

ACCELERATE YOUR EDUCATION

Take college-level classes
tuition-free while still
in high school.

Apply those credits towards
an associate degree, certificate
or transfer credits.

RUNNING START




OLYMPIC COLLEGE
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RUNNING START

Building 4, Room 208, 1600 Chester Ave.
Bremerton, WA 98337

Website: www.olympic.edu/runningstart

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Running Start Overview

The Running Start program is an opportunity for qualified high school juniors and seniors to take college-level classes tuition free. Running Start is part of the Washington State Choice Legislation created in 1990 to expand educational options for public high school students. Through Running Start, students earn both high school and college credits, which may be applied toward high school graduation and an associates degree, certificate or transfer credits.

Students may enroll in a combination of classes at Olympic College and the high school or take classes only at the college. Five college quarter credits equal one high school credit. Each quarter, students will complete a Running Start Enrollment Verification Form (RSEVF). Students meet with their high school counselor to select college classes to complete their remaining high school requirements. Then, they will meet with a Running Start advisor to review college requirements/planning and have their advisement hold released so they can enroll in their classes. NOTE: Parental signature is required on the RSEVF for students under the age of 18.

The Running Start Choice

The decision to start college early or stay in high school is an important one. The most successful college students are highly motivated, mature individuals who work independently, take initiative, have good study skills, are self-disciplined and are able to complete a variety of assignments with little direction from instructors. Frequently a student may be academically prepared for college-level classes but may find the emotional or social demands overwhelming. Students and parents should carefully consider whether participating in Running Start appropriately meets the student's needs.

Eligibility Requirements

Students eligible for Running Start are:

- Under the age of 21 at the beginning of the school year
- Classified by public school district as a junior or senior in Washington State
- Not a high school graduate
- Earning a cumulative GPA of 2.5 or higher in high school (See GPA appeal)

Additional Eligibility Information

Home school / private school students

Home school and private school students must enroll in a public high school/school district to be eligible for the Running Start program. Students enrolled in public school are not required to take classes at the public high school.

Each school district determines the process for home school/private school students to access Running Start. Families should contact the local school district where parents reside for guidance.

When applying to Running Start, home school students may submit a letter of recommendation instead of a high school transcript.

Limited Access Provision

Students who do not place into college-level English and/or math, who want to experience a collegiate environment while continuing to develop their computation and reading/writing skills outside of Running Start, may enroll in a limited selection of Olympic College courses in Art, PE, MUSC, P-MUSC, and GENS. The Running Start office will provide a full list of courses available to students who are admitted as Limited Access Students.

GPA Appeal

Students who do not meet the cumulative 2.5 high school GPA requirement may write a letter of appeal requesting an exception to the GPA criteria due to extenuating circumstances and/or student characteristics.

To appeal the GPA requirement, compose an appeal letter and attach the letter to your Running Start Application Packet. Address the following questions in your letter:

- What are your educational goals?
- Why do you believe you are a good candidate for Running Start?
- What traits, skills and habits do you possess that will help you succeed in college-level classes?
- Describe your high school experience and any extenuating circumstances that resulted in a GPA below 2.5. What is different now?





Steps to Apply

- **Complete the Online Olympic College Application**

Indicate Running Start as your student type. You will receive a ctclink ID Number from the Admission Office.

- **Complete the Online Running Start Application**

- **Email the following documents to RunningStart@olympic.edu to complete your Running Start Application**

* High school transcript (Home school students may submit letter of recommendation from teacher)

* Running Start Student & Parent/Guardian Agreement

Students who do not meet college level English and Math eligibility with their high school transcript (see Running Start Eligibility Requirements webpage) will need to take the ACCUPLACER assessment or use another form of eligibility (Smarter Balanced Assessment, ACT/ SAT scores).

The Accuplacer is offered both in person or online through Zoom. Check the Accuplacer webpage for more information and to schedule your assessment, if needed.

***Priority
Application Date:***

- Fall Quarter: May 1
- Winter Quarter: Nov. 1
- Spring Quarter: Feb. 1

Applications will be accepted up to the Wednesday before each quarter begins.

After you are accepted to Running Start

1. Follow steps in your Running Start Acceptance email

2. Decide what to take

- Plan to take ENGL 101 in your first quarter
- Take a class that you think you might want to major in - Psychology, Biology, etc.
- If you are taking 3 classes, choose a class that meets a high school requirement. For instance, a foreign language, Math, Music, or Art class.
- Look at the online schedule on the Olympic College website. Plan a schedule that will work for you. Write down the class (i.e. Math 141), times and dates the class meets, plus the 5-digit item number for the class.

3. Meet with high school counselor

- Share with your high school counselor the classes you have planned.
- Complete the Running Start Enrollment Verification Form (RSEVF) together. *Note: a new RSEVF will be required each term to enroll in classes.*
- Write the class numbers for the classes on the RSEVF
- Parent and school official signatures are required on the RSEVF
- Ask for a HS transfer guide listing OC classes that meet high school requirements
- Ask for a high school credit evaluation
- After your high school appointment, add the classes you selected to your shopping cart in ctcLink. Video is in your acceptance email.

4. Meet with an OC Running Start Representative

- Schedule a Running Start advising appointment using the Calendly link provided in your Running Start acceptance email
- Submit the RSEVF prior to your appointment (complete with required signatures) to RunningStart@olympic.edu
- Running Start advisor will remove the hold on your account so you can enroll.

5. Enroll in classes

- Enroll online using your ctcLink ID
- View your schedule to verify your enrollment is correct

6. Complete Running Start Orientation

- Prior to the start of classes you will be required to attend a Running Start orientation where you will learn about college resources, procedures, faculty expectations.
- **NOTE: Do not attend a regular new student orientation**

7. Pay fees, buy books, and attend class

- Pay all fees to the Cashier's Office or online within 48 hours of registration or by the first day of the quarter.
- Visit the OC Bookstore online to view required textbooks.

Once enrolled, Running Start students are considered college students whose educational records are subject to protection under the Family Educational Rights and Privacy Act (FERPA). Despite students age or status as a minor, under FERPA, release of information (e.g. grades, schedules, etc.) to a third party (including parents/guardians) is prohibited without the student's explicit written consent.



Funding and Costs

The Running Start program helps families save thousands of dollars in tuition charges. There are, however, other college expenses to consider and limitations to Running Start funding.

Running Start Pays For:

- Up to a maximum of 15 tuition free credits based on a student's combined high school and college enrollment
- Courses numbered 100 level or above

Students Pay For:

- Tuition for credits over approved Running Start eligibility, which are credits that exceed combined 1.2 Full-Time Equivalent (FTE) between the high school and OC enrollment.
- Mandatory college fees including:
 - Security Enhancement
 - Student Services
 - Technology
- Consumable fees (e.g. culinary arts, welding)
- Any additional class fees (e.g. online, labs, etc.)
- Books
- Transportation
- Courses numbered below 100 level
- Summer quarter classes (if enrolling)



Financial Assistance

Running Start students are not eligible for traditional Federal Financial Aid. However, Olympic College offers a Running Start Tuition and Fee Waiver for low income students. Students are considered low income if they meet the federal income guidelines for free or reduced priced (FRPL) meals through the National School Lunch Program (or have been eligible within the last five years) or are currently in a Foster Youth Program.

The waiver covers all mandatory college fees (except consumable fees) and tuition for up to 6 credits above the maximum 1.2 FTE or above 15 credits for college level classes only for Fall, Winter, and Spring quarters. Summer quarter is not covered by Running Start.

FRPL is verified by the high school counselor on the Running Start Enrollment Verification Form (RSEVF). Parents **must** sign this section of the RSEVF in order for the information to be shared with the college and to complete the eligibility process for the Running Start Tuition and Fee waiver.

Students may also become eligible by applying with the Running Start Tuition and Fee Waiver application available through the Running Start office.

Students that are eligible for the Running Start Tuition and Fee Waiver are also eligible to apply to borrow textbooks through our *Running Start Textbook Loan Library*. Textbook Resources are limited and assistance with all books cannot be guaranteed.

Benefits

- Students can earn up to two years of college credit saving up to \$8,687 in tuition costs.
- Students have the opportunity to take a wide variety of classes that may not be offered at their high school. Academically qualified students may enroll in more challenging or advanced courses.
- Students can plan a program of study that will transfer to baccalaureate institutions or apply to professional technical education.
- A diverse college student population provides for a rich classroom learning environment.
- Students may participate in college clubs, music and drama activities, intramural sports and programs. Students may also continue to participate in high school sports and activities (participation on college sports teams however is prohibited.)
- Students have access to instruction using state-of-the-art technology
- Running Start students who successfully complete six quarters at Olympic College may earn an Associate degree.

Considerations

- Some students may be academically ready, but find the required independence and speed of college classes overwhelming.
- Full-time Running Start students may feel a loss of social connection with peers.
- Transportation arrangements and costs, book purchases, and class fees are the responsibility of the student.
- Students are not guaranteed enrollment in classes they want. The scheduling of college classes may conflict with high school classes or extracurricular activities. Holiday and vacation periods may also be different.
- Students, parents, and counselors should carefully consider the student's maturity level as students may be exposed to alternative view points and adult themes and content in college classes.
- Grades in college courses are recorded on the high school transcript and become a part of the student's permanent college record. Low grades or failure to complete courses may jeopardize high school graduation, admission to another college, or other future educational plans.



Advice from Running Start student Lili Bell, Class of 2020

I don't think there is just one way to be successful. We're all different and we need different things. However, I think first going in with a positive outlook goes a long way. Second, have an idea about what you want to explore. Obviously, we don't all know what we want to do with the rest of our lives but that's okay! Just begin by picking a field that interests you and go from there, visit the career center, and really find something you like in the first quarter. Push yourself, try hard and realize that 4.0s are hard to earn in college. You're not a failure if you get something less than what you usually would get. Create a network of friends and classmates to rely on and go to in times of struggle (and times of celebration). Most importantly though enjoy the journey, successes and fails.



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Running Start Virtual Office:
[https://zoom.us/j/96552326984?](https://zoom.us/j/96552326984?pwd=L0x1dHFISGpud2krQ3RWTHRIY1JDQT09)
[pwd=L0x1dHFISGpud2krQ3RWTHRIY1J](https://zoom.us/j/96552326984?pwd=L0x1dHFISGpud2krQ3RWTHRIY1JDQT09)
DQT09

Email: RunningStart@olympic.edu

Olympic College provides equal opportunity in education and employment regardless of race, color, national origin, age, disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, parental status, creed, religion, military status. For inquiries regarding non-discrimination compliance, contact Human Resources Executive Director: dslown@olympic.edu; 360-475-7305. For inquiries regarding sexual misconduct compliance, contact Title IX Coordinator: cnunez@olympic.edu; 360-475-7125. Mailing address: 1600 Chester Ave., Bremerton, WA 98337-1699.

Running Start Student and Parent/Guardian Agreement

Attention Parents/Guardians and RS Student: Please read carefully and complete below.

Privacy

Olympic College follows the Federal Educational Rights & Privacy Act (FERPA) which provides students certain rights with respect to their educational records. FERPA does not allow college faculty or staff to discuss a student's educational record (e.g. grades, class schedule, etc.) with anyone other than the student, **even if the student is under the age of eighteen**. A copy of the "Confidentiality of Student Records" policy may be obtained from the Vice President of Students Services, college Registrar, or online.

Student Responsibilities

- Select college classes that satisfy high school graduation requirements
- Arrange quarterly class schedule so it does not conflict with high school schedule/activities
- Understand college courses include **mature** subject matter as well as potentially controversial perspectives
- Contact the high school counselor and the Running Start office before making any changes to the approved class schedule
- Check the OC student email account weekly for important updates and reminders
- Meet all Olympic College deadlines, including adding/dropping of classes
- Follow admission policies/deadlines when applying to a four-year institution

Safety and Conduct

To ensure a safe campus and an environment that is most effective and conducive to learning, Olympic College holds campus community members accountable to the Student Conduct Code. Sexual misconduct, harassment and other forms of discrimination violate college policy, as well as state and federal laws and will not be tolerated. Students are encouraged to familiarize themselves with how to identify, avoid and/or report prohibited behaviors by completing the required online sexual misconduct training and reviewing the **Student Conduct Code** (<http://apps.leg.wa.gov/wac/default.aspx?cite=132C-120>) and **Grievance Procedures** (<http://apps.leg.wa.gov/wac/default.aspx?cite=132C-285&full=true>).

Student Financial Obligations

Each quarter students are responsible for expenses such as:

- All mandatory college fees
- Tuition for courses numbered below 100; credits in excess of 15 or exceeding the combined 1.2 Full-Time Equivalent (FTE)
- Textbooks, supplies and transportation

Running Start Enrollment Verification Form

A new Running Start Enrollment Verification Form must be completed in its entirety each quarter of attendance and must include the signature of a school official, a parent/guardian (regardless of student age), and a Running Start Representative. Please note: if schedule changes are made at either the high school or the college a revised RSEVF must be completed.

STUDENT AGREEMENT

I, _____, a **student** at the Olympic College Running Start Program have read and agree to the above.

Print Name

Student Signature: _____ Date: _____

PARENT/GUARDIAN AGREEMENT

I, _____, **parent/guardian** of _____,

Print Name

Student Name

have read and agree to the above, furthermore, I allow my Running Start student to fully participate in course and college activities and events, including labs and field trips.

Parent/Guardian Signature: _____ Date _____