

Running Start Enrollment Packet



SEATTLE COLLEGES

Central · North · South · SVI

Enrollment Begins:

Fall & Summer Quarter - May

Winter Quarter - November

Spring Quarter - February

**Applications will continue to be accepted through the start of the quarter. Class availability and choice may be limited if students apply after the priority deadline. Application may not be accepted after the quarter begins.*

TO APPLY: Submit your completed enrollment packet and placement test results (if applicable) to the Running Start office at the college you've selected:

- North Seattle College: NSCCRStart@seattlecolleges.edu or 206-934-3682
- Seattle Central College: RunningStart.Central@seattlecolleges.edu or 206-934-3836
- South Seattle College: RunningStart.South@seattlecolleges.edu or 206-934-5387

Step	Action	Check once complete
#1	Apply online to your college of choice (it's free!): https://apply.ctc.edu/user	
#2	Complete Enrollment Verification Form. Must be signed by high school counselor, parent/guardian, and you! Electronic signature is sufficient.	
#3	Proof of Placement (check all that apply) <ul style="list-style-type: none"> <input type="checkbox"/> I have completed a placement tool at North and placed into ENGL&101 or college-level math 100-level and above <input type="checkbox"/> I am attaching test results for a test taken outside of Seattle Colleges (for example: SBAC/SAT/ACT) <input type="checkbox"/> Other (please provide details): 	
#4	Fill in your information on the bottom half of this form	
#5	Complete Running Start Contract	
#6	Attach a copy of your high school transcript to this application	
#7	OPTIONAL: Complete fee waiver eligibility form if you qualify for free/reduced lunch at high school	
#8	OPTIONAL: Complete attached release of information form	
#9	OPTIONAL: Students with 504 or IEP accommodations should contact the Disability Services office. Would you like to be connected with the DS office?	

STUDENT TO COMPLETE THE FOLLOWING:

NAME:	CTCLINK ID NUMBER:
PREFERRED NAME:	
PHONE:	ALTERNATIVE PHONE #:
EMAIL:	
GUARDIAN'S EMAIL:	
HIGH SCHOOL:	HIGH SCHOOL GRADUATION YEAR:

Running Start Contract

I, _____ (print), a student in the Running Start program at the Seattle Colleges,
and I, _____, a parent/guardian of a student in the Seattle Colleges Running Start program,
understand the following:

College processes:

- All Seattle College courses will become part of the student's permanent college record.
- Students must submit a new signed enrollment verification form every quarter.

Confidentiality of information:

- Only students have access to their own college grades and records. Parents/Guardians may obtain a student's record only if the student signed a release form.
- 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.
- I understand that my transcript will be released to my high school at the end of each quarter.

Course Selection and Participation

- Classes needed to satisfy high school graduation requirements should be prioritized before electives and completed prior to a student's final quarter.
- Students are responsible for meeting high school graduation requirements and for determining how high school and Seattle Colleges 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.
- If a student wishes to drop a class, the student 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 on both college and high school transcript.
- Students must inform the Running Start office if they are simultaneously enrolled in more than one college.
- Students are responsible for arranging their college class schedule, so it does not conflict with their high school schedule.
- 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.
- Running Start students have the same rights and responsibilities as other college students. Disruptive behavior on campus and in classrooms can result in disciplinary action by the college.
- Students needing reasonable accommodations provided by an IEP or 504 plan must contact the Disability Services office at the College on a quarterly basis. Disability Services may be reached by email:
 - North Seattle College: ds@seattlecolleges.edu or by phone: 206-934-3697.
 - Seattle Central College: arc-central@seattlecolleges.edu or by phone: 206-934-4183
 - South Seattle College: access.south@seattlecolleges.edu or by phone 206-934-5137

Costs

Students are responsible for all non-tuition costs as a Running Start student at the Seattle Colleges, including textbooks and required course materials, course fees, testing fees, photo ID card, transportation, mandatory fees, tuition for units in excess of the unit amount approved by the high school (maximum 15 units) and for below-college level classes (i.e. MATH 098). Any fines or fees accrued for lost, damaged, or overdue college property.

Student Signature

Date

Parent/Guardian Signature

Date

Running Start Fee Waiver & Book Loan Eligibility Form

(optional)

Student Information
Full name: ctcLink ID #: Phone: Email: Address:
High School Information (to be completed by High School Counselor)
High School and District: Counselor Name: Phone: Email: <input type="checkbox"/> I certify that the student above qualifies for free or reduced-price lunch. High School Counselor Signature: Date:
To be completed by Seattle Colleges to determine eligibility for:
<input type="checkbox"/> Placement Fee Waiver (one time) <input type="checkbox"/> Book Loan Program <input type="checkbox"/> Mandatory fees associated with course enrollment Academic Year: Approved by: Signature: Date: FPAC:

FERPA Release Form

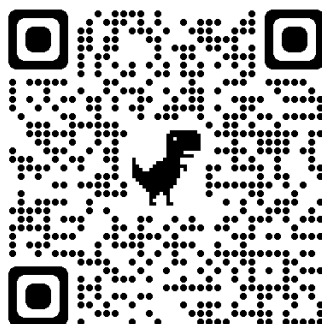
(optional)

What is FERPA?

The Family Educational Rights and Privacy Act of 1974, is a Federal Law that helps protect the privacy of student education records. Students have specific, protected rights that are governed by FERPA. FERPA protects the education records of students who are currently enrolled or formerly enrolled regardless of their age or status with regard to parental dependency. Additional information is [available here \(https://northseattle.edu/enrollment-funding/ferpa\)](https://northseattle.edu/enrollment-funding/ferpa)

FERPA Release

This form grants Seattle Colleges the ability to release information regarding your grades, schedule, academic progress, and financial account with those listed by the student. **We will only be able to release information to individuals you list on the form.** To grant access to release information, please [complete this FERPA Release Form \(https://northseattle.edu/enrollment-funding/ferpa-release-form\)](https://northseattle.edu/enrollment-funding/ferpa-release-form).



QR code links to FERPA Release Form

Running Start & Seattle Public Schools Course Equivalencies

Seattle Public Schools High School Graduation Requirement	North Seattle College Equivalency
<p>English/Language Arts</p> <p>English 11A & B</p> <p>English 12A & B</p>	<p>English 101-11th or 12th Grade</p> <p>English 102</p> <p>Any other 100-level English course (literature, creative writing, etc.)</p>
<p>U.S. History</p> <p>11A</p> <p>11B</p>	<p>Hist& 146 or 147</p> <p>Hist& 147 or 148</p>
Washington State History	Hist& 214-Pacific NW History
American Government	Pols& 202
Occupational Education	<p>Accounting, Business, IT courses</p> <p>*Other courses may be approved by High School Counselor</p>
Fine Arts	Any Art, Music or Drama classes 100-level or above
Math	Any Math class 100-level or above
Science	Any Science class 100-level or above
Health & Fitness	<p>HEA 150</p> <p>NUTR& 101 (with approval)</p>
PE	Any PE course 100-level or above

Running Start College–Level Placement Options

College-level English OR math placement is required to participate in the Running Start program at North Seattle College.

Option	Description	Required Placement Score or Grade
North Seattle College’s Directed Self-Placement (DSP)	Self-reflection of student’s abilities to determine English or math class placement. northseattle.edu/placement-classes	English: English& 101 Placement Math: placement into any college-level math class 100-level and above
ALEKS Math Placement Test (Math score valid 1 year)	Standardized test taken at Seattle Central College for placement into specific math courses. https://seattlecentral.edu/media/aleks-contingency-how-to-take northseattle.edu/placement-classes	Placement into any college-level math class 100-level and above.
Smarter Balanced (SBAC)	Standardized test taken at the high school in 10 th grade.	ELA - English Language Assessment: Level 3 or higher Math Assessment: Level 3 or higher w/ applicable grades on high school transcript
SAT English placement Limited math placement (English score valid 2 years, Math score valid 12 months)	Standardized exam taken at high school or other location.	English& 101 Placement: Combined Reading/Writing score 510 or higher Math: Minimum score 520 (Math& 107 only option based on SAT score)
ACT English or math placement (English score valid 2 years, Math score valid 12 months)	Standardized exam taken at high school or other location.	English& 101 Placement: Reading score 19 or above AND English score 19 or above Math: Minimum score 22
Unofficial Transcript from a college or university	Student was awarded credit at a college or university for college-level English (within past 2 years) or math (within past 12 months).	Provide copy of unofficial transcript to determine English and/or math placement.
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. Placement varies based on course and grade (details here)
AP (Advanced Placement) or IB (International Baccalaureate) Exam Scores	A student who has taken AP/IB exams in specific subjects.	Provide a copy of AP/IB exam scores. Scores must be evaluated by Running Start office.

- *Students needing accommodations for North Seattle College placement testing should contact the Disability Services office prior to testing. northseattle.edu/disability-services