Get on track with...

CEOs

Career Education Options

LIPs

Language Integration Program
Is CEO the right place for you?

Are you an English language learner?  
Do you want to learn academic English?

Was it difficult to finish high school?  
Do you want to continue your education?

If yes – CEO’s LIP may be right for you!
What if my English isn’t great?

CEO / LIP for English Language Learners!

• From a non-English speaking background
• Not confident reading or writing English
• Could use some help with academics!
Who is eligible for CEO?

Anyone aged 16-21 (age 16 on or before September 1st of current school year), who has...

OR

...dropped out of high school (GED® okay)

OR

...is significantly behind in obtaining high school credit and/or recommended by case managers, Juvenile Justice System, or district personnel.
What does CEO provide?

- Tuition, Books & School Supplies
- Bus Vouchers & Orca Cards
- Referral to BC Resources
- College Transition Courses
- Case Management
- Academic Advising
What does CEO pay for?

All Degree Programs & Certificates except ALDAC & Bachelor’s Degrees

For a full list of programs, visit:

www.bellevuecollege.edu
Is getting a GED® an option?

CEO offers GED® test preparation classes

Review and prepare for the four GED® tests:

- Reasoning through Language Arts
- Mathematical Reasoning
- Science / Social Studies

Determine readiness to take the GED® tests based on in-class practice tests. Develop test-taking strategies and study skills.
Will the CEO program provide me with a high school diploma?

YES!

Upon completion of the Associate’s degree, all CEO students will receive a high school diploma.
The Disability Resource Center (DRC) is dedicated to service excellence in the provision of comprehensive and flexible accommodation plans, working with students, instructors, staff, administration and community contacts to ensure the successful academic endeavors and goals of qualified Bellevue College students with disabilities.
How does CEO/LIP work?

Typical class progression:

- LIP Reading/Writing 0/1
- LIP Reading/Writing 2
- LIP Reading/Writing 3/4
- CEO 102 + English Class
- CEO 103/104 + 2 More Classes

CEO/LIP classes are offered:
- Fall, Winter & Spring quarters

Work will be done in class, in a lab, and at home.
What is taught in CEO/LIP classes?

1. Writing
2. Reading
3. Grammar
4. Critical Thinking
5. Computer Skills
6. Job Search Skills

CEO classes are limited to 20 students per class.
Class Times

Early Afternoon
12:30pm - 2:20pm

LIP READING/WRITING
2

Later Afternoon
1:30pm - 3:20pm

LIP READING/WRITING
0/1 & 3/4

Classes are held 5 days a week – Monday through Friday
When do classes begin?

2020-2021 School Year

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Start Day</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Quarter</td>
<td>Wednesday</td>
<td>April 1</td>
</tr>
<tr>
<td>Fall Quarter</td>
<td>Monday</td>
<td>September 21</td>
</tr>
<tr>
<td>Winter Quarter</td>
<td>Monday</td>
<td>January 4</td>
</tr>
</tbody>
</table>

Classes fill quickly—turn in your application packet ASAP!
<table>
<thead>
<tr>
<th>BIRTH YEAR</th>
<th>BIRTH MONTH</th>
<th>AGE OUT MONTH/YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1999</td>
<td>Sept 2 - Dec 31</td>
<td>June 2021</td>
</tr>
<tr>
<td>2000</td>
<td>Jan 1 - Sep 1</td>
<td>June 2021</td>
</tr>
<tr>
<td>2000</td>
<td>Sept 2 - Dec 31</td>
<td>June 2022</td>
</tr>
<tr>
<td>2001</td>
<td>Jan 1 - Sep 1</td>
<td>June 2022</td>
</tr>
<tr>
<td>2001</td>
<td>Sept 2 - Dec 31</td>
<td>June 2023</td>
</tr>
<tr>
<td>2002</td>
<td>Jan 1 - Sep 1</td>
<td>June 2023</td>
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<tr>
<td>2002</td>
<td>Sept 2 - Dec 31</td>
<td>June 2024</td>
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<td>2003</td>
<td>Jan 1 - Sep 1</td>
<td>June 2024</td>
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<td>2004</td>
<td>Sept 2 - Dec 31</td>
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<tr>
<td>2005</td>
<td>Jan 1 - Sep 1</td>
<td>June 2026</td>
</tr>
<tr>
<td>2005</td>
<td>Sept 2 - Dec 31</td>
<td>June 2027</td>
</tr>
</tbody>
</table>
What forms do I have signed by others?

**Variance Attendance Release Form**
From the school district where you reside*
*Bellevue School District: call ahead for an appointment: 425 456 4000

**Recommendation for Re-engagement**
Signed by counselor, teacher, school district, pastor, P.O
- NO PARENTS OR OTHER RELATIVES!

**Official Transcript from last High School Attended**
Homeschooled? Not necessary

**Choice Transfer Request**
Form required only if the last high school you attended is not in the school district where you currently live. Obtain from last high school.
# Forms you do yourself

**Student Information Release Form (FERPA)**

**Additional Forms in Packet**
- Release of Information
- CEO Drop/Add Consent
- Photo Release
- CEO Student Contract

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**Student Information Release Authorization**

Bellevue College does not release information contained in your educational record to family members, other people or agencies without your written consent. If you wish to give permission for another person or agency to have access to your records, please complete this form and submit it to the Enrollment Services Office. Use one form for each person or agency.

<table>
<thead>
<tr>
<th>Student Name (print clearly)</th>
<th>Student ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I authorize Bellevue College to release the information indicated below to the following person/agency:

<table>
<thead>
<tr>
<th>Name of Person or Agency</th>
<th>City</th>
<th>State</th>
<th>Zip code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

I authorize Bellevue College to release the records indicated below for the purpose of (initial reason(s)):

- [ ] Academic Assistance
- [ ] Payment of Tuition
- [ ] Enrollment Verification/Progress
- [ ] Other (specify reason) __________

I authorize Bellevue College to release the following information (initial each authorized area):

- [ ] Enrollment Services Records: Admission/Graduation applications, Class schedule, Transcripts, Residency
- [ ] Class Records and Progress: ALL classes or SPECIFY a class: __________
- [ ] Financial Records: Tuition & Fees charged/paid, Fines and other financial record holds on account
- [ ] Financial Aid File: Awards/Amounts Received, All submitted/received documents.
- [ ] Disability Resource Center: Test results, Accommodation information, Submitted documentation
- [ ] Other (specify) __________

Bellevue College has the authority to release this information for the following time period:

- [ ] One time only (specify date) __________
- [ ] For __________ (specify dates/quarters)

Note: Educational records generally include submitted documents or information contained in our Student Record Database. Instructors are only required to release information regarding student progress in areas that go into making up the final grade for a course. They may choose, but are not required, to have a detailed conversation with the authorized person or agency you indicate on this form.

My signature below authorizes this release.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature Goes Here</td>
<td>MM/DD/YEAR</td>
</tr>
</tbody>
</table>
State Reporting Registration Form

Please read this document, CEO NEXT STEPS, and print out and complete all of the remaining forms before your interview.

Apply Now (Open link, type in responses, then submit for your BC application to be processed)

If you do not have all of the necessary forms (below) completed at the time of your entrance interview, you will be asked by our staff to reschedule.

- Variance Attendance Release Form
- Choice Transfer Request or documentation of official withdrawal from the last high school you attended
- Official transcript from the last high school or school district you attended
- Copy of photo ID with date of birth
- Recommendation for Re-Engagement (school district official)

State Reporting Registration (Download form, save on your device, then open, type in responses, then print, sign and include with your packet)

- FERPA Student Information Release Authorization Form
- CEO Drop/Add Consent Form
- CEO Student Contract
- Bellevue College Release of Information
- Photo Release

Last Updated March 5, 2020
When the packet is complete:

Use checklist to make sure you have all the forms

• Bring completed packet to Bellevue College campus, Building B, Second floor (directly above the bookstore).

• Place the completed packet in The CEO Drop Box located on the wall between offices B233A & B233B. If you have any problems locating drop box, please see Center for High School Programs front desk.

• Via scanned email to lori.smith-berry@bellevuecollege.edu

• Fax the documentation to 425-564-6137
Follow the checklist!

- INCLUDE Copy of photo ID with date of birth

Visit CEO Website [www.bellevuecollege.edu/ceo](http://www.bellevuecollege.edu/ceo) to fill in and print out to add to complete packet:
- CEO Bellevue College Application (Filled out at the CEO information session on-line)
- State Reporting Registration (Filled out on line, then print, sign and submit with completed packet)

Included in packet handout:
- Variance Attendance Release Form (school district in which you reside)
- Choice Transfer Request or documentation of official withdrawal from the last high school you attended (This form is only required if the last high school you attended is not in the school district you currently reside in) *
- Official Transcript from the last high school or school district you attended *
- Recommendation for Re-Engagement (school district official)
- FERPA Student Information Release Authorization Form
- CEO Drop/Add Consent Form
- CEO Student Contract
- Bellevue College Release of Information
- Photo Release
- King County Questionnaire
When the packet is complete:

**CEO DROP BOX**

B Building: Located on the wall between offices B233A & B233B.
Let’s review the Process!

1. **Submit** the online CEO application

2. **Complete** all the forms in the packet
   *Incomplete packets will not be accepted!*

3. **Deliver** packet to Center for High School Programs (above the bookstore in B bldg.)

4. **Watch for email** from Narmina or Natalie and schedule your entrance appointment!

Questions?...

Call (425) 564-2026 or visit www.bellevuecollege.edu/ceo
Entrance Appointment

When?
After packet approval and within 3-4 business days, you will receive an email from Narmina or Natalie. You MUST reply to this email to schedule your entrance appointment.

What happens?
- Meet for 15 minutes
- Review program benefits and requirements
- Answer any questions
- Choose your class schedule for the quarter
- Go take the Math assessment test*

*You must have your Photo ID!
I’m unable to attend an information session.

1. Go the Bellevue College CEO / Forms Website and fill out the Apply Now section
   
   [Apply Now](#) (Open link, type in responses, then submit for your BC application to be processed)

2. Print and fill out the following eight forms from the CEO website:
   
   - [Variance Attendance Release Form](#)
   - [Recommendation for Re-Engagement](#)
   - [State Reporting Registration](#)
   - [FERPA Student Information Release Authorization](#)
   - [CEO Drop/Add Consent Form](#)
   - [CEO Student Contract](#)
   - [CEO / Bellevue College Release of Information](#)
   - [Photo Release](#)

3. Obtain an official (sealed) transcript from your last high school
   
   Bring a copy of your photo ID with date of birth

4. Submit your complete packet to the Center for High School Programs

Questions?

Call 425 564 2026
Final Review!

After completing the online BC application:

1. Complete forms in the packet provided
2. Get Variance Attendance form signed at the school district in which you reside
3. Get official transcript from high school (if not home schooled)
4. Submit packet to Center for High School Programs
5. Watch for email with entrance interview and assessment testing appointment

Questions?...

Call (425) 564-2026 or visit www.bellevuecollege.edu-ceo
What questions do you have for us?
Contact CEO!

(425) 564-2026

(425) 564-6137

Facebook

BC Main Campus Room B233

chsprograms@bellevuecollege.edu

www.bellevuecollege.edu/ceo
Bellevue College does not discriminate on the basis of race, color, national origin, language, ethnicity, religion, veteran status, sex, sexual orientation, including gender identity or expression, disability, or age in its programs and activities.

Please see policy 4150 at www.bellevuecollege.edu/policies/. The following people have been designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator, 425-564-2641, Office C227, and EEOC/504 Compliance Officer, 425-564-2178, Office R130.