

RUNNING START

at EDMONDS COLLEGE

How to Enroll

❑ Step 1: Apply

Complete the online application: apply.ctc.edu

- Choose "Academic" for Program
- Choose "Undecided" under "Degree or Certificate I am seeking" (unless you know the degree you want)
- Choose "Running Start" under "I will be enrolling as a..."

After you apply, you will receive an email from us with your ctcLink ID. This may take several weeks. You may begin the remaining steps, but you'll need a ctcLink ID to complete them.

❑ Step 2: English Placement & Optional Math Placement

See pages 3 and 4.

❑ Step 3: Complete New Student Worksheet and Parent/Guardian Agreement

See page 5.

❑ Step 4: Meet With Your High School Counselor

Bring your completed New Student Worksheet and Parent/Guardian agreement to your meeting. Complete the Enrollment Verification form (included at the end of this packet) and have your counselor sign it.

❑ Step 5: Submit Completed Paperwork

Email the completed Parent/Guardian Agreement, New Student Worksheet, and Enrollment Verification Form to runningstart@edmonds.edu.



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Congratulations and welcome to Edmonds College! Here are your next steps:

Activate Your ctcLink Account and Triton ID

edmonds.edu/student-accounts

Register for Classes

You will receive an email with instructions.

Purchase Textbooks

edmonds.bncollege.com

If you have a fee waiver, contact us to learn how to use your textbook credit:
runningstart@edmonds.edu | 425.640.1761

Pay Fees and/or Tuition

Make payments, enroll in a payment plan, and view your balance in ctcLink. Deadline: first day of the quarter. Email the Cashier's Office with questions: cashiersoffice@edmonds.edu

Meet with an Advisor

edmonds.edu/advising

All Running Start students are encouraged to choose a pathway for their journey at Edmonds.

Get Your EdPass and Parking Pass/Bus Pass

edmonds.edu/edpass

If you're attending classes in person, you'll need an EdPass to get a parking pass or bus pass, check out books from the library, print on campus, and load money for campus use.

Visit Services for Students with Disabilities

If you have an Individualized Education Plan (IEP) or 504 Plan at your high school, complete a New Student Access Form at edmonds.edu/ssd/new-student



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Placements

All placements are processed through the Testing Center.

English Placement

Your English placement determines which courses you are eligible to take at the college. You can participate in Running Start with any placement level. We can help you identify courses that will fulfill high school requirements and are appropriate for your placement.

If you assess into ENGL& 101, you are eligible to take a broad range of college-level classes. Depending on your school district, these college classes could satisfy nearly all of your high school requirements.

If you assess below ENGL& 101 (for example, ENGL 099), you can choose from more than 100 courses that can satisfy up to eight high school requirements, depending on your school district.

Choose one of the English placement methods from the table below:

English Placement Method	GPA or Score	English Placement
Overall High School GPA	2.5 or Greater	ENGL& 101
Smarter Balanced Test Score (SBAC)	3 or 4	ENGL& 101
ACT	22 Composite	ENGL& 101
SAT Evidence-Based Reading/Writing	480	ENGL& 101
AP English Language Composition	3 or 4	ENGL& 101 or 102
IB English	4 or 5	ENGL& 101 or 102

Email testingcenter@edmonds.edu with the following:

1. a scan or screenshot of your transcript or test scores (unofficial copies are acceptable),
2. a copy of any photo ID, and
3. your ctcLink ID number.

If you can't use the options above, take the free ACCUPLACER assessment. Contact testingcenter@edmonds.edu to take the assessment. Preparatory materials are available at edmonds.edu/test-prep



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Math Placement

If you plan to take a math class or certain sciences, you must receive a math placement.

Choose one of the following math placement methods:

- Final grade from most recent high school math class
- SBA Math Score
- IB Math Score
- PSAT/SAT Test Score
- AP Math Test Score

To see what math class you will be placed in depending on each method, visit edmonds.edu/alternative-assessment

Email testingcenter@edmonds.edu with the following:

1. a scan or screenshot of your transcript or test scores (unofficial copies are acceptable),
2. a copy of any photo ID, and
3. your ctcLink ID number.

If you are unable to use one of these alternative placement options, you will need to take the Edmonds College Math Placement Test. Contact testingcenter@edmonds.edu to take the assessment. Preparatory materials are available at edmonds.edu/test-prep



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New Student Worksheet

I have activated my ctcLink account: YES NO

My ctcLink Id number is: _____

My English placement is: _____

Optional: My math placement is: _____

I have reviewed and signed the Parent/Guardian Agreement: YES NO

I have made an appointment to meet with my high school counselor and complete the Enrollment Verification Form: YES NO

Fill in the chart below with the classes you want to take.

Helpful resources for this step:

- **Equivalency Guides:**
Go to edmonds.edu/equivalency-guides. Select the appropriate equivalency guide for your school district and English placement. Identify which high school requirements you need to complete, and select the appropriate Edmonds College courses to fulfill those requirements.
- **Advising:**
Get help deciding on your pathway at Edmonds by meeting with advising:
edmonds.edu/advising
- **Class Search Tool:**
Look up class information at edmonds.edu/schedule

Class	Credits	Days/Times OR Online	High School Requirement or Edmonds College Program
<i>ENGL& 101: English Composition I</i>	5	<i>TuTh 8:30-9:20</i>	<i>HS English, AA DTA</i>



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Parent/Guardian Agreement

Edmonds College Running Start Parent/Guardian Agreement

We recommend that students review this document with their parent/guardian.

Student Name: _____

ctcLink ID Number: _____

Running Start is a program that allows high school juniors and seniors to take college-level courses at the college without paying tuition. Students receive both high school and college credit at the same time. As a Running Start student I understand and acknowledge the following:

COLLEGE CONSIDERATIONS

Running Start Eligibility

- I must be a junior or senior to participate in Running Start. As a Running Start student I can take classes for a maximum of 8 quarters. My eligibility terminates upon graduating from high school.
- Running Start can fund a maximum of 21 credits for fall, winter, and spring quarters. My eligibility for summer quarter funding is contingent upon my enrollment at the college and high school during the months of September through June.
- Although I may be able to take more than 15 credits in a given quarter, I understand that 15 credits is considered “full time” at the college. If I choose to take more than 15 credits, it is my responsibility to manage the additional workload.
- I must complete an English Placement to determine classes I take through Running Start. I can either submit documentation to determine my placement or to take the ACCUPLACER assessment at the college.
- I must remain in good academic standing. I must earn a quarterly GPA of 2.0, complete all courses I am enrolled in after the 10th day of the quarter, and not receive a grade of 0.0, I, W, V, N or U. If I do not meet these standards, I will be placed on probation or suspended from the program.
- I will comply with the Edmonds College Student Code of Conduct.



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Costs

- I am required to pay student and class fees. Fees are estimated at \$200-\$300 per quarter for a full-time [15 credits] student. A fee waiver is available for qualifying low-income students.
- I must provide my own transportation to and from the college. I can get an ORCA pass for a reduced rate from the college if needed.
- I must buy my textbooks. Textbooks can cost more than \$150 per class per quarter. Textbook assistance is available for qualifying low-income students.
- I am required to pay tuition and fees for classes numbered below 100 level (i.e. Math 097), college credits in excess of the limit stated on my quarterly Enrollment Verification form, summer quarter classes, and a small number of classes not sponsored by Running Start (e.g., Music 150 & 250).
- I must pay fees/excess tuition by the first day of the quarter. Nonpayment by this deadline may result in being dropped from all classes.
- I will notify the college and high school if I drop or withdraw from a class.

Expectations of Running Start Students as College Students

- A Running Start student is considered a college student. I am expected to take college-level courses and do college-level work. College-level courses can be demanding, requiring up to two hours of homework for every hour of instruction.
- College is different than high school, and attendance may or may not be taken. Progress reports are not given. Classes might include mature subject matter as well as potentially controversial topics. Students, regardless of age, are required to complete each college class assignment.
- It is my responsibility to manage my time carefully to ensure I am successful. This includes scheduling high school and college classes so that they do not conflict and leaving myself adequate time for travel to and from the college. College and high school instructors will not excuse arriving late or leaving early.
- I must read my mail in my college email account to ensure I remain informed.

Credits, Course Selection and Graduation Requirements

- I will contact Running Start staff with questions about classes and college degree requirements. I will contact my high school counselor for questions related to high school equivalency and graduation requirements. It is my responsibility to select classes that satisfy high school graduation requirements and to determine how credits earned at Edmonds College will transfer to other colleges and/or meet college degree program completion requirements.



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- I understand that most college 5-credit courses (100 or above level course) will equal 1.0 high school credit. (See your high school counselor for specifics about how a college class will be counted at your high school.)

College Records, Parent Access, Transcripts and Transferability of Credit

- Running Start courses will be recorded on a college transcript. The grades I receive can have a positive or negative impact on future college admission or scholarship decisions. All grades and withdrawals I earn at Edmonds College are part of my permanent college record and high school transcript.
- Parents will not have access to my progress and information about how I am doing. Information about my record at the college will be disclosed to a parent ONLY if a FERPA consent form is on file at the college. Even with a FERPA release form on file, a parent will have access to limited information. College instructors are not available to speak with parents regarding academic progress of a student and parents are not notified if a student skips a class or is failing to hand in work.
- Running Start college credits transfer to all but two colleges/universities in state (Whitman and University of Puget Sound). Often Running Start credits transfer to institutions out of state, but there are exceptions. If I intend to go out of state, I need to do research to determine how the credits transfer.

HIGH SCHOOL CONSIDERATIONS

Eligibility for Running Start.

- I must live within the school district boundaries, or be attending high school in the district on a variance, to receive college and high school credit through the Running Start program and my high school.
- If I withdraw from my high school I will no longer be eligible for the Running Start program, and tuition for my college classes will not be paid by the school district.
- As a homeschooled student, I must enroll in a Washington state school district high school before I can attend any Running Start classes. I am not required to attend classes at the enrolled high school.
- I am not allowed to continue with the Running Start program after I have completed my high school graduation requirements. If I have not completed my graduation requirements, I may continue in Running Start and take college-level courses for my junior and senior year.



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Relationship with High School and Counselors

- The high school is not responsible for my actions while I am attending college classes.
- It is my responsibility to keep updated on high school information such as holidays, schedule changes, photos, senior deadlines, etc.
- I must contact my counselor in advance if I need his/her signature. Drop-ins will not guarantee immediate counselor signature.

Transcript and Graduation Requirements

- I must fulfill all of the graduation requirements of the school district in order to graduate with a school district high school diploma. If I am a Running Start student, this means I will need to take enough equivalent credits at the college to match the minimum credits required by the district for graduation. In all cases, I will check with my high school counselor to ensure that I am making continued progress toward graduation. My high school counselor will determine which college classes will meet school district graduation requirements (see the Running Start equivalency chart for your college for more information).
- I must complete all grade-level tasks and activities in fulfillment of the school district High School and Beyond Plan graduation requirements (at Edmonds School District this is Naviance) if I am to graduate.
- Once I complete a college class (whether passed or failed), the class and grade will appear on my high school transcript —no exceptions.
- If I take college classes that I pay for myself, in order to have the credits posted on my high school transcript I must send a copy of my official transcript to the high school. The college classes will be placed on my official high school transcript. Credits I pay for or earn during summer quarter will apply toward high school graduation if the credits meet an equivalency requirement.

I have read and agree to the Edmonds College Running Start Agreement above.

Student Signature (required) _____ Date: _____

Parent/Guardian Signature (required) _____ Date: _____

**All costs subject to change without notice*





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

Free and Reduced-Price Lunch (FRPL) Status (required to be completed)
 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 or previously eligible for FRPL? Yes No HS Counselor Initials: _____
The parent or guardian signature below provides permission to share FRPL eligibility status only with the 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. The individuals and programs receiving the information will not share the information with any other entity or program.
 Parent/Guardian Signature: _____ Date: _____

School Year: _____ College Term: Quarter Semester
 High School: _____
 Fall, Winter, Spring Qtr. / 1st or 2nd Sem.
 District: _____ Grade Level: 11th 12th 5th Year Sr^o

For the college term ⁴ 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 Enrollment			
Weekly Minutes <small>based on high school bell schedule</small>		FTE		Max Allowed FTE	Max Credits		
0	-	8	0.00	-	0.00	1.40	21 *
9	-	124	0.01	-	0.07	1.33	20 *
125	-	224	0.08	-	0.13	1.27	19 *
225	-	341	0.14	-	0.20	1.20	18
342	-	457	0.21	-	0.27	1.13	17
458	-	557	0.28	-	0.33	1.07	16
558	-	674	0.34	-	0.40	1.00	15
675	-	790	0.41	-	0.47	0.93	14
791	-	890	0.48	-	0.53	0.87	13
891	-	1,007	0.54	-	0.60	0.80	12
1,008	-	1,123	0.61	-	0.67	0.73	11
1,124	-	1,223	0.68	-	0.73	0.67	10
1,224	-	1,340	0.74	-	0.80	0.60	9
1,341	-	1,456	0.81	-	0.87	0.53	8
1,457	-	1,556	0.88	-	0.93	0.47	7
1,557	-	or more	0.94	-	1.00	0.40	6

* Students should check with college about the maximum number of credits allowed. Overages may require college approval.

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:

- The student is responsible for understanding when their choice of college course and credit load 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:
 - paying all college tuition and fees associated with exceeding the college credits identified in the table; or
 - 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.
- After completing the college coursework, students are responsible for requesting official college transcripts through the college's registrar office.

Per the U.S. Department of Education, "If a student is attending a postsecondary institution - at any age - the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school. Additionally, the postsecondary institution may disclose personally identifiable information from the student's education records to the parents, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules."

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 for students under 18) Date _____

Key

- * Colleges may limit the total number of college credits students can enroll in each term. Contact the college for maximum term credit policies.
- 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 students who were attending Running Start in either their 11th or 12th grade year, limited to earning credits to meet district, charter school, or tribal compact school's graduation requirements only, and limited to no more than 63 college credits for all the 12th grade academic years (WAC 392-169-055(4)). These requirements also apply to students who do not intend to graduate from the district or school.

PURPOSE: The RSEVF ensures that a student's monthly enrollment does not exceed the allowable combined 1.40 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. A different form (the Summer RSEVF) is used for the summer quarter.

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 1.40 FTE for any month except in limited cases for December and January. The high school cannot exceed 1.00 FTE, except for students enrolled in a high school and skill center. The college can exceed 1.00 FTE, subject to college enrollment limits.

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 0.40 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 1.40 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 1.40 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 1.40 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 1.40: 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 1.40 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 1.40 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 1.40 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 1.40 AAFTE would be exceeded. Completion of the Spring Quarter Eligibility Adjustment Form (SQEAF) will identify students at risk of exceeding the 1.40 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 1.40 Running Start FTE limitation.

FERPA STATEMENT: Per the [U.S. Department of Education](#), "If a student is attending a postsecondary institution - at any age - the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school. Additionally, the postsecondary institution may disclose personally identifiable information from the student's

education records to the parents, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules."

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 is available at the high school guidance office. If the student does not know their college student identification number, 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." Students 18 and older are not required to provide a parent/guardian signature. 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. A different form is used for the summer quarter.

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 12th grade students are limited to taking Running Start classes that will fulfill the student's district, charter school, or tribal compact school's graduation requirements, pursuant to WAC 392-169-055(4), must have participated in Running Start during their 11th or 12th grade year, and are limited to 63 total college credits for their 12th grade academic years. These requirements also apply to students who do not intend to graduate from the district or school.

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. 1.0 FTE equals 1,665 weekly minutes. 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 parent/guardian 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/guardian 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.



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