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
Information & Application Packet

OLYMPIC COLLEGE
OLYMPIC.EDU
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. Application of college classes toward meeting specific high school graduation credit requirements is determined by the high school. High school counseling for selection of college classes and parental permission along with college advising with a Running Start advisor are required prior to registration each quarter.

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 consider carefully whether participating in Running Start appropriately meets the student's needs.
Eligibility Requirements

Students who want to enroll in Running Start MUST:

• Be under the age of 21 at the beginning of the school year

• Be classified as a junior or senior in Washington

• Not, as of the beginning of the school year, have received a high school diploma or earned the credits for a diploma (excluding a GED)

• Have a cumulative high school GPA of 2.5 or above (See GPA Appeal)

• Take the Accuplacer assessment or review Smarter Balanced Assessment scores to determine course eligibility. Students qualifying for both English and mathematics at the college level may enroll in any college class as long as prerequisites are met.

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 identified below:

• Physical Education Department Classes: Any PE-FSP, or PE-RD

• General Studies Department Classes: Any GEN-S

• Classes designated as “Skills Performance (H/SP)”: ART 125 - 268, DRMA 120, MUSC 103, 106 - 136, 144, 147A - 147Q, 233

Professional—Technical Intent

If you are interested in earning a professional-technical certificate or degree (non-transfer), please contact the Running Start office for alternate English/math placement eligibility.

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:

• 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?

• What are your educational goals?

• If admitted to the Running Start Program, what class(es) would you want/need to take at Olympic College?

Home school and private school students

Home school and private school students must enroll in a public high school/school district to participate in Running Start. Students enrolled in public school are not required to take classes at the public high school. Each 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.
Start Early!

Application Due Dates

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

Late applications will be accepted up to the Wednesday before classes begin.

Steps to Apply

1. **Submit an OC Application online**
   
   Indicate Running Start as your intended major/college program. You will receive an OC Student Identification Number (SID) from the Admission Office.

2. **Take the Accuplacer assessment or use Smarter Balanced Assessment scores**
   
   Students can either schedule to take the Accuplacer assessment* for Reading Comprehension, Sentence Skills, and mathematics, or use their Smarter Balanced Assessment scores of 3 or 4 for course placement.

   * Students with disabilities may contact Access Services at 360-475-7540 or AccessServices@olympic.edu for information about assessment accommodations.

   A $20 non-refundable fee is required each time a student takes the assessment. Students may take each section of the assessment twice in one calendar year. There is a minimum wait time of at least 48 hours between testing re-takes. Placement scores are valid for two years.

   What to bring to your assessment appointment:
   
   - Your email confirmation
   - A current government or school-issued photo identification
   - Your OC Student Identification Number (SID) or SSN

3. **Submit Running Start Application Packet to the Running Start Office**
   
   The Running Start Application Packet consists of:
   
   - Running Start Application Form (Enclosed)
   - Official or Unofficial copy of your high school transcript
   - Copy of your Accuplacer or Smarter Balanced Assessment scores
   - Running Start Student/Parent Agreement (Enclosed)

   **Mail to:**
   Olympic College
   Running Start Office
   1600 Chester Avenue
   Bremerton, WA 98337-1699

   **In Person:**
   OC Bremerton: Humanities and Student Services Building, Room 208
   OC Poulsbo: Student Services Office, Room 114
   OC Shelton: Palmer Student Center

   **Fax:** 360-475-7643
   **Scan and Email:** runningstart@olympic.edu
After You’re Accepted to Running Start

1. Complete the Introduction to Running Start Online Tutorial
   - Students accepted into Running Start will receive an email with the link to the Introduction to Running Start Online Tutorial. Students must complete the tutorial before scheduling their advising appointment.
   - Students should print and complete the Running Start Tutorial Assignment and bring it to the first Running Start advising appointment.

2. Plan your class schedule
   - Review class options in the online Class Schedule Planner or The View
   - Check for class availability using the online Class Schedule Planner
   - Write down the classes and item numbers to discuss with the high school counselor and Running Start Advisor

3. Meet with high school counselor / district official
   - Select classes that meet high school graduation requirements
   - Complete the Running Start Enrollment Verification Form (RSEVF) together. Note: a new RSEVF will be required each quarter to enroll in classes.
   - Write the item 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

4. Meet with a Running Start Advisor in Bremerton, Poulsbo, or Shelton
   - Schedule an appointment with the Running Start Office at 360-475-7646
   - Bring the RSEVF to your appointment (complete with required signatures)

5. Register for classes
   - Register on OASIS using your SID and your assigned quarterly pin number
   - 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 an in-person orientation where you will learn about college resources, procedures, faculty expectations and receive a tour of campus

7. Pay fees, buy books, and attend class
   - Pay all fees to the Cashier’s Office or through OASIS within five business days of registration or by the last week in August for Fall quarter
   - Visit the OC Bookstore online to view required textbooks.

Once enrolled, Running Start students are considered regular college students, and their education 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 OC enrollment
- Courses numbered 100 level or above

Students Pays For:

- Tuition and fees 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 classes, science labs, etc.)
- Books
- Transportation
- Courses numbered below 100 level
- Summer quarter classes (if enrolling)

Financial Assistance

Running Start students have not graduated from high school yet, therefore they 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 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 any tuition for credits above the maximum 1.2 FTE or above 15 credits for college level classes only.

Please view the Running Start Tuition and Fee Waiver Application for eligibility criteria.

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

• Tuition for Running Start classes is free for up to a maximum of 15 credits or a maximum of 1.2 FTE combined course load between the high school and college.

• 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 earn up to two years of college credit saving up to $7,700 in tuition costs.

• 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

Limitations

• Some students who are academically ready may find the required independence and speed of college classes overwhelming.

• Full-time Running Start students may particularly feel a loss of social connection with peers. High schools provide a social network and experiences geared toward teenagers, whereas the average age of Olympic College students is twenty-eight.

• 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.

• The college operates on the quarter system and most high schools operate on the semester system.

• Students, parents, and counselors should carefully consider the student’s maturity level as students may be exposed to alternative viewpoints 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.
Olympic College Mission

Olympic College enriches our diverse communities through quality education and support so students achieve their educational goals.
Running Start Application Form

Name __________________________ SID __________________________
(Last, First, M.I.) (OC Student Identification Number)

Home phone __________________________ Cell phone __________________________

Email __________________________

Address __________________________
(Mailing Address)
(City, State, Zip Code)

High school __________________________ Graduation year __________________________

High school counselor __________________________

Quarter entering Running Start __________________________ Campus __________________________
(Planning to Attend: Bremerton, Poulsbo, Shelton)

Answer Questions Front and Back

How long have you lived continuously in Washington State?
years ________ mo(s) ________

Are you an active duty military dependent?
☐ Yes ☐ No

Are you a US citizen?
☐ Yes ☐ No

Permanent Resident (holds green card)
Refugee

Do you have a diagnosed disability?
☐ Yes ☐ No

What is your reason for attending OC? Check one
A ☐ Associate [academic degree—not transferring to university]
B ☐ Associate [academic degree—transfer to university]
F ☐ Professional / Technical Program __________________________
G ☐ Nursing applicant or taking prerequisites; Program: __________________________
L ☐ Non-Award seeking student
Y ☐ Other / None of the above

What is your long-term educational goal?
11 ☐ Take courses related to current/future work
12 ☐ Two year degree and then transfer to 4-year school
14 ☐ Explore career direction
15 ☐ Personal enrichment
90 ☐ Other

For RS Office Use Only
Date received __________________________ Email sent __________________________
Notes __________________________
Do you qualify for the free or reduced priced meals through the National School Lunch Program at your high school?

☐ Yes  ☐ No  ☐ Unsure

Students that meet the income guidelines for the National School Lunch Program may be eligible for the Running Start Tuition and Fee Waiver and Textbook Loan Library.
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 advisor before making any changes to the approved class schedule
- Check the OC student assigned email account weekly for important updates and reminders
- Meet all Olympic College deadlines, including adding/dropping of classes
- Create an educational plan and have it approved by a faculty advisor before reaching 45 credits on your transcript
- 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 it’s 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 form must be completed.

STUDENT AGREEMENT

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

Student Signature: ____________________________ Date: __________________

PARENT/GUARDIAN AGREEMENT

I, ____________________________, parent/guardian of ____________________________,

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 Initials ____________________________

Parent/Guardian Signature: ____________________________ Date: __________________

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