



Running Start Enrollment Checklist

Name: _____ ctclink ID # (EMPLID): _____

High School: _____ Grade Level: _____ Graduation Year: _____

QUALIFY

- Apply to South Seattle College online:**
https://csprd.ctclink.us/psc/cbf/EMPLOYEE/SA/c/IP_AD_MNU.IP_AD_LOGIN_CMP.GBL?&
 - In the application when asked what your intended major area of study is, please answer “Running Start: _____” where you can indicate if you have an idea what area of study or program you are interested in. Example: “Running Start: Environmental Science”
 - Within two working days of completing your application, you will receive an email with your Student ID (SID) number.
- You must place into English 101 or college level math to qualify.**
 - Running Start students may use SBAC scores, ACT, or SAT scores, and in some cases a high school transcript.
 - There are alternative ways to place into college level courses: see reverse for details.
- Connect with your high school counselor** to fill out the Enrollment Verification Form (EVF); have your parent/guardian sign the form.

REGISTER

- Meet with a Running Start advisor at SSC to discuss your PLACEMENT scores.** Once you have your placement scores and signed EVF, schedule an initial 30-minute academic advising appointment with a Running Start advisor. You can view ways to contact Advising found on <https://southseattle.edu/advising>. Have your placement scores available during this meeting as you will be discussing placement and eligibility.

GET READY FOR CLASS

- Get your books for class from the South Seattle College bookstore, or from the Running Start office if you are enrolled in the book loan program.*
- Attend a Running Start Orientation session, our office will contact you about signing up for a Running Start New Student Orientation!

*If you qualify for free or reduced lunch at your high school you can receive **one** voucher for the PLACEMENT test and enrollment in our book loan and fee waiver program.

Running Start Placement Options

Option	Description	Required Placement Score or Grade
ENGLISH Directed Self-Placement (DSP)	Placement tool available online at https://southseattle.edu/student-assessment-services	<u>Placement into ENGL&101</u> (Please note that ENGL&101+ is a combined ENGL 099/ENGL&101 course. Running Start does not cover the tuition of ENGL 099).
Math Placement Test (ALEKS online)	Placement tool available online at https://southseattle.edu/sites/default/files/2020-11/ALEKS%20INSTRUCTIONS%20student%20self%20pay.pdf	Students must place into college level math ALEKS score of 40 and above
Seattle Public Schools High School Transcript *Math Placement Only	A student who has taken specific math courses at a Seattle Public School may be qualified to use their transcript to place into college-level math.	Provide copy of Seattle Public Schools unofficial transcript to determine math placement.
SAT English placement Math placement	Standardized exam taken at high school or other location.	<u>English& 101 Placement:</u> 510 in Evidence Based Reading and Writing <u>Math:</u> 540 or higher
ACT English or math placement	Standardized exam taken at high school or other location.	<u>English& 101 Placement:</u> 19 in Reading AND 19 in English <u>Math:</u> 22
Unofficial Transcript from a college or university	Student was awarded credit at a college or university for college-level English.	Provide copy of unofficial transcript to determine English and/or math placement.
Smarter Balanced	Standardized test taken at the high school in 11 th grade.	Provide a copy of Smarter Balanced test scores to determine English and/or math placement.

Other Placement Options:

- Placement and/or credit may be awarded for AP (Advanced Placement) exam scores. Scores must be evaluated by Running Start office prior to acceptance into program. Please provide a copy of exam scores.
- Placement measures from other colleges may be accepted. Please provide a copy of placement tool from other college for evaluation by Running Start advisor.

ctcLink ID # (EMPLID):_____

I,_____ (print name), a Running Start Student at South Seattle College am aware of the following:

I,_____ (print name), a parent/guardian of a Running Start Student at South Seattle College am aware of the following:

1. All South Seattle College courses will become part of the student's permanent 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 the end of each quarter a college transcript will be sent to your high school for courses and grades to be transferred.
2. College instructors are not required to notify parents/guardians or high schools when a student is failing or not attending class. Instructors do not inform parents of student progress in college classes. Instructors are not aware which students are in the Running Start program.
3. Students are required each quarter to have a new Running Start Enrollment Verification form signed by the high school counselor and a parent/guardian
4. Students are responsible for meeting all high school graduation requirements and for determining how high school and South Seattle College courses meet two-year and four-year college requirements and specific program requirements. Students need to see both their high school counselor and running start advisor for academic advising.
5. Students are responsible for the following at South Seattle College:
 - All non-tuition costs (registration fees, student ID card, and books)
 - Tuition for pre-college courses (below the 100 level)
 - Tuition or fees in excess of approved credit maximum
 - Transportation
6. Students are responsible for arranging the college class schedule so it does not conflict with their high school schedule. College courses are offered in three 10 week quarters beginning in late September, early January, and late March/early April. Running Start does not cover summer quarter courses.
7. Classes needed to satisfy high school graduation requirements should be listed first on the verification form. Leaving graduation requirements to the last quarter before graduation may prevent participation in high school commencement because the high school will not have sufficient time to verify completion of required courses. College instructors are not required to give evaluation of course work before the end of the quarter.

8. The signature of the RS advisor is required to both add and drop classes. Once the add/drop form has been filled out and signed, the student must take the form directly to the Registrar. If a student wants to drop a class, s/he is responsible for officially withdrawing by the 8th week of the quarter; it is not possible to withdraw after the 8th week. If all the above steps are not followed the student may receive a 0.0 (fail) on their transcript. If a student withdraws after the second week of the quarter a “w” grade will appear on the college transcript and no credit is earned. If a student does not officially withdraw, s/he will receive a 0.0 grade on their permanent college transcript. A college transcript with many “w” grades can jeopardize future college admission.
9. A student may participate in Running Start for a maximum of 6 quarters, his/her eligibility terminating in the end of the 12th grade academic year. Fifth Year seniors may enroll in Running Start but may only enroll in classes that meet high school graduation requirements and must have previously been enrolled as a Running Start student.
10. My parent/guardian and I understand that I am expected to attend all courses, participate fully in all course activities, including labs and field trips. We understand that I will be taking courses with the general college student population and that college is an adult learning environment and course content will not be censored.

Student Signature

Date

High School

Graduation Year

Parent/Guardian Signature

Date

Parent/Guardian contact information:

	Name	Phone	Email
1			
2			



Student	Student Name: _____ Last Name First Name MI	<input type="checkbox"/> Check if this is a revision
	Home Phone: _____ Cell Phone: _____	<input type="checkbox"/> New Student
	Email Address: _____ SSID#: _____	<input type="checkbox"/> Returning Student
	Responsible Parent/Guardian: _____	<input type="checkbox"/> Student Enrolled in Multiple Colleges
College: _____ College SID #: _____	<input type="checkbox"/> Spring Quarter Eligibility Adjustment Form (SQEAF) attached.	

High School Counselor & Running Start Advisor/Rep	Free and Reduced-Price Lunch (FRPL) Status (required to be completed for 2020-21 school year) Students who are currently FRPL eligible (or anytime in the past five school years) may receive tuition and fee waivers from a college. Is the student currently eligible for FRPL? <input type="checkbox"/> Yes <input type="checkbox"/> No HS Counselor Initials: _____ <i>The parent or guardian signature below provides permission to share FRPL eligibility status only with the Running Start college for the purpose of ensuring access to tuition and/or fee waivers. Choosing not to sign the consent will not affect the student's eligibility for access to Running Start or free and reduced-price meals or free milk. The individuals and programs receiving the information will not share the information with any other entity or program.</i>	
	Parent/Guardian Signature: _____ Date: _____	
	School Yr: _____ College Term: <input type="checkbox"/> College Quarter <input type="checkbox"/> College Semester	
	High School: _____ Fall, Winter, Spring Qtr. / 1st or 2nd sem.	
	District: _____ Grade Level: <input type="checkbox"/> Jr <input type="checkbox"/> Sr <input type="checkbox"/> 5th Yr Sr ^o	
	For the college term ^d above, the student will be enrolled in high school and skill center classes equaling _____ full-time equivalent (FTE). Student may register for a maximum of _____ college credits, without incurring college tuition costs, based on the above stated high school/skill center FTE.	
Comments: _____ _____ _____		

Running Start Funding Limit Table			
Enrolled High School		Available College	
Weekly Minutes *	FTE	Max Allowed FTE	Max Credits
0 - 341	0.00 - 0.20	1.00	15
342 - 457	0.21 - 0.27	0.93	14
458 - 557	0.28 - 0.33	0.87	13
558 - 674	0.34 - 0.40	0.80	12
675 - 790	0.41 - 0.47	0.73	11
791 - 890	0.48 - 0.53	0.67	10
891 - 1,007	0.54 - 0.60	0.60	10 ⊗
1,008 - 1,123	0.61 - 0.67	0.53	8
1,124 - 1,223	0.68 - 0.73	0.47	7
1,224 - 1,340	0.74 - 0.80	0.40	6
1,341 - 1,456	0.81 - 0.87	0.33	5
1,457 - 1,556	0.88 - 0.93	0.27	4
1,557 or more	0.94 - 1.00	0.20	3

Recommended Running Start Classes:				
College Course (Dept. & Number)	# of College Credits	=	High School Equivalency	# of HS Credits
		=		
		=		
		=		
		=		
Signature of High School Counselor	Date	Signature of College Running Start Advisor/Rep	Date	
High School Counselor Printed Name	Phone Number	College Running Start Advisor/Rep Printed Name	Phone Number	

Student & Parent/Guardian	I understand that:			
	<ul style="list-style-type: none"> • The student is responsible for understanding when his or her choice of schedule will result in tuition charges. If the student enrolls for more high school and college credits than are identified in the Running Start State Funding Limit Table, the student is responsible for: <ol style="list-style-type: none"> 1) paying all college tuition and fees associated with exceeding the college credits identified in the table; or 2) withdrawing from the excess college or high school course(s). • The student is required to pay any class/lab fees charged for college classes. • Enrollment in specific college classes cannot be guaranteed – even if the classes are needed to fulfill high school graduation requirements. • To add/withdraw from a course, the student must complete the college Add/Drop process by the college deadline and notify the high school counselor. • The student is responsible for ensuring that college courses completed as part of the Running Start program will meet high school graduation requirements. • If the student plans to transfer, it is the student's responsibility to determine college admissions policies/deadlines and whether credits will transfer. • The student and parent's signatures below provide permission for the high school and college to share the Running Start student's academic records, which can include the student's grades, billing, registration, and attendance records regardless of whether FERPA rights belong to the student or parents. • After completing the college coursework, students are responsible for requesting official college transcripts through the college's registrar office. 			
	I acknowledge that I have read and understand both sides of this form, and will comply with the conditions of Running Start participation and the expectations of college course enrollment.			
	_____	_____	_____	_____
Student Signature (REQUIRED)	Date	Parent/Guardian Signature (REQUIRED)	Date	

Key

- * Weekly Minutes based on high school bell schedule.
- ⊗ For community and technical colleges only, students qualifying for 0.60 FTE college enrollment and registered for exactly 10 credits, will be granted a 1 credit waiver for the 10th credit. For four-year baccalaureate colleges, students who qualify for 0.60 FTE may only register for 9 credits.
- A student enrolled in both high school and skill center classes and claimed for more than a combined 1.0 FTE qualifies for 0.20 Running Start FTE. When a student is enrolled in both the high school and skill center and taking less than 1.0 FTE, the standard Running Start calculation applies.
- Δ For the fall college quarter and students enrolled in a high school with a trimester schedule, use the student's first trimester schedule. For the winter college quarter and students enrolled in a high school with a semester schedule, use the student's second semester schedule.
- Available for meeting district, charter school, or tribal compact school's graduation requirements only (WAC 392-169-055(4)).

PURPOSE: The RSEVF ensures that a student's monthly enrollment does not exceed the allowable combined 1.20 full-time equivalent (FTE) limitation. This form provides the college the FTE available for Running Start enrollment, provides the high school with the enrolled colleges classes, and notifies the student and their parents/guardians if tuition charges will occur.

The RSEVF is required to be completed each college term for each student enrolling in college classes through the Running Start program, including home-based and private school students. Students attending more than one college for any college term are required to have a separate RSEVF for each college. When a student will be attending multiple colleges, the appropriate box in the upper right hand corner of the RSEVF must be checked.

If the student's high school or college enrollment changes during the college term, a revised RSEVF must be completed and the appropriate box in the upper right hand corner of the RSEVF must be checked.

FTE AND ANNUAL AVERAGE FTE (AAFTE) LIMITATIONS: Running Start students may not be claimed for a combined high school and college enrollment that exceeds 1.20 FTE for any month except in limited cases for December and January. Neither the high school nor college enrollment can individually exceed 1.00 FTE, except for students enrolled in a high school and skill center.

When a student is enrolled in both a high school and a skill center and claimed for more than a combined 1.0 FTE, the available Running Start enrollment is limited to a 0.20 FTE. When a student's combined high school and skill center enrollment is less than 1.0 FTE, the standard Running Start calculation applies.

This 1.20 FTE limitation applies to the annual average FTE (AAFTE), where a Running Start student may not be claimed for a combined high school and college enrollment that exceeds 1.20 AAFTE for the school year. High school and skill center AAFTE is the 10-month average of the FTE reported for the months September through June. Running Start AAFTE is the 9-month average of the FTE reported for the months October through June.

Students that exceed the 1.20 FTE or AAFTE may be charged tuition by the college for the credits in excess of this limitation.

EXCEPTIONS WHEN STUDENT'S MONTHLY FTE CAN EXCEED 1.20: For high schools on a trimester calendar, when the high school second trimester and the college fall quarter overlaps in December, a Running Start student can be claimed for more than a 1.20 FTE for the month of December only. When planning for the fall college quarter, counselors should use the first trimester to determine the available FTE for fall quarter.

For high schools on a semester calendar, when the high school first semester and the college winter quarter overlaps in January, a Running Start student can be claimed for more than a 1.20 FTE for the month of January only. When planning for the winter college quarter, counselors should use the second semester to determine the available FTE for winter quarter.

When a student who is claimed for more than a 1.20 FTE in either the month of December or January for the reasons above, the student may be subject to a reduced FTE or to paying tuition for the spring college quarter, if the 1.20 AAFTE would be exceeded. Completion of the Spring Quarter Eligibility Adjustment Form (SQEAF) will identify students at risk of exceeding the 1.20 AAFTE and will calculate the reduced available FTE for the spring quarter. For students whose spring quarter available FTE is reduced, a completed SQEAF must be attached to the spring quarter RSEVF and the appropriate box in the upper right hand corner of the RSEVF must be checked. Students attending more than one college for the spring quarter must have the SQEAF attached to each college's RSEVF.

For more information refer to the annual bulletin regarding the 1.20 Running Start FTE limitation.

FERPA STATEMENT: The Family Educational Rights and Privacy Act of 1974 provides that FERPA rights transfer from the parent to a student who is at least 18 and/or who has enrolled in a college, even while still enrolled in high school. Students 18 and older and/or who have enrolled at a college must give permission in writing to the college in which they have enrolled in Running Start classes for another individual to speak to the college staff about their Running Start academic records, which could include grades, billing, attendance, and registration records.

INSTRUCTIONS FOR COMPLETING THE RSEVF

STUDENT SECTION: The RSEVF begins with the student completing the first section of the form. Students who are under the age of 18 at the beginning of the college term, must provide their parent/guardian information. The student's high school student identification number (SSID) is available at the high school guidance office. If the student does not know their college student identification number (SID), refer to earlier completed RSEVFs. If the student is new to the program, the college SID is available on the processed college application.

HIGH SCHOOL COUNSELOR & RUNNING START ADVISOR/REP SECTION:

The high school counselor and Running Start advisor or representative complete this section.

Free and Reduced-Price Lunch (FRPL) Status: The high school counselor would check the appropriate box indicating if the student is currently eligible for FRPL or had been FRPL eligible any time in the past five school years. The counselor will initial – certifying the accuracy of this statement and the parent/guardian will provide their signature and date when the answer is "Yes." This data is now required as part of RCW 28A.600.310. If districts choose not to use this form, they will need to develop another tool to share this information with their partner colleges.

School Year: Indicate the school year during which courses will be taken.

College Term: Select the college term that the student will be enrolling in. For colleges on a quarter calendar, indicate which quarter – Fall, Winter, or Spring. For colleges on a semester calendar, indicate which semester – 1st or 2nd.

High School and School District: Fill in the student's primary high school and resident school district. If the student is enrolled in a charter school or tribal compact school, leave "School District" field blank.

Grade Level: Indicate the student's grade level. Students in 11th and 12th grade are eligible to enroll in a Running Start program. Fifth year seniors are limited to only taking Running Start classes that will fulfill the student's district, charter school, or tribal compact school's graduation requirements only, pursuant to WAC 392-169-055(4) and must have participated in Running Start during their 11th or 12th grade year.

Determining the Student's High School FTE: FTE in high school and skill center classes is calculated based on a class's weekly enrolled minutes and eligible passing time. One thousand, six hundred and sixty five (1,665) weekly minutes equal 1.0 FTE. Refer to the high school and skill center master bell schedule available at the registrar or business administration office for the exact weekly minutes and the FTE for each class. Add the FTE for each enrolled class to determine the student's total high school and skill center FTE.

Determining the Student's Available Running Start FTE: Running Start FTE is based on the enrolled college credits. Fifteen college credits equal 1.0 FTE. Use the Running Start Funding Limit Table on the front page to determine a student's available Running Start FTE. Find the row with the student's high school and skill center FTE. Refer to the Max FTE column to determine a student's maximum Running Start FTE. The Max Credits column converts the maximum Running Start FTE to Running Start credits.

Recommended Running Start Classes: The student, with the help of the high school counselor and Running Start advisor or representative, should fill out the requested college courses. The high school equivalency portion of the table can be completed by the student if an official high school list of equivalencies is available. Otherwise, this section is completed by the high school counselor.

Signatures of High School Counselor and Running Start Advisor or Representative: Both the high school counselor and Running Start advisor/representative should review the form for accuracy, enter their printed name, date, phone number, and signature.

STUDENT & PARENT/GUARDIAN SECTION: The student and parents should review the completed form for accuracy and understanding, then sign and date the acknowledgement at the bottom of the form. Students 18 and older are not required to provide a parent signature.

DISTRIBUTION OF RSEVF AND RECORDS RETENTION: Copies of the completed form should be retained by both the high school and college. The original form is kept by the student and their parent or guardian.

