



Entry Code Policy

If you do not comply with these policies, you may not receive a response.

Entry codes are required **ONLY** in these circumstances:

- You did not take the prerequisite for a course at BC, but satisfied the PR through ***advisor-approved*** transfer substitution from another school. If you have not seen an advisory to approve a transfer substitution, you have waited too long to do so and we may not be able to arrange an appointment in time for your registration. *Plan ahead next time.*
- Special Topics course: all Special Topics courses require an entry code. Please email *the instructor* and the Program Chair dbeert@bellevuecollege.edu *no sooner than two weeks prior to the first day of registration for continuing students.*
- If you have a design-related job, you may qualify for INDES 185 Practicum even if you have not completed the INDES 170 prerequisite. This requires approval of Practicum Coordinator (Alissa Sells asells@bellevuecollege.edu).

No Entry Code Required

If you are *currently enrolled* in a course listed as a prerequisite for a course you plan to take next quarter. The registration system will recognize that you are enrolled in the prerequisite course and allow you to enroll **WITHOUT** an entry code.

However, you must pass the prerequisite course or you will be dropped from the class roll.

For Students Requesting Entry Codes Please Read and Comply With This Policy

- Write **"ENTRY CODE: INDES (###) (term)"** in the email subject line.
Example: **ENTRY CODE: INDES 195A FALL**
- Address entry code requests to the faculty advisor most familiar with your advising history, or from the Special Topic instructor/Program Chair.
- Please submit your requests *by email* no sooner than two weeks before registration begins for continuing students.
- Entry codes are not delivered to us until the Friday before registration begins.
- Entry codes will be *emailed*, in the order in which they were requested, by 8am on the first day of registration.

If you have not met prerequisites by taking a BC course or by prior transfer/waiver agreement from an advisor, *you must provide a compelling reason for being allowed into a class.* We will be as reasonable as we can, but our accreditation is based upon students following a curriculum path that builds on prior knowledge from previous courses.

Entry Code Requests Must Provide the Following

1. **Student ID number** (950-xxx-xxx)
2. **IF requesting because of transfer substitutions for prerequisite classes:**
 - a. **List any classes accepted in transfer that satisfy course prerequisites**
 - b. **Name of previous institution where prerequisites were taken**
 - c. **Name of advisor or faculty member who evaluated your transcript and filled out advising checklist**