

Bellevue College

3000 Landerholm Circle SE, Bellevue, Washington 98007

(425) 564-1000

www.bellevuecollege.edu

New Students: How to enroll at Bellevue College

1 – Attend an Information Session

2 – Apply (online if possible, or fill out a paper application)

3 – Take the COMPASS placement test

4 – Meet with an Advisor

5 – Register for classes

See below for an explanation of each step!

1) Attend a Bellevue College Information Session

Information Sessions are every Thursday from 3:30-4:30 p.m.

Free! Hear about the admissions process, degree programs, classes, financial aid and more. Parents welcome!

Sign up at: <http://bellevuecollege.edu/advising/infosessions.asp>

Questions? Call (425) 564-2212

Map: <http://bellevuecollege.edu/about/around/directions/maps/main-parking.asp>

2) Apply Now

Complete your admissions application one of three ways:

- **Online** at www.bellevuecollege.edu/ click on Enrollment, then Admissions, then Apply
- Or **in person** in the Student Services Building “B”, 1st floor
- Or **print out** a **paper application** at:

http://www.bellevuecollege.edu/enrollment/admissions/apply/Admission_App.pdf

and mail it in by the deadline

Pay the non-refundable application fee of **\$31.05** online with a credit card or in person or by mailing in a check by the application deadline.

Previous Bellevue College students: If you have been absent for four or more quarters, re-apply to register for credit classes.

3) Take Assessments for English and Math Skills – called COMPASS

When you apply for credit classes at BC, you are required to take English and/or math assessments, if you haven't already completed previous college English or math coursework. The cost for the Assessment is **\$19.70**, plus you'll need to bring a government-issued photo ID. After for admission to BC first, then plan to visit the Assessment Office during their drop-in times. Check the schedule at: www.bellevuecollegedu/enrollment/assessment/

There is usually no wait time, and assessments are offered on a walk-in (first-come, first-served) basis during the scheduled open hours. **Allow a *minimum* of 90 minutes to complete both tests. We recommend** that you take the skills assessment the same day you meet with your advisor. To do this, you could take advantage of **drop-in assessment and advising Monday thru Wednesday** in order to get ready all in one stop! Read more below. Note: You can **retake only one test** (math, writing or reading), but check the "Assessment Re-testing Policy" on the next page.

How Assessment Works

1. **Select a time and date to take your English and Math assessments at BC in the Student Services Building, Building B. The Assessment Office is in Room B132.**

When? Check the available drop-in times on the assessment calendar at: www.bellevuecollegedu/enrollment/assessment/

No appointments are necessary!

How long? Allow at least 1 hour for the English writing and reading tests, and 30 minutes for the Math test. No time limit, so stay until you are finished!

Where? The Assessment Office is in Room B132 in Building B, the Student Services Building. (425) 564-2243 pday@bellevuecollege.edu

How? When you arrive at the Assessment Office, sign-up for the test, using your BC student ID number you received when you applied to BC.

English and Math Assessment - COMPASS

(continued)

2. **Sign-in and then pay the assessment fee of \$19.70**

After you sign-in for your drop-in assessment at the Assessment Office in room B132, pay the \$19.70 assessment fee at the Cashier's office by the bookstore.

3. **Take your assessment – Check the available hours online!**

After payment, you may go back to the Assessment Office to take your assessment at any time listed on the assessment calendar.

Make sure you bring photo ID, which is required for admission into the assessment lab.

Preparing for the COMPASS English and Math Assessment

NOTE: We do **not** allow personal calculators, even though the following external link states otherwise. Our COMPASS testing software contains both standard and scientific calculators for your use during the assessment.

COMPASS Practice Tests: <http://www.act.org/compass/sample/index.html>

You may download PDF versions of sample questions for COMPASS placement measures. Each file includes answers to all the sample questions. This also has a list of the majority of types of items on each assessment. (You must have Acrobat Reader to view these files.)

- Numerical Skills/PreAlgebra and Algebra at:
<http://www.bellevuecollege.edu/enrollment/assessment/testing/numerical.pdf>
- College Algebra, Geometry, and Trigonometry at:
<http://www.bellevuecollege.edu/enrollment/assessment/testing/geometry.pdf>
- Reading at: <http://www.bellevuecollege.edu/enrollment/assessment/testing/reading.pdf>
- Writing Skills at:
<http://www.bellevuecollege.edu/enrollment/assessment/testing/writing.pdf>

Assessment Re-testing Policy

MATH: Math results are valid for two quarters. Example: A student who took the math assessment during spring quarter could use the results to register into math classes for summer or fall quarter. Students may take the math assessment a maximum of twice per quarter. NOTE: The assessment fee is charged for each re-test.

ENGLISH: English placements are valid for two years. After 1 calendar year* students may re-take the COMPASS English or ESL assessment.

*Exception: Students currently enrolled in all English classes numbered below 100 or DEVED 061/062 cannot re-take the COMPASS assessment without written permission from either the English Assessment Coordinator or the appropriate program chair. Current enrollment is defined as the first day of the quarter to the last business day before classes begin for the following quarter.

4) Advising

425-564-2212

This is a **required** step for new students. It's never too early to identify your educational goals and make a plan to help you succeed. Advising comes in many forms at Bellevue College, including academic advisors in the Educational Planning Resource Center and faculty advisors in your selected career program.

Academic Advising at: <http://www.bellevuecollege.edu/advising/>

Meet with an academic adviser on the 2nd floor of the Student Services Building "B" to evaluate your options, and learn about resources for college transfer or satisfying your degree requirements. **This is a FREE service, and necessary for new students to be able to register for classes.**

Location of Academic Advising office:

On the main campus in the Student Services Building (Bldg B), Second floor, Room B234.

Contact the Academic Advising office:

Call for appointment: (425) 564-2212 - or -
go online to make an appointment: www.bellevuecollege.edu/advising/

Faculty Program Advisors at: www.bellevuecollege.edu/directories/departments

Want to ask a question about a class or program curriculum? Talk with a program or faculty advisor directly, and get the answers you need to get started or evaluate whether the program is right for you.

5) Registration

After meeting with an Advisor, it's time to register for classes, buy your textbooks and pay for classes online with one simple log-in using our Integrated Registration Bookstore.

Register at:

<http://www.bellevuecollege.edu/enrollment/registration/register/>

Follow the steps to register for your classes.

Understand How Web Registration Works at:

<http://www.bellevuecollege.edu/enrollment/registration/help/>

Get a step by step overview of how to register online, find out when you can register, and get answers to frequently asked questions.

Payment and Deadline information is available at:

<http://www.bellevuecollege.edu/enrollment/registration/payments/>

Find out how you can pay online and when your payment is due. Payment of your tuition and fees are due 7 days from the first day you register for classes OR by the first day of the quarter, whichever comes first.

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