<https://www.bellevuecollege.edu/chs/registration>

To Enroll in College in the High School

**1. Apply Online for Admission to Bellevue College**

**For NEW CHS students only:**

[**https://www.bellevuecollege.edu/chs/registration-information/**](https://www.bellevuecollege.edu/chs/registration-information/)

**RETURNING CHS:**

If you have earned college credit previously through College in the High School at BC:

**https://www.bellevuecollege.edu/chs/returning-college-in-the-high-school-students/**

**2. Check Your Email**

Several days after submitting your admission application, you will receive a welcome email verifying your admittance. This message will also contain your BC Student ID (SID) and Personal Identification Number (PIN).

**3. Create your Bellevue College Net ID**

**IMPORTANT!** You will need to create a Bellevue College Net I.D. account. Instructions to create this account will be included in your welcome email or go to: [Student NetID Account](https://bellevuecollege.teamdynamix.com/TDClient/KB/ArticleDet?ID=23240). Your student email will be: firstname.lastname@bellevuecollege.edu. Your User Name will be firstname.lastname

If you do not remember your SID number, go to: [Look Up Student ID (SID)](https://www.ctc.edu/~bellevue/student/waci240.html)

**4. Preregistration Information**

**Prerequisite**
A prerequisite is 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.

**Placement**
In order to ensure optimal success, new students in math and English college courses must demonstrate proficiency by meeting placement requirements for those courses.

The following are some ways to fulfill placement requirements:

* Submit your high school transcript:
	+ Cumulative GPA
	+ Smarter Balanced Assessment (English/Math)
	+ English/Math transcript placement grids (available for students in Bellevue or Snoqualmie Valley School Districts)
* Take the ACCUPLACER assessment (English) or ALEKS assessment (Math) at Bellevue College
* Transfer test scores from another college
* Submit AP/IB test scores
* Instructor permission

**NOTE:** You will receive notification in your Bellevue College email if you need to submit a copy of your high school transcript and/or take a placement exam.
For more information, please see the College in the High School Student Handbook.

**5.  Register and Pay**

After you have applied for admission and created your Bellevue College NET I.D., go to the [Register for Courses](http://www.bellevuecollege.edu/chs/register-pay/) page. Select your high school and find the course you want to register for. Complete the electronic registration form online, using a keyboard. Completing the form by hand may cause errors in processing. Print out the completed form, sign it and take it to your teacher along with a check or money order, made out to Bellevue College, in the amount of $200 for each 5-credit class. Name and address **must** be on the check. Checks that are written incorrectly will be returned and will delay the registration process. [Sample Check](https://s.bellevuecollege.edu/wp/sites/118/2017/08/Check-Sample.jpg)

**Please Note:**Turn in your registration form and check to your teacher BEFORE the close date listed below. Forms will NOT be accepted at Bellevue College.

**Course Information:**

**Instructor:** Garcia, Erica

**Item Number:**  1586

**Course Number:** SPAN& 123

**Course Name:** Spanish III

**Spring Term Registration Dates:**

* Open–March 1, 2019
* Close–April 8, 2019

**6. Check your email regularly**

You will receive important reminders and updates in your Bellevue College email. Make sure you check this email regularly.

**7: Complete your Course Evaluation**

Near the end of each term, you will have an opportunity to provide us with feedback on the course. You will receive an email with a link to your course evaluation survey. The survey will only take 10 minutes or so for you to complete and the information will be used for course improvement.