



9600 College Way North
Seattle, Washington 98103-3599
(206) 527-3682

Thank you for your interest in the Running Start Program. Attached is information about the Running Start Program at North Seattle Community College and a Running Start application packet.

Steps to Becoming a Running Start Student:

- 1. Understand the program:** Review the attached material and the Running Start Web site: www.runstart.northseattle.edu; call the Running Start Office at (206) 527-3682 with questions; and discuss the responsibilities of taking college classes with a parent or guardian.
- 2. Apply for admission** at <https://admissions.ctc.edu/applicant/welcome.cfm>. You will receive your Student Identification (SID) number within 24 hours (usually on the same day). **Note: When applying, it is not necessary for you answer the following two questions: Citizen Status and/or Residency Status. You will be asked to provide this information after you have been accepted as a Running Start student.** Please have your SID number available for any of the following steps.
- 3. Determine eligibility:** Take the placement test. The testing schedule is available at: www.testing.northseattle.edu. To qualify for Running Start, you must place at the English or math level required for your program of study, usually ENGL& 101 and MATH& 107. If you do not have an eligible test score, please refer to the retake policy at <http://www.northseattle.edu/enroll/testing/place.htm#rp>. There is a \$17 placement test fee. If you qualify for free/reduced lunch at your high school, see the enclosed fee waiver form for instructions on how to waive the testing fee. **For information on disability accommodations for testing**, contact Disability Services at (206) 527-3697 before scheduling your placement test.
- 4. Meet with your high school counselor:** After earning an eligible test score for Running Start, meet with your high school counselor to discuss your interest in the program, the type of classes you need in order to fulfill high school graduation requirements, and the number and type of courses you would like to take at NSCC. Complete the attached pre-enrollment form, making sure you obtain your high school counselor's signature and a parent or guardian's signature.
- 5. Turn in your completed application packet:** Mail or deliver your completed application packet (test results, Running Start contract, and pre-enrollment form) to the NSCC Running Start Office. Priority registration will be given to students who meet the following application deadlines:

Fall Quarter	May 1
Winter Quarter	November 1
Spring Quarter	February 1
- 6. Schedule and attend an advising appointment:** Approximately 2-3 weeks after the above priority deadline dates, you will receive information regarding scheduling an advising appointment with the Running Start Office. During this appointment, you will register for your college classes.
- 7. Attend a Running Start orientation:** The Running Start orientation is mandatory and is held about two weeks before the beginning of each quarter. After registering for class, you will receive additional orientation materials.

Once again, thank you for your interest in the Running Start Program at North Seattle Community College. If you need additional information, please don't hesitate to contact our office.

Anna Marshall
Running Start Advisor
(206) 527-3682
amarshall@sccd.ctc.edu



Application Checklist

The following items are needed in order for your Running Start application to be complete. Each form must be filled out completely.

_____ Online application to North Seattle Community College (<https://admissions.ctc.edu/applicant/welcome.cfm>) After receiving your SID number, write it down here:

Additionally, return the following items to the Running Start Office:

_____ Placement test scores

_____ Running Start pre-enrollment form

This form must be signed by you, your parent or guardian, and your high school counselor in order to be considered complete.

_____ Running Start contract

Optional (for students who qualify for free/reduced lunch):

_____ Fee waiver eligibility form

This form waives testing and mandatory fees, and it allows you to participate in the book loan program.

The above items should be returned by mail or in person to the following address:

Running Start
Advising Office CC 2346A
North Seattle Community College
9600 College Way North
Seattle, Washington 98103-3599



RUNNING START CONTRACT

I, _____, a student in the Running Start Program at North Seattle Community College (NSCC), and I, _____, a parent/guardian of a student in NSCC'S Running Start Program, understand the following:

1. All North Seattle Community College courses will become part of the student's permanent college record. Only students have access to their own college grades and records. Parents/Guardians may obtain a student's record only if a student-signed release form is on file at NSCC's Office of Registration.
2. College instructors will not notify parents or high schools when a student is failing or not attending a class and cannot inform parents of a student's academic progress.
3. High school officials will not be able to inform students or parents of enrollment or progress in college courses, nor issue diplomas, until college transcripts are received by the high school.
4. Classes needed to satisfy high school graduation requirements should be taken before electives and prior to a student's final quarter. Spring quarter at NSCC ends later than the academic year at the high school. Leaving graduation requirements to the last quarter may deny participation in high school commencement.
5. Students are responsible for meeting all high school graduation requirements and for determining how high school and NSCC courses meet two-year and four-year college requirements and requirements of specific programs. Students should meet with both their high school counselor and Running Start advisor for academic advising.
6. Students are responsible for all non-tuition costs at NSCC, including textbooks and required course materials, transportation, mandatory fees, and tuition for credits in excess of 18 and for below-college level classes (i.e. MATH 098).
7. Students are responsible for arranging their college class schedule so it does not conflict with their high school schedule. College courses are offered in three 10-week quarters beginning in September, January, and March/April. The start and end of each quarter and school holidays at NSCC may not coincide with the high school calendar.
8. Students may enroll in a maximum of 18 credits at NSCC per quarter through Running Start. Students wishing to take additional credits must obtain permission from the college and pay for each credit in excess of 18.
9. Students must inform the NSCC Running Start Office if they are simultaneously enrolled in more than one college. Running Start students taking classes at more than one institution are limited to a total of 15 college credits per quarter.
10. If a student wishes to drop a class, s/he is responsible for officially withdrawing by the eighth week of the quarter. Permission from the Running Start advisor is required both to add and drop classes. If a student drops a class after the second week and before the eighth week of the quarter, a "W" grade will be issued and no credit earned. It is not desirable to have a college transcript with many or a pattern of "W" grades.
11. Students wishing to continue with Running Start must submit a pre-enrollment form every quarter and make an appointment to meet with the Running Start advisor by the 8th week of the currently enrolled quarter.
12. A student may participate in Running Start for a maximum of six quarters – three quarters during their junior year and three quarters during their senior year – with eligibility terminating at the end of the 12th-grade academic year.
13. My parent/guardian and I understand that I am expected to participate fully in all course activities, including labs and field trips, and give permission to do so. I understand that a college course may give exposure to alternative viewpoints and may include material of an adult nature. Additionally, social interaction with individuals of all ages and backgrounds may occur.

Student Signature

Date

Parent/Guardian Signature

Date

ATTENTION RUNNING START STUDENTS

Are you eligible for the free or reduced lunch program at your high school?

If you are eligible for the free or reduced lunch program at your high school, please complete the waiver form below and obtain your high school counselor's signature.

- To waive the \$17 placement test fee, please submit this form to Testing Center staff when you schedule your placement test.
- The completed form also will allow you a waiver for other mandatory fees (ranging from \$5-\$150) and to participate in the Running Start bookfund (borrowing textbooks rather than purchasing them at a cost of \$50-\$400 per quarter).



Seattle Community Colleges Running Start

TEST, FEE WAIVER, and BOOK LOAN PROGRAM FORM

I verify (student name, please print) _____ is eligible
for the free/reduced lunch program at _____ High School
in the _____ District.

High School Counselor's Signature: _____

Counselor's Name (Please Print): _____

Date: _____

This form will be used at Seattle Community Colleges to document fee waiver eligibility for:

- Compass test fee (one-time waiver only)
- Mandatory college fees if student enrolls in the Running Start program
- Book loan program



Running Start

Frequently Asked Questions

Q: Who is eligible for Running Start?

A: Any high school junior or senior younger than 21 enrolled in a public school in Washington State.

Q: What tests do I have to take before I can apply?

A: NSCC offers math and English placement tests each week that assess your current English and math skills and assign appropriate level course placements. To participate in Running Start you must place at the English or math course level required for your program of study – usually ENGL& 101 or MATH& 107.

Q: How do I arrange to take the placement tests?

A: Check out the testing schedule, available at <http://www.testing.northseattle.edu>, and select “English and math Placement Tests” to see drop-in placement testing times. There is a \$17 placement test fee. If you qualify for free/reduced lunch at your high school, see the attached fee waiver form for instructions on how to waive your fee.

Q: How do I interpret my test results?

A: Look at the bottom of the printout under “course placements.” If it says ENGL& 101 or MATH& 107 (or higher), you are eligible for Running Start. If you are interested in a particular professional/technical program, check with the Running Start advisor to determine program eligibility.

Q: What happens if I place into ENGL& 101 but not MATH& 107 (or MATH& 107, not ENGL& 101)?

A: You will still be eligible to participate in Running Start, but classes available for you to take will be limited.

Q: What do I need to turn in by the priority application deadline?

A: A completed and signed Running Start pre-enrollment form, a copy of your test scores, an NSCC application, and a signed contract.

Q: How do I choose my classes?

A: Make an appointment with your high school counselor to find out what classes you need to take to graduate from high school. Ask whether your high school has already established a list of Running Start course equivalencies. Then look through the Seattle Community Colleges District catalog or quarterly course schedule (available with your counselor or from our campus) to find classes that look interesting to you, will fulfill your graduation requirements, and don’t require prerequisites you have not met.

Q: How many classes should I take?

A: Discuss this with your high school counselor. You may register for up to 18 college credits. A courseload of three academic classes typically equals 15 credits and is considered a full load. If you will be taking classes at your high school, you’ll want to take fewer than 15 credits at NSCC.

Q: Why is it important to list alternate classes on my Running Start pre-enrollment form?

A: As a new student, it may be difficult to register for your first choice of classes, so you’ll need to have several alternates on hand in case the classes you want most are already filled. As a Running Start student, you will only be able to register for classes listed on your Running Start pre-enrollment form.

Q: Is my Running Start application my registration form?

A: No. Your “pre-enrollment form” provides registration information. This form is a way for your high school to let us know which classes they have approved. You will receive registration information in the mail after we’ve received all of your application materials and will meet with a Running Start advisor to register for your classes.

Q: What if I can’t list any alternates, i.e. there are very specific classes I must take this quarter in order to graduate?

A: Because we can’t guarantee your registration in particular classes, you should make alternate plans in case the classes you need are full. Talk to your high school counselor about other ways to meet your graduation requirements if you can’t do so through Running Start.

Q: Will the grades and credits I earn through Running Start go on my high school or my college transcript?

A: Both. Classes taken through Running Start count toward your high school graduation requirements and also become part of your permanent college record.

Q: What costs am I responsible for?

A: Running Start covers tuition for up to 18 credits of college-level coursework. You are responsible for the cost of books, transportation, mandatory fees, and tuition for any below college-level classes (i.e. MATH 098, ENGL 098) and credits taken in excess of 18. Book costs range from \$50 to \$400 per class. Fees that students are responsible for range from \$5 to \$150 per quarter, depending on the amount and type of classes students take. If you qualify for free/reduced lunch at your high school, see the enclosed fee waiver form about how you may borrow textbooks for the quarter and have course fees waived.

Q: Can I still take part in my high school's activities, sports and classes?

A: Yes. You are still a student at your high school, even if all your classes are here at NSCC. Talk to your high school counselor about specifics regarding eligibility for school sport teams and other activities.

Q: I am currently in a private school / am not in school / am homeschooling. Can I still participate in Running Start?

A: Yes, but you must first enroll in a Washington State public high school.

Q: Once I apply and am accepted into the Running Start Program, am I automatically in the program until I graduate?

A: No. You must submit a completed, signed Running Start pre-enrollment form prior to every quarter you wish to participate in the program. There is no need to retest or submit another NSCC application.

Q: Does my eligibility for Running Start terminate as soon as I have met my high school graduation requirements?

A: No. You are eligible for Running Start until the end of your senior year, even if you fulfill your graduation requirements before the end of the year.

Q: Can I take classes in the summer through Running Start?

A: As a Running Start student, you are limited to fall, winter, and spring quarter registration. Running Start students who have successfully completed classes at NSCC may take summer classes; however, they must pay full summer tuition.