Due to COVID-19 all of our regular services are now offered online. In this handbook you can find contact information for the office, that you can use to inquire about anything that is usually done in person.

Thank you,

Your BEdA team

Revised 05/05/2021
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Welcome & Introduction

Welcome to Cascadia College’s Basic Education for Adults (BEdA) program. We are glad that you chose our program. We believe our program will help you improve your skills and prepare you 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 Eisenhour, Dean
Joanna Muir, Program Coordinator
Rosa Pielle, Office Assistant 3
Neda Rabbanian, Advisor

Office Contact Information, Hours, & Location

Phone: 425-352-8158
Email: 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:
Summer hours: Monday 9-5 / Tuesday 9-5 / Wednesday 9-5 / Thursday 9-5 / Friday Closed

These are remote hours, and the staff is available via phone, email and video calls.

The office is closed for holidays and for occasional college events. The BEdA 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 (ABE) 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® 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 $113.04 per credit, or $565.20 for a 5-credit class (2020-21). 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 the following students:

- Students who are in the United States on temporary visas or student visas. We can only serve people who live permanently in the United States. (We cannot serve anyone with an F-1, M-1, J-1, B-1, or B-2 visa.) 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.
- Students who have demonstrated skills above the level of our program (basic skills) by taking college level classes in the United States.
Program Staff

Lyn Eisenhour has worked at Cascadia since 2014 as the Dean for BEdA. Before she came to Cascadia, she was an ESL teacher. Lyn enjoys meeting BEdA students 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, trouble-shooting 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.
2021-22 Important Dates

Summer Quarter: **July 6- August 26, 2021**
- July 6-August 26: Friday campus closure, no classes, BEdA office closed
- Tuition Due Date & 100% Refund: Monday, July 12th, 2021; 50% Refund: July 21st, 2021
- Last day to add or drop: Monday, July 19th, 2021
- Last day to withdraw: Monday, August 9th, 2021

Fall Quarter: **September 29- December 16, 2021**
- October 27: Non-instructional Day, no classes, BEdA office closed
- November 11: Veteran’s Day Holiday, college closed
- November 25: Thanksgiving Holiday, college closed
- November 26: Native American Heritage Day, college closed
- Tuition Due Date & 100% Refund: Tuesday, October 5th, 2021; 50% Refund: October 20th, 2021
- Last day to add or drop: Tuesday, October 12th, 2021
- Last day to withdraw: Wednesday, November 10th, 2021

Winter Quarter: **January 3-March 18, 2022**
- January 17: Martin Luther King Jr. Day, college closed
- January 31: Non-instructional Day, no classes, BEdA office closed
- February 21: Presidents Day, college closed
- Tuition Due Date & 100% Refund: Friday, January 7th, 2022; 50% Refund: January 24th, 2022
- Last day to add or drop: Friday, January 14th, 2022
- Last day to withdraw: Monday, February 14th, 2022

Spring Quarter: **March 28-June 10, 2022**
- April 19: Non-instructional Day, no classes, BEdA office closed
- May 11: Non-instructional Day, no classes, BEdA office closed
- May 30: Memorial Day, college closed
- June 10: Cascadia Graduation Ceremony
- Tuition Due Date & 100% Refund: Friday, April 1st, 2022; 50% Refund: April 18th, 2022
- Last day to add or drop: Friday, April 8th, 2022
- Last day to withdraw: Monday, May 9th, 2022
Getting Started During Remote Operations

All new students, and returning students who need placement must sign up for Orientation & Placement Testing. The Orientation includes program information, placement, 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 waiver if you have financial need.
2. Pay your tuition (see “How to Pay Tuition” on the next page).
3. Memorize your Student I.D. Number, or at least write it down and keep it with you.
4. 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.
5. Attend class! Your participation in Zoom sessions are your attendance, and they are just as important as attending classes when classes met in person. 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 or call 425-352-8128. Please make sure the DSS staff know you are a BEdA student.
How to Pay Tuition

There are different ways you can pay tuition. You need your Student ID Number for both.

1. Mail payment to: Cascadia College Business Office 18345 Campus Way NE Bothell WA 98011 Include Student ID number.
2. Pay online with Visa or MasterCard using online payment. You need your Student ID Number

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

Waiver Applications

If you have financial need, you can apply for a Tuition Waiver. A Tuition Waiver covers 100% of the $25 fee. You must apply in 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. Funding is limited; please apply at your first opportunity.

To receive a Basic Education for Adults (BEdA) Tuition 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. (If you had a personal emergency that prevented you from meeting the requirements, please talk to a staff member.) 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 to make an appointment: workforceinfo@cascadia.edu or 425-352-8256.
How to Create a Cascadia Network (Computer) Account

This account is used for connecting to the campus computers, printing to the campus printers, creating an UWNet ID (library account), campus email, free Office 365 download, remote campus computer access, and checking out technology from the help desk.

Your account is usually available within 24 hours after you register for classes.

You will need your ctclink number and your PIN (your PIN is your 6-digit birthdate). The first time you log in, you will need to create your password.

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.

Steps:

• Connect to the Cascadia Student Account Site

• Under “Access Your Account” select “Look up your user name”
  o Enter your ctclink number
  o Enter your pin number (birth date mmddyy)
  o Enter your birth date
  o Press Lookup
  o Write down your user name. Your Cascadia email address will be that
    username@student.cascadia.edu (example: johngsmith@student.cascadia.edu)

• Return to Student Account management
o Under “access your account” select “reset your password”
  ▪ Enter your Student ID number
  ▪ Enter your pin number (birth date mmddyy)
  ▪ Enter your birth date
  ▪ Press “next”

o When prompted, type in your password and then confirm it

You can see more information about setting up your Cascadia Network Account on the college website.

How to Create Your Canvas Account

You will need to log into an online Learning Management System called Canvas for most of your classes.

Your Canvas login is your ctclink number.

Your default password is the first 8 letters or characters of your last name, all lowercase. If your last name is shorter than 8 letters, repeat from the beginning until you have 8 letters.

Example 1: Last name = Rodriguez; Default password = rodrigue
Example 2: Last name = Smith-Martin; Default password = smith-ma
Example 3: Last name = Park; Default password = parkpark

You will need to change your password when you log in for the first time. You should be able to see your classes in Canvas on the first day of the quarter. If you do not see your class, please talk to your instructor. Steps:

• Navigate to Cascadia's Canvas site
  o Login: Your Student ID Number
  o Password: The first 8 characters of your last name (all lower case), or continue typing your last name until you’ve reached 8 characters
    ▪ Example: Long = longlong; Me = memememe; Smith = smithsmi

• Please log in from a computer or laptop the first time, not using the mobile app.

• Email elhelp@cascadia.edu if your password does not work
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.
• Activate your student account.
• Sign up for Emergency Alerts. Instructions are available on the college website. If you are signed up for alerts, you will receive a text or email if there is an emergency on campus.
• Attend Zoom class sessions! 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
  o How to call or email your teacher
  o What you need to bring to class
  o What to do if you can’t go to class
  o 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.
• Access your Canvas account so that you can use your online course materials.
• 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
  o Study outside of class
  o Ask the instructor if you don’t understand something
  o Go to your teacher’s office hours on Zoom
o Use the services of Bock Learning center. You can view their tutoring times here. They offer remote tutoring.

o Use websites to study and get extra practice

o Upper-level ESL and all ABE students can use the Bock Learning Center for help with writing and math.

• If you are not able to continue your classes, please let us know. You can also withdraw from class 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.

• 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.

Student Resources

Cascadia College has several resources available to students. We encourage you to take advantage of what is available. The link to the temporary resources will take to the page that has a list of temporary resources at the time of remote operations.
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, 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+
- High School Completion (HSC)
- Associate’s Degree + High School Diploma

BEdA 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+ 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.

Quarterly Advising Check-ins for ABE Students

Every ABE student is asked to meet at least quarterly with the BEdA advisor. Students will complete a “BEdA and Beyond” plan with the advisor in order to plan their next steps after ABE and get support to reach their goals. This meeting the start of creating their academic plan.

Transition Scholarship

Every year, the Cascadia Foundation awards a limited number of scholarships to assist BEdA 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 online 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 in remote operations
Students in ESL classes are placed based on 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 conversation with the advisor and determining that the ABE classes are the best fit for their needs.

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.

Students with a placement more than one-year-old will be re-placed.

Progression Policy
BEdA students earn a grade in each class. Grades are P, H, and NP.
• A “P” grade means the student passed the class. In ESL, a “P” grade means the student goes to the next level. For High School + students, a “P” grade is needed to earn high school credit in an ABE class.

• An “H” grade means the student is making progress, but did not pass the class or level.

• An “NP” grade means the student did not make significant progress and earned below 70% for the class and/or attended less than 80% of class time.

More information about specific grading policies for each class are in the class syllabus. Your instructor will give you a syllabus in the first week of class.

Students talk about their class grades with their instructors at the end of each quarter. Students who have stopped attending class, or forget what grade they earned, can look up their grades using the Student Toolbox on the Cascadia College website.

Students who have earned NP grades 2 quarters in a row are asked to meet with the BEdA Advisor to discuss their progress and identify success strategies and receive support.

Students who earn a 3rd consecutive NP grade have a registration hold placed on their account for one year. They must take a one-year break from the BEdA program. If a student wishes to return after the one-year break, they must meet with the BEdA Advisor and complete a “Return to BEdA Progression Contract.”

ESL students who pass ESL Level 5 are promoted to ABE classes. All students who reach/enroll in ABE courses have quarterly case management meetings with the BEdA Advisor to develop and work on a “BEdA and Beyond” plan. This plan is intended to support students in their transition out of BEdA and into college-level classes and/or careers.

Certificates of Completion and Attendance
The BEdA office will provide students with a certificate of completion if a student completes and passes a level, and certificates of attendance if requested.

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), 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).

**Program Policy**

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.
Frequently Asked Questions

✓ When do I have to pay for my class?
Tuition is due by day 5 of every quarter.

✓ 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.

✓ What can I do in my ctcLink account?
Log in to your ctcLink Cascadia student account: ctcLink Student Portal
The most commonly used tiles by BEdA students are numbered 1 through 4 below, please contact our office for a comprehensive list or click the link below and scroll down to ctcLink Account Instructions: ctcLink Student Self-Service Portal

1. Profile Tile: Personal Details – Review name and add preferred name, update email, phone, and mailing address
2. Financial Account Tile: Account Balance – Review your account balance, details about charges that are due, and make payments on your student account.
3. Manage Classes Tile: View My Classes – View the classes you are enrolled in for the term/quarter.
4. Academic Records Tile: Course History – Review previous course history, view grades for the current term, and review your unofficial transcript.

What are YOUR questions? Please ask us!
The Basic Education for Adults (BEdA) program is located in the Library annex building, LBA-102.