

# Running Start Enrollment Packet



**SEATTLE COLLEGES**

Central · North · South · SVI

Priority Deadlines:

Fall Quarter - May 1

Winter Quarter - November 1

Spring Quarter - February 1

\*Application 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.

Questions? Please contact the Running Start office directly (email and phone below)

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

- North Seattle College: [NSCCRStart@seattlecolleges.edu](mailto:NSCCRStart@seattlecolleges.edu) or 206-934-7768
- Seattle Central College: [RunningStart.Central@seattlecolleges.edu](mailto:RunningStart.Central@seattlecolleges.edu) or 206-934-3836
- South Seattle College: [RunningStart.South@seattlecolleges.edu](mailto:RunningStart.South@seattlecolleges.edu) or 206-934-5387

Step	Action	✓ Check once complete
#1	<b>Apply online to your college of choice</b> (it's free!): <a href="https://apply.ctc.edu/user">https://apply.ctc.edu/user</a>	
#2	<b>Complete Enrollment Verification Form.</b> Must be signed by high school counselor, parent/guardian, and you! Electronic signature is sufficient.	
#3	<b>Proof of Placement (check all that apply)</b> I have taken a placement test and placed into ENGL&101 or MATH&107/116/141/146/151 I am attaching test results for a test taken outside of Seattle Colleges (for example: SBAC/SAT/ACT) Other (please provide details):	
#4	<b>Fill in your information on the bottom half of this form</b>	
#5	<b>Complete Running Start Contract</b>	
#6	<b>Attach a copy of your high school transcript</b> to this application	
#7	<b>OPTIONAL: Complete fee waiver eligibility form</b> if you qualify for free/reduced lunch at high school	
#8	<b>OPTIONAL: Complete attached release of information form</b>	
#9	<b>OPTIONAL: Students with 504 or IEP accommodations should contact the Disability Services office. Would you like to be connected with the DS office?</b>	

**STUDENT TO COMPLETE THE FOLLOWING:**

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



## Running Start Enrollment Verification Form

<b>Student</b>	Student Name: _____ <small style="display: inline-block; width: 200px; border-bottom: 1px solid black;"></small> Last Name <small style="display: inline-block; width: 150px; border-bottom: 1px solid black;"></small> First Name <small style="display: inline-block; width: 50px; border-bottom: 1px solid black;"></small> MI			<input type="checkbox"/> Check if this is a revision																																																														
	Home Phone: _____ Cell Phone: _____ Email Address: _____ SSID#: _____ Responsible Parent/Guardian: _____ College: _____ College SID #: _____			<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.																																																														
<b>High School Counselor &amp; Running Start Advisor/Rep</b>	<b>Free and Reduced-Price Lunch (FRPL) Status</b> (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 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: _____				<b>Running Start Funding Limit Table</b>																																																													
	School Yr: _____ College Term: <input type="checkbox"/> College Quarter <input type="checkbox"/> College Semester High School: _____ <small style="display: inline-block; width: 200px; border-bottom: 1px solid black;"></small> 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 <sup>o</sup>																																																																	
	For the college term <sup>4</sup> 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. <b>Comments:</b> _____ _____ _____																																																																	
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<b>Student &amp; Parent/Guardian</b>	I understand that: <ul style="list-style-type: none"> <li>• 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"> <li>1) paying all college tuition and fees associated with exceeding the college credits identified in the table; or</li> <li>2) withdrawing from the excess college or high school course(s).</li> </ol> </li> <li>• The student is required to pay any class/lab fees charged for college classes.</li> <li>• Enrollment in specific college classes cannot be guaranteed—even if the classes are needed to fulfill high school graduation requirements.</li> <li>• 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.</li> <li>• The student is responsible for ensuring that college courses completed as part of the Running Start program will meet high school graduation requirements.</li> <li>• If the student plans to transfer, it is the student's responsibility to determine college admissions policies/deadlines and whether credits will transfer.</li> <li>• 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.</li> <li>• After completing the college coursework, students are responsible for requesting official college transcripts through the college's registrar office.</li> </ul> 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 students who were attending Running Start in either their junior or senior school year, limited to classes to meet district, charter school, or tribal compact school's graduation requirements only, and limited to no more than 45 college credits for all the senior academic years. (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), must have participated in Running Start during their 11th or 12th grade year, and limited to 45 total college credits for their senior academic years.

**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.



# 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.
- 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. 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.

## 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](mailto:ds@seattlecolleges.edu) or by phone: 206-934-3697.
  - Seattle Central College: [arc-central@seattlecolleges.edu](mailto:arc-central@seattlecolleges.edu) or by phone: 206-934-4183
  - South Seattle College: [rose.kolovrat@seattlecolleges.edu](mailto:rose.kolovrat@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.

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*Student Signature*

*Date*

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*Parent/Guardian Signature*

*Date*

# Running Start Fee Waiver & Book Loan Eligibility Form

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:	
<b>I certify that the student above qualifies for free or reduced-price lunch.</b>	
High School Counselor Signature:	
Date:	
To be completed by Seattle Colleges to determine eligibility for:	
Placement Fee Waiver (one time)	
Book Loan Program	
Mandatory fees associated with course enrollment	
Academic Year:	
Approved By:	Signature:
Date:	FPAC:



# SEATTLE COLLEGES

Central · North · South · SVI

## Consent to Release Confidential Information

*This form grants Seattle Colleges the ability to release information regarding your grades, schedule, academic progress, and financial account with those listed below. We will only be able to release information to people you list.*

---

Student Name

---

ctcLink ID Number

---

Address

---

High School

I hereby give permission for the Running Start Advisors to release information regarding my grades, schedule, account, and academic progress to the following people:

---

Name

---

Relationship

---

Name

---

Relationship

---

Student Signature

Date

---

Running Start Staff Signature

Date