



Running Start Enrollment Checklist

Name: _____ SSC Student ID number: _____

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

QUALIFY

Apply to South Seattle College online:

<http://www.southseattle.edu/enrolling/apply.aspx>

- In the application when asked what your intended major area of study is, please answer: Running Start.
- 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.

- Most Running Start students **take a PLACEMENT test** to qualify for Running Start. Take time to study & prepare at: <http://www.southseattle.edu/student-assessment-services/placement.aspx>.
- Pay \$25 testing fee, bring photo ID and Student ID number.
- There are alternative ways to place into college level courses: see reverse for details.

Meet with your high school counselor to fill out the Enrollment Verification Form (EVF); have your parent/guardian sign the form.

REGISTER

Call 206.934.5387 for a registration appointment. Please bring the following with you to your appointment.

- Fully filled-out and signed Running Start Enrollment Verification form
- Running Start Contract form signed by student and parent/guardian
- Copy of your Placement scores or alternative placement documents
- Book loan/fee waiver form* signed by high school counselor (if applicable)

Get your student ID card (\$7.50) at the Information Desk.

GET READY FOR CLASS

Get your books for class from the SSC bookstore, or from the Running Start Office if you are enrolled in the book loan program.*

Attend a Running Start Orientation session (check our website for details).

*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
<p style="text-align: center;">PLACEMENT Test Place into college-level English OR math</p>	<p>Scores on the test determine the math and English courses students are eligible to take. Students will receive their scores immediately after testing. Prepare for PLACEMENT test here: http://www.southseattle.edu/student-assessment-services/placement.aspx</p>	<p>Students must place into college level math or English 101</p> <p>Wonderlic scores: WBST-V score of 335 and above = English 101 WAST-Q score of 1480 or above = college level math</p>
<p style="text-align: center;">SAT English placement Math placement</p>	<p>Standardized exam taken at high school or other location.</p>	<p><u>English & 101 Placement:</u> 510 in Evidence Based Reading and Writing</p> <p><u>Math:</u> 550</p>
<p style="text-align: center;">ACT English or math placement</p>	<p>Standardized exam taken at high school or other location.</p>	<p><u>English & 101 Placement:</u> 19 in Reading AND 19 in English</p> <p><u>Math:</u> 22</p>
<p style="text-align: center;">Unofficial Transcript from a college or university</p>	<p>Student was awarded credit at a college or university for college-level English.</p>	<p>Provide copy of unofficial transcript to determine English and/or math placement.</p>
<p style="text-align: center;">Seattle Public Schools High School Transcript *Math Placement Only</p>	<p>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.</p>	<p>Provide copy of Seattle Public Schools unofficial transcript to determine math placement.</p>
<p style="text-align: center;">Smarter Balanced</p>	<p>Standardized test taken at the high school in 11th grade.</p>	<p>Provide a copy of Smarter Balanced test scores to determine English and/or math placement.</p>

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.



Running Start Enrollment Verification Form

Student	Student Name: _____ <small style="display: flex; justify-content: space-between; width: 90%;">Last NameFirst NameMI</small>	<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: _____ SSID#: _____	
	Responsible Parent/Guardian: _____	
	College: _____ College SID #: _____	

School Yr: _____ College Term: <input type="checkbox"/> College Quarter <input type="checkbox"/> College Semester <small style="text-align: center;">Fall, Winter, Spring Qtr. / 1st or 2nd sem.</small> High School: _____ District: _____ <small style="text-align: center;">Available for meeting district graduation requirements only (WAC 392-169-055(4)).</small> Grade Level: <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> 5 th Yr Senior - For the college term ^Δ 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: _____ <hr/> <small>* 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. *** 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 winter college quarter and for students enrolled in a high school with a semester schedule, use the student's second semester schedule.</small>	Running Start Funding Limit Table <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Enrolled High School</th> <th colspan="2">Tuition-Free College Credit</th> </tr> <tr> <th>Weekly Minutes *</th> <th>FTE</th> <th>Max FTE</th> <th>Max Credits</th> </tr> </thead> <tbody> <tr><td>0 - 307</td><td>0.00 - 0.20</td><td>1.00</td><td>15</td></tr> <tr><td>308 - 412</td><td>0.21 - 0.27</td><td>0.93</td><td>14</td></tr> <tr><td>413 - 502</td><td>0.28 - 0.33</td><td>0.87</td><td>13</td></tr> <tr><td>503 - 607</td><td>0.34 - 0.40</td><td>0.80</td><td>12</td></tr> <tr><td>608 - 712</td><td>0.41 - 0.47</td><td>0.73</td><td>11</td></tr> <tr><td>713 - 802</td><td>0.48 - 0.53</td><td>0.67</td><td>10</td></tr> <tr><td>803 - 907</td><td>0.54 - 0.60</td><td>0.60</td><td>10 **</td></tr> <tr><td>908 - 1,012</td><td>0.61 - 0.67</td><td>0.53</td><td>8</td></tr> <tr><td>1,013 - 1,102</td><td>0.68 - 0.73</td><td>0.47</td><td>7</td></tr> <tr><td>1,103 - 1,207</td><td>0.74 - 0.80</td><td>0.40</td><td>6</td></tr> <tr><td>1,208 - 1,311</td><td>0.81 - 0.87</td><td>0.33</td><td>5</td></tr> <tr><td>1,312 - 1,402</td><td>0.88 - 0.93</td><td>0.27</td><td>4</td></tr> <tr><td>1,403 or more ***</td><td>0.94 or more ***</td><td>0.20</td><td>3</td></tr> </tbody> </table>	Enrolled High School		Tuition-Free College Credit		Weekly Minutes *	FTE	Max FTE	Max Credits	0 - 307	0.00 - 0.20	1.00	15	308 - 412	0.21 - 0.27	0.93	14	413 - 502	0.28 - 0.33	0.87	13	503 - 607	0.34 - 0.40	0.80	12	608 - 712	0.41 - 0.47	0.73	11	713 - 802	0.48 - 0.53	0.67	10	803 - 907	0.54 - 0.60	0.60	10 **	908 - 1,012	0.61 - 0.67	0.53	8	1,013 - 1,102	0.68 - 0.73	0.47	7	1,103 - 1,207	0.74 - 0.80	0.40	6	1,208 - 1,311	0.81 - 0.87	0.33	5	1,312 - 1,402	0.88 - 0.93	0.27	4	1,403 or more ***	0.94 or more ***	0.20	3
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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	Date
High School Counselor Printed Name	Phone Number	College Running Start Advisor 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 district high school graduation requirements. If the student begins Running Start in winter or spring term, eligibility for the previous term(s) that year is forfeited. 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 gives permission for college staff to release his/her grades to the high school and to discuss various aspects of his/her program participation with the high school/district officials. I acknowledge that I have read, understand, 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

COMPLETING THE RUNNING START ENROLLMENT VERIFICATION FORM (RSEVF)

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 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 is enrolled in both the high school and skill center and taking less than a 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.

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 that month only. When planning for the winter quarter and the high school has a semester calendar, counselors should use the second semester to determine the available FTE for winter quarter. When this overlap occurs, 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 on the 1.20 Running Start FTE limitation, refer to Bulletin No. 037-15.

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 his/her 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 SECTION:

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

School Year: Indicate the school year.

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

High School and School District: Fill in the student's primary high school and resident school district.

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 take Running Start classes that will fulfill the district'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. Fifteen hundred weekly minutes equals 1.0 FTE. Refer to the high school and skill center master bell schedule available at the registrar or school district business office for the exact weekly minutes and the FTE for each high school 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, 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: Both the high school counselor and Running Start advisor should review the form for accuracy, enter his/her 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.

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 his/her parent or guardian.



Running Start Contract

Running Start Students and Parents/Guardians: Please read carefully and sign below

Student ID Number: _____

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			