Art Gallery.....	54	
ASBC.....	45	
ASG	45	
Athletics	56	
ATM	24	
AutoCAD Design Lab	39	
B		
Basic Skills Lab	39	
Bicycling.....	22	
Bookstore	24	
Bulletin Boards	24	
Bus Passes	25	
C		
Cafeteria	25	
Campus Activities Board (CAB).....	47	
Campus Closures.....	84	
Career Education Options (CEO).....	17	
Carpooling / RideMatch	22, 68	
Cashiering	14	
Center for Career Connections	25	
Chartered Clubs	52	
Children on Campus.....	60	
Cisco Labs.....	39	
Classroom Behavioral Standards	60	
Class Schedules.....	35	
College Survival Guide	75	
Common Course Numbering	15	
Complaint Policy.....	60-63	
Computer & Learning Labs.....	38	
Computer Kiosks	25	
Continuing Education	15	
Copying and Printing	35	
Copy Machines.....	26	
Copyright and Fair Use Policy	63	
Copyrighted Digital Materials	63	
Counseling Center.....	24	
D		
Dance	55	
Degree Audit	16	
Developmental Math Lab.....	39	
Digital Music Lab.....	39	
Disability Resource Center.....	26	

Discrimination, Harassment and Retaliation	64
Disclosure of Social Security Numbers	64
Drug-Free Environment	64

E

Early Learning Center.....	26
eLearning	16
E-Mail Accounts	27
Emergency Procedures/Response	81
Enterprise CarShare	22
Equal Opportunity	5, 65
Evaluations/Graduation Office.....	16
Evening Student Affairs	16

F

Family Education Rights and Privacy Act (FERPA)	65
Fax Service	36
Financial Aid.....	16
Financial Responsibilities.....	66
First Year Experience (FYE)	14
Fitness Center	27
Food Stamps.....	33

G

GED Testing.....	27
Grading	66

H

Hazing	68
High School Programs.....	17
Honor Society: Phi Theta Kappa	50
Housing.....	17

I

Identification Cards (BC OneCard)	35
Information Technology/ Technical Support Lab	40
Intensive English	41
Intramural Sports and Sports Clubs.....	56
Interior Design Student Association	50
International Student Programs.....	28

J

Job Center	39
------------------	----

L

Library Media Center (LMC)	41
Lost and Found	31

M

Mailing services.....	35
Main Campus Map	Inside Back Cover
Mediated Math Lab.....	40
Microwave Ovens	35
Model United Nations	50
Movie Tickets	35

Multicultural Services	28
Music.....	54

N

North Campus.....	29
Nursing Skills Lab	42

O

Ombuds Office	29
Online Registration.....	13, 20
Online Services	30
Open Computer Lab	42
Open House for New Students	18
Opportunity Grant	33

P

PALS Center	Inside Front Cover, 35
Parking and Traffic Regulation	68
Parking on Campus.....	18
Parking Permits	68
Phi Theta Kappa (Honor Society).....	50
Physics Labs.....	42
Posting	69
Projected Annual Course Offerings.....	20
Public Safety.....	31

R

Radio Station KBCS	31
Reading Lab	38

Refunds and Administrative Fees, Refund Procedures....	69
Registration Services	20
Remote Access to BC Student Information.....	36

S

Science Study Center.....	42
Setting up your e-mail account.....	32
Sexual Harassment	70
Smoking on Campus	70
Speech & Debate Society	51
Sports.....	56
Stamps	28
Student Business Center	35
Student Clubs	51
Student Code.....	71
Student Government	45
Student Handbook.....	36
Student ID	35
Student Insurance.....	51
Student Leadership Institute.....	48
Student Meeting Rooms	35
Student Newspaper: The Watchdog.....	51
Student Programs.....	45
Student Records.....	21
Student Right to Know Act	58
Student Rights and Freedoms	71
Student Affairs.....	20
Student Technology Support Center	32

Student Union Services	34
Sustainability	51

T

Testing Services	21
Television Station	32
Theatre Arts.....	55
Transcripts	21
Transportation	22
TRiO Student Support Services.....	32

V

Vending Machines	35
Vendor Policy.....	74
Veterans' Office	32

W

Waitlist.....	22
Wellness Center	33
Wireless Network.....	32
Withdrawing from Classes	74
Women's Center	25
Worker Retraining Program	33
WorkFirst Program.....	33
Workforce Education.....	33
Writing Lab.....	38

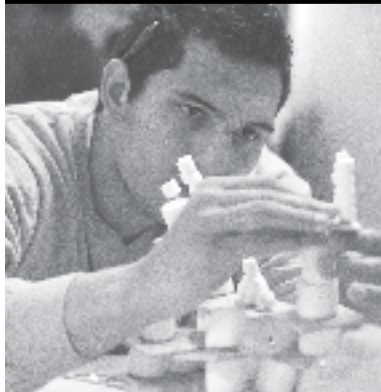




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**Empowering students to contribute
to our community as better world citizens.**



STUDENT PROGRAMS

- CAMPUS ACTIVITIES BOARD
- LEADERSHIP INSTITUTE
- PEER 2 PEER MENTORING & VOLUNTEERING
- ASSOCIATED STUDENT BODY
- LGBTQ
- VETERANS

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NOTES

IMPORTANT STUFF...

3000 Landerholm Circle SE, Bellevue, WA 98007

MAIN CAMPUS MAP

South Entrance

Snoqualmie River Road

Kelsey Creek Road

Coal Creek Road

Landerholm Circle SE

Tyee River Road

NEED HELP? CALL:

Information (425) 564-1000
North Campus..... (425) 564-4000
Public Safety..... (425) 564-2400
Student Affairs..... (425) 564-2222
Technology Help Desk (425) 564-4357

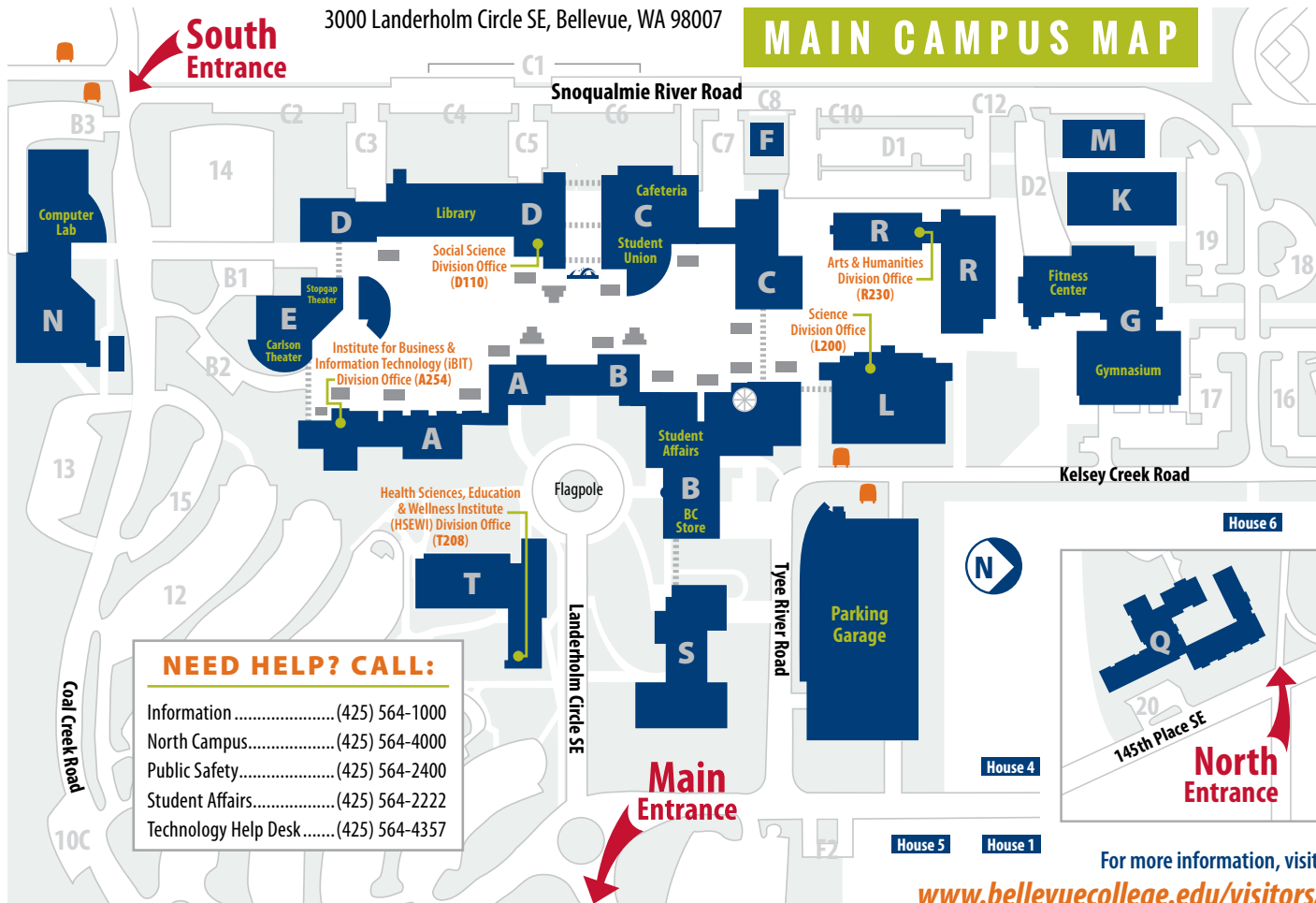
Main Entrance



North Entrance

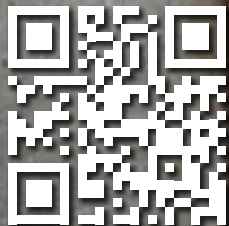
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www.bellevuecollege.edu/visitors/





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