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# STUDENT HANDBOOK

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Basic Education for Adults

ESL, ABE, GED<sup>®</sup>, HS21+

Name: \_\_\_\_\_

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## Welcome & Introduction

Welcome to Cascadia College's Basic Education for Adults (BEA) program. We are glad that you chose our program. We believe our program will help you improve your skills and prepare for the next steps of your journey to college and/or a career.

We created this student handbook to give you the information you need about studying in our program. We're always happy to answer your questions! Please ask a teacher or staff member if you have questions about our program, your classes, or how to plan your next steps.

Sincerely,

Lyn Eisenhower, Associate Dean

Joanna Muir, Program Coordinator

Rosa Pielle, Office Assistant

Neda Rabbanian, Advisor

## Office Contact Information, Hours, & Location

Phone: 425-352-8158

Email: [eslabe@cascadia.edu](mailto:eslabe@cascadia.edu)

Location: Library Annex, Suite 102 (LBA 102)

Website: [Cascadia's Basic Education for Adults Program](#)

In fall, winter, and spring our regular hours are:

Monday 9-5 / Tuesday 9-6 / Wednesday 9-6 / Thursday 9-5 / Friday 10-2

In the summer, the office is open MTWTh 9-5 and closed on Fridays. The office is closed for holidays and for occasional college events. The BEA office follows Kodiak Corner hours. For up-to-date hours please check the [Kodiak Corner hours online](#).

## Our Classes

English as a Second Language (ESL) classes help non-native English speaking students improve their skills in reading, writing, listening, and speaking. These classes also help students develop math skills and other skills that will help in the workplace.

Adult Basic Education English Fundamentals/Math Fundamentals (EFUND and MFUND) classes help native English speaker and advanced ESL students improve their skills in reading, writing, listening, speaking, and math. Students in these classes may be preparing for a high school diploma or the GED<sup>®</sup> exam, or improving their English and Math skills to prepare for college-level classes.

## Program Funding

Why are our classes only \$25 per quarter?

College classes cost \$105.17 per credit, or \$525.85 for a 5-credit class. Our classes cost much less because the United States and Washington State governments pay most of the costs of Basic Education for Adults. Why does the government pay for these classes? The government believes it is making an investment in the people who live here, and wants our students to complete a high school diploma, go to college, and get a good job.

That's why our classes are focused on college and career readiness. That's also why we cannot serve students who are in the United States on temporary visas or student visas. If you are here on a temporary or student visa, please let staff know so that we can give you information about programs where you can study English.

## Program Staff

Lyn Eisenhour has worked at Cascadia since 2014 as the Associate Dean for Student Learning. Before she came to Cascadia, she was an ESL teacher. Lyn enjoys meeting BEdA students in orientation and working with the faculty and staff in the BEdA program.



Joanna Muir started working at Cascadia College in 2010 while attending as a student. After graduating from Cascadia College, she continued her studies at University of Washington and earned her Bachelor's degree in 2013. Joanna has been working full-time at the BEdA office since 2015 and enjoys meeting new students and welcoming back returning students while assisting them in their pursuit for a better future.

Rosa Pielle has been working at Cascadia College since 2007. In her current position as the Office Assistant III in the BEdA program, Rosa responds to general inquiries, assisting students with enrollment into classes, troubleshooting various issues, scheduling appointments for students, and much more. She is fluent in both Spanish and English and enjoys supporting students.



Neda Rabbanian started working at Cascadia College in June 2017. Before that, she worked as an academic advisor at Seattle Central College. Neda thinks of herself as a former ESL student and a beneficiary of Washington State's community college system. She has a Bachelor of Arts degree from University of Washington, Bothell.

## 2018-19 Important Dates

### Summer Quarter: **July 2-August 23, 2018**

- July 4: Independence Day Holiday, college closed

### Fall Quarter: **September 26-December 12, 2018**

- October 23: Non-instructional Day, no classes, BEdA office closed
- November 12: Veteran's Day Holiday, college closed
- November 22: Thanksgiving Holiday, college closed
- November 23: Native American Heritage Day, college closed

### Winter Quarter: **January 7-March 22, 2019**

- January 21: Martin Luther King Jr. Day, college closed
- January 31: Non-instructional Day, no classes, BEdA office closed
- February 18: Presidents Day, college closed

### Spring Quarter: **April 1-June 14, 2019**

- April 18: Non-instructional Day, no classes, BEdA office closed
- May 15: Non-instructional Day, no classes, BEdA office closed
- May 27: Memorial Day, college closed
- June 14: Cascadia Graduation Ceremony

# Getting Started

All new students, and returning students who need placement or testing, must sign up for Orientation & Placement Testing. The Orientation includes program information, placement testing, and class registration. We usually begin making appointments three weeks before the end of the previous quarter.

After you finish the Orientation & Placement Testing process, your next steps are

1. Apply for a tuition and parking or bus pass waiver if you have financial need. You must apply in person at the BEdA office in LBA 102.
2. Pay your tuition.
3. Get your parking pass or bus pass.
4. Create your computer account.
5. Memorize your Student I.D. Number, or at least write it down and keep it with you.
6. Add the BEdA Office phone number and email address to your phone and email contacts. You are responsible for providing us a current email address and phone number so that we can communicate with you.
7. Attend class! If you do not attend every class and do not contact us you may be dropped.

If you are a student returning to the program after being gone for less than one year, you may not need to attend Orientation & Placement Testing. Please contact the office and staff will let you know your next step.

Cascadia College has an Office of Disability Support Services (DSS) that ensures access for students with documented disabilities. Students who have a documented disability may be eligible for services and accommodations. BEdA students who want to apply for services or accommodations through DSS can email [disabilities@cascadia.edu](mailto:disabilities@cascadia.edu) or call 425-352-8128. Please make sure the DSS staff know you are a BEdA student.

# How to Pay Tuition

There are five ways you can pay tuition. You need your Student ID Number for all five ways.

1. Pay in Person at Kodiak Corner (Enrollment Services) in CCI with cash, check, American Express, Visa, or MasterCard.
2. Pay in the Drop Box outside of Kodiak Corner with a check (include your Student ID Number).
3. Pay by phone at (425) 352-8860 with American Express, Visa, or MasterCard. Press 4 to talk with a person. If you need to leave a message, include your name, phone number, and Student ID Number.
4. Pay by mail with a check to Cascadia College Business Office; 18345 Campus Way NE; Bothell WA 98011. Include your Student ID Number on the check.
5. Pay online with Visa or MasterCard using [the online payment system](#). You need your Student ID Number and your PIN number. Your PIN number is your 6-digit birthdate. (For example, January 15 1998 is 011598.)

Quarterly deadlines for tuition payments and waiver applications are on the class matrix form, the program website, and in the BEdA office. Students are responsible for meeting all payment deadlines.

## Waiver Applications

If you have financial need, you can apply for a Tuition Waiver and a Parking or Bus Pass Waiver. A Tuition Waiver covers 100% of the \$25 fee. A Bus Waiver covers 100% of the \$102. A Parking Waivers covers 60% of the total cost and you are responsible for the other 40%. You must apply in person at the BEdA Office in LBA 102 before the deadline indicated on the quarterly matrix form and before you pay any of these fees. You must also apply for each quarter for which you would like to receive financial assistance.

To receive a Basic Education for Adults (BEdA) Tuition, Parking, or Bus Pass Waiver, you must meet ALL of the following requirements:

1. Financial eligibility requirement
2. Attend 80% of all classes
3. Complete the CASAS post-test (if eligible)
4. Pay tuition by the quarterly deadline

If you are not approved for a waiver because you did not meet the above requirements, you must attend a full quarter of class and meet the above requirements to become eligible for a waiver for the next quarter. We encourage you to meet all of the above requirements and apply again for a waiver for the following quarter.

Please ask us if you have any questions about this policy.

If you receive federal food stamps, you may be eligible for additional funding through Basic Food Employment and Training (BFET). To find out if you qualify, contact the Workforce Education Program Specialist, Erin Pankow, to make an appointment: [epankow@cascadia.edu](mailto:epankow@cascadia.edu) or 425-352-8256.

### Parking, Bus, & Tuition Costs

<b>Parking</b>	<b>Total Cost</b>	<b>Waiver Covers (60%)</b>	<b>Student Pays (40%)</b>
0-3 hours	\$4	Not Applicable	Not Applicable
1-day	\$7	Not Applicable	Not Applicable
2-day permit	\$102	\$61.20	\$40.80
3-day permit	\$136	\$81.60	\$54.40
7-day permit	\$180	\$108	\$72

<b>Bus</b>	<b>Total Cost</b>	<b>Waiver Covers (100%)</b>	<b>Student Pays (0%)</b>
Quarterly pass	\$102	\$102	\$0

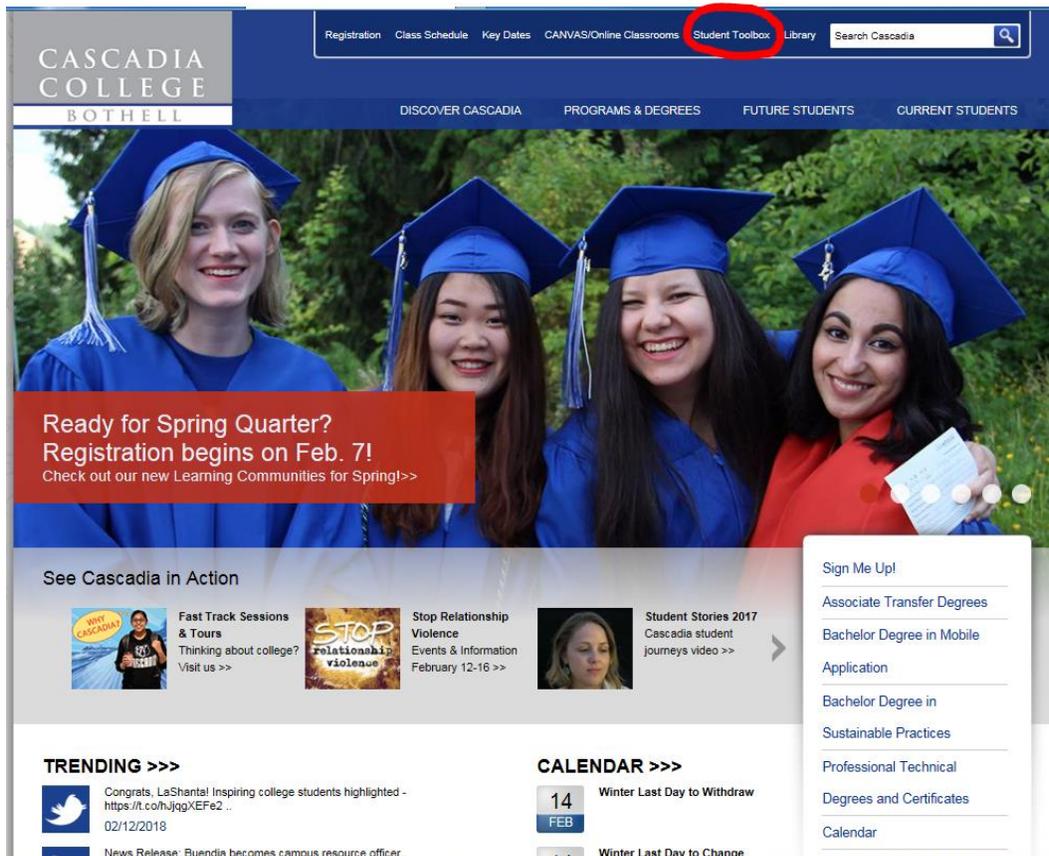
<b>Tuition</b>	<b>Total Cost</b>	<b>Waiver Covers (100%)</b>	<b>Student Pays (0%)</b>
Quarterly	\$25	\$25	\$0

# Student Toolbox

You can use Cascadia's online Student Toolbox to

- Manage your student computer account
- Update your address
- Buy a parking permit
- Pay a parking ticket or citation
- Pay your tuition
- Check your class schedule
- Drop or withdraw from your class
- Order an official transcript or print an unofficial transcript
- ...and more!

To find the Student Toolbox, start at our home page [Cascadia College \(www.cascadia.edu\)](http://www.cascadia.edu). On top of the page towards the right side you will see a tab called Student Toolbox.



Click on the Student Toolbox to go to the page that lists all the links.

Look for the option that matches the service you are looking for.

## Student Toolbox

Account Management (Student Account)	→
Address Change	→
Bookstore	→
Class Schedule and Catalog	→
CORE (Cascadia's Orientation and Registration Experience)	→
Course Evaluation	→
Degree Audit	→
Financial Aid Portal	→
IRS Form 1098-T (educational expenses)	→
BankMobile Vibe Account	→
Online Classes	→
Online Tutoring	→
Parking Permits and Citations	→
Pay Tuition	→
Register, Drop, or Withdraw	→
Registration Time	→
Student Email	→
Student Handbook	→
Student PIN Change	→
Student Schedule	→
Transcripts	→
Voter Registration	→
Waitlist	→
UW Net ID	→

Click on the arrow, and you will see an explanation of how to complete the task you are interested in.

If you are having trouble navigating the Student Toolbox, or cannot find what you are looking for there, come by the Basic Education for Adults office in the LBA. Program staff can help you find what you are looking for.

## Common student toolbox use options:

- Manage your student computer account – Select Account Management (Student Account) from the drop-down menu and select one of the options.
- Update your address – Select Address Change and follow the instructions
- Buy a parking permit – Select Parking Permits and Citations and follow the instructions; separate detailed instructions are available at the BEdA office
- Pay a parking ticket or citation – Select Parking Permits and Citations and follow the instructions, you will have the option to pay or appeal your citation
- Pay your tuition – Select Pay Tuition and follow the directions for one of the 5 ways to pay for your tuition
- Check your class schedule – Select Student Schedule and enter your information
- Drop or withdraw from your class – Select Register, Drop, or Withdraw and enter your information
- Order an official transcript or print an unofficial transcript – Select Transcripts and follow the instructions

For additional help with these commonly used student toolbox options, please contact the BEdA office and we will be happy to help you.

## How to Create a Cascadia Computer Account

You will need your SID number and your birthdate.

The Bock Learning Center in CC2-060 can help you create your account.

### *User Name:*

Your user name is your first name, middle initial, and last name with no spaces. Use the same name and spelling that was on your application form and other paperwork.

Example: Hector Luis Smith → hectorlsmith

Example: Marie Anna Nguyen → marieanguyen

### *Password:*

You need to choose a password that is 8 characters or longer. (A character is a letter or number.) Your password should have a combination of numbers, capital letters, and lowercase letters.

# Student Success Tips

We want you to have a successful experience in your classes with us. Here are some suggestions for how to succeed in Cascadia's Basic Education for Adults program.

## Beginning of the Quarter

- Read this student handbook, or ask someone to help you read it. It is important to understand the information and policies in this handbook.
- Go to class. If you do not attend class on the first day, you may be dropped from class.
- Your teacher will give you a class syllabus. The syllabus is an important document that tells you a lot about the teacher and your class. From the syllabus you will know
  - How to call or email your teacher
  - What you need to bring to class
  - What to do if you can't go to class
  - How the class is graded, and what is needed to pass the class and go to the next level
- Reply to all calls and emails from the BEdA office.
- Ask your teacher or the BEdA staff for help if you need it. We can help you think of solutions, and we can help connect you to resources if you need them.

## During the Quarter

- Use resources to help you learn. Going to class isn't enough! Successful students
  - Study outside of class
  - Ask the instructor if you don't understand something
  - Go to your teacher's office hours
  - Use websites to study and get extra practice
  - Upper-level ESL and all ABE students can use the Bock Learning Center in CC2-060 for help with writing and math, or to use the computers
- If you are not able to continue your classes, please let us know. You can also withdraw from class at Kodiak Corner or online through the student toolbox before the final withdrawal deadline.

- Start planning for your next steps after ESL or ABE. Think about your goals, and how to transition into college or a career. Make an appointment with Neda Rabbanian, the BEdA Advisor, to start planning for the future! You can email Neda at [nrabbanian@cascadia.edu](mailto:nrabbanian@cascadia.edu).
- Ask your teacher or the BEdA staff for help if you need it. We can help you think of solutions, and we can help connect you to resources if you need them.

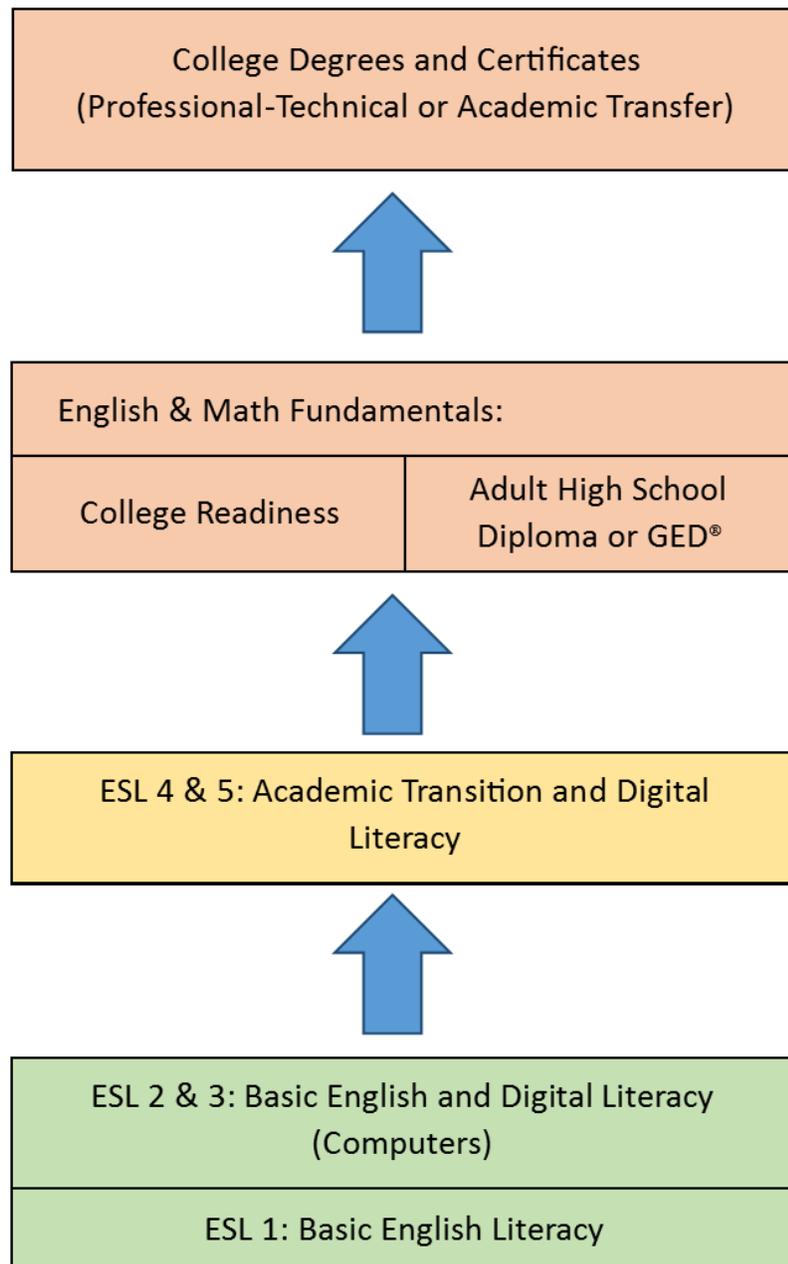
## At the End of the Quarter

- Know what you are going to do next quarter. Are you going to take a break from classes? Are you going to take a class? What time do you need to study? Plan ahead so that you can give your teacher and the BEdA staff the right information.
- Ask your teacher or the BEdA staff for help if you need it. We can help you think of solutions, and we can help connect you to resources if you need them.

# Pathways & Transitions

Our program is designed to help students transition into college and/or a career. Students have the opportunity to improve their skills, earn a high school diploma or equivalent if they need one, and discuss their future plans with a program advisor.

Meet with Neda Rabbanian, BEdA Advisor, to plan your next steps! You can contact Neda at [nrabbanian@cascadia.edu](mailto:nrabbanian@cascadia.edu), or call our office to make an appointment: 425-352-8158.



## High School Diploma/Equivalency Options

Cascadia College offers multiple ways for students to complete a high school diploma or equivalent:

- GED®
- High School 21+ (HS21+)
- High School Completion (HSC)
- Associate's Degree + High School Diploma

BEEdA program staff can help students figure out which option is right for them. This can be complicated, as each individual's situation is different. Talk to us to determine what's right for you.

The time it takes to complete a high school diploma through High School 21+ depends on several factors, including how many high school credits you previously earned. Not all subjects are offered each quarter at the time of day that is best for you. You may be able to complete your diploma faster if you are flexible with the time of day you can take classes.

## Transition Scholarship

Every year, the BEEdA office awards a limited number of \$550 scholarships to assist students with their transition to college-level classes. If you are planning to transition to college, discuss your plans with our program advisor and ask about how to apply for the transition scholarship.

# Program and College Policies

## Program Admission and Registration

Students are admitted to the BEdA program upon completing an application form and requesting an appointment for Orientation & Placement Testing. Students must meet program eligibility requirements to be registered and take classes in the BEdA program.

New students and students returning after an absence register for classes with BEdA staff during Orientation & Placement Testing. Students continuing in the program register for classes with their teacher at the end of the quarter.

## Level Placement & Placement Reciprocity

Students in ESL classes are placed based on their CASAS Reading and Listening scores, their speaking test, and their writing sample. After ESL students successfully complete ESL Level 5, they can transition into ABE classes if they wish to continue in the program.

Students in ABE classes are placed based on their CASAS Reading score (for English Fundamentals) and their CASAS Math score (for Math Fundamentals).

Students who take a break from the program of less than one year (fewer than four academic quarters) will be placed according to their last level placement in the program. Students who have been gone for more than one year (four quarters or more) will be re-placed as if they are new students.

Students who have been placed into ESL or ABE classes at another community college in Washington State may request that their placement at that college be transferred to Cascadia College. We require clearly dated documentation of your level placement from within the last year and completion of the Reciprocity Request form. Students requesting placement reciprocity will still need to fulfill all other new student requirements, including attending Orientation and completing any necessary tests.

## Progression Policy

To show measurable progress in ABE, ESL, GED® and HS2I+ classes in Cascadia College's Basic Education for Adults (BEa) program, a student must both

1. attend 80% or more of class, AND
2. earn a grade point of 1.5 (70%) or higher for the class.

If a student does not meet both of these expectations for attendance and progress, they will receive a 'no progress' status. A status of 'no progress' requires the student and the instructor to complete a "Non-Progression Student Agreement Form" before the student returns to class the next quarter. If they receive three straight statuses of 'no progress', the student cannot return to Cascadia ABE, ESL, GED® or HS2I+ classes for at least four quarters.

## Certificates of Completion and Attendance

The BEa office will provide students with a certificate of completion and attendance if requested. Certificates of completion are given if a student has completed **and passed** a level.

## Important Laws and College Policies to Know

Several federal laws impact colleges. Cascadia College has to follow these laws.

FERPA (Federal Educational Rights and Privacy Act) protects student privacy. The college cannot share information about you or your classes with anyone unless we have special permission. To give the college permission to discuss your information with someone else, you need to fill out a Release of Information form. You can fill out the form at the Basic Education for Adults office in LBA 102.

**Non-Discrimination:** Cascadia does not discriminate on the basis of race, color, religion, gender and/or sex, sexual orientation, national origin, citizenship status, age, marital or veteran status, or the presence of any sensory, mental or physical disability, or genetic information, and is prohibited from discrimination in such a manner by college policy and state and federal law. Questions about non-discrimination policies should be directed to the Human Resources office in CC2-280 or 425-352-8880.

Title IX prohibits gender-based discrimination in all college programs and activities. Title IX protection from discrimination extends to faculty, staff, and students and includes such things as domestic violence, stalking, and sexual harassment. It also prohibits retaliation against anyone who makes a complaint. The process for reporting a Title IX complaint is separate from the Code of Conduct process, and is not a police process. You can report to Cascadia's Title IX coordinator (call 425-352-8880 or send an email to [nondiscrimination@cascadia.edu](mailto:nondiscrimination@cascadia.edu)), or report to any faculty or staff member. For more information, including a list of resources, visit [the Cascadia Policies website](http://www.cascadia.edu/discover/governance/policies/titleix.aspx) (<http://www.cascadia.edu/discover/governance/policies/titleix.aspx>).

## Program Policy Sign-Off

I have heard (in the Orientation & Placement Testing presentation) and read (in this handbook) Cascadia's Basic Education for Adults program processes and policies, including

- Program admission and registration
- Level placement information
- Progression policy
- Paying tuition and applying for tuition waivers

I understand that I am responsible for following program and college policies and processes. If I have questions about the policies, I can ask BEdA program staff or my teacher.

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Student signature

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Date

(This copy is kept in the handbook for the student. A second copy is signed in Orientation and kept in the BEdA student file.)

## Frequently Asked Questions

### ✓ ***Am I registered for class?***

Check online at [Cascadia College \(www.cascadia.edu\)](http://www.cascadia.edu). Select Student Toolbox, select Student Schedule from the drop-down menu, click Student Schedule, enter your information, then click Get My Schedule.

### ✓ ***How do I buy a parking pass?***

Go to [Cascadia College \(www.cascadia.edu\)](http://www.cascadia.edu), select Student Toolbox, select Parking Permits and Citations, and follow the instructions. For step-by-step instructions, ask for the handout at the BEdA office.

### ✓ ***How do I get a student ID card?***

Go to Kodiak Corner on the promenade level of CCI or the Bock Learning Center in CCI-060. Bring your student number and photo ID.

### ✓ ***When do I have to pay for my class?***

Tuition is due by the third week of every quarter.

### ✓ ***What should I bring to my first class?***

Bring something to write with and something to write on so that you can take notes.

### ✓ ***Can my family member call the office and ask about my classes?***

Student records are protected by federal law, but you may give us permission to share information with someone by completing a Release of Information form at the BEdA office.

### ✓ ***I don't understand my level placement. Who can I talk to?***

If you are a new student, talk to a BEdA staff member. If you are a continuing student and need help understanding your final grade, talk to your teacher.

### ✓ ***I need a high school diploma, but I'm confused by the options. Which one is best?***

The best option depends on a lot of individual factors. Make an appointment to talk to the BEdA Advisor to discuss the different options and which one is right for you.

### ✓ ***Can I start taking college classes after I finish BEdA classes?***

College class placement depends on your Accuplacer test results. Please meet with the BEdA Advisor to plan your transition to college, including taking the Accuplacer and other steps.

