Running Start Handbook

Welcome!

Congratulations on your decision to further your education in the Running Start program at Olympic College. This handbook is your guide to success while in Running Start and beyond.

- Publications
- Registration
- Fees, Textbooks & More
- Academic Expectations
- College Expectations
- Safety Information
- Web Services
- Student Clubs & Activities
- Resources and Services
- Educational & Transfer Planning
Welcome!

Welcome to Olympic College and the Running Start Program!

This handbook has been developed especially for you as your personal resource during your time in Running Start.

In this handbook you will find information on registration processes, academic and college expectations, resources and services along with worksheets to start your educational and transfer planning.

You are responsible for assessing your skills and interests, determining your personal, educational and career goals and developing an academic plan. As you meet with Running Start staff and OC faculty, complete the areas located in the Educational and Transfer Planning section in this handbook.

Take time to utilize resources available at the high school and the college. Work closely with your high school counselor, your Running Start advisor and OC faculty to help aid you in the achievement of your goals.

Contact Us

1600 Chester Avenue
Bremerton, WA 98337
Building #4, Room 208

Office Hours: 8:00 a.m. - 4:30 p.m., Monday - Thursday
8:00 a.m. - 4:00 p.m., Friday
Summer Hours May Vary

Phone: 360-475-7646 or
1-800-259-6718 ext. 7646

Fax: 360-475-7643
Email: RunningStart@olympic.edu
Web: www.olympic.edu/RunningStart
Instagram: @ocrunningstart

Theresa Ramos      Heather Ashley      Charlotte Good
Director          Program Specialist  Administrative Assistant
360-475-7648      360-475-7649      360-475-7647
tramos@olympic.edu hashley@olympic.edu cgood@olympic.edu
Publications

Olympic College Catalog
The catalog is a valuable resource for all students. It has information you will need to help you fulfill your education goals including:

- Enrollment Information
- Academic Information
- Student Life
- College Resources
- Associate Degrees & Transfer Planning
- Professional-Technical Degrees and Certificates
- Course Descriptions
- Faculty and Administrators
- Policies and Procedures

Note: Courses listed in the catalog may not be offered every quarter

Quarterly Schedule
Each quarter Olympic College publishes a printed schedule of class offerings The View. The View provides course details, registration and advising information, and the quarterly academic calendar.

Another resource for accessing quarterly offerings is the online Class Schedule Planner. The Class Schedule Planner is available several weeks before The View is printed. This online tool allows you to narrow your class search by applying various filters. You can sort classes by department, location, capacity, day/time and more. You can also see if a class has a waiting list, view course prerequisites, link to the online classroom (if applicable) and see if textbooks are required.

Remember: Plan ahead before you come in for advising. Make sure you have your classes picked out, along with a list of alternative days/times if your courses are full!
Registration

Credit Eligibility
Running Start students may attend Olympic College part-time or full-time (15 credits). Between the high school and college students should be enrolled full-time. A full-time course load at the college is generally three, five-credit classes totaling 15 credits.

Running Start students are eligible to take up to 15 tuition-free credits per quarter, or up to a maximum of 1.2 FTE combined class enrollment between the high school and college. Students are responsible for paying the tuition for any credits that exceed those limitations.

Please see the table below to help you determine your total tuition free credits.

<table>
<thead>
<tr>
<th>Running Start Funding Limit Table</th>
<th>Enrolled at High School</th>
<th>Available Olympic College Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly Minutes</td>
<td>FTE</td>
<td>Max Allowed FTE</td>
</tr>
<tr>
<td>0-341</td>
<td>0.00-0.20</td>
<td>1.00</td>
</tr>
<tr>
<td>342-457</td>
<td>0.21-0.27</td>
<td>0.93</td>
</tr>
<tr>
<td>458-557</td>
<td>0.28-0.33</td>
<td>0.87</td>
</tr>
<tr>
<td>558-674</td>
<td>0.34-0.40</td>
<td>0.80</td>
</tr>
<tr>
<td>675-790</td>
<td>0.41-0.47</td>
<td>0.73</td>
</tr>
<tr>
<td>791-890</td>
<td>0.48-0.53</td>
<td>0.67</td>
</tr>
<tr>
<td>891-1,007</td>
<td>0.54-0.60</td>
<td>0.60</td>
</tr>
<tr>
<td>1,008-1,123</td>
<td>0.61-0.67</td>
<td>0.53</td>
</tr>
<tr>
<td>1,124-1,223</td>
<td>0.68-0.73</td>
<td>0.47</td>
</tr>
<tr>
<td>1,224-1,340</td>
<td>0.74-0.80</td>
<td>0.40</td>
</tr>
<tr>
<td>1,341-1,456</td>
<td>0.81-0.87</td>
<td>0.33</td>
</tr>
<tr>
<td>1,457-1,556</td>
<td>0.88-0.93</td>
<td>0.27</td>
</tr>
<tr>
<td>1,557 or more</td>
<td>0.94-1.00</td>
<td>0.20</td>
</tr>
</tbody>
</table>

* Students qualifying for 0.60 FTE college enrollment and registering for exactly 10 college credits, will be granted a 1 credit waiver for the 10th credit.

Credit Equivalency
Students successfully completing classes under the Running Start program will receive both high school and college credit. One college credit is equivalent to a partial (0.2) high school credit. Most OC classes are five credits, therefore one 5 credit college class is equivalent to one high school credit. Note: some high schools may require more than one college class to satisfy a particular high school requirement.
**Registration Steps**
Students will repeat these registration steps _each quarter_.

1) **Plan your class schedule**
   - Review class options in _The View_ or use the _Class Schedule Planner_ online to check for class availability

2) **Meet with your high school counselor**
   - Select classes that meet high school graduation requirements
   - Complete a _Running Start Enrollment Verification Form_
   - Parent and counselor signatures _are required_ on this form

3) **Meet with Running Start**
   - Schedule an appointment with the Running Start Office
   - Bring your completed Running Start Enrollment Verification form (with required signatures)

4) **Register for classes**
   - View your first available time to register using the “Check Registration Time“ under Register in OASIS
   - Register in OASIS using your SID and assigned quarterly pin number at or after your registration time.
   - Print a copy of your schedule and verify classes are correct

5) **Pay fees, buy books, and attend class**
   - Pay all fees to the Cashiers Office or in OASIS within five business days of registration or by the last week in August for fall quarter
   - Purchase or rent textbooks through the Bookstore

**Course Changes (adds and drops)**
Running Start students are subject to all standard student schedule change deadlines and policies. Add/Drop dates and other important timeframes for each quarter are printed in _The View_, listed on the OC academic calendar and are accessible online.

Running Start students must submit a new Running Start Enrollment Verification Form for all schedule changes. Once the quarter has started, students must work directly with the Running Start office to make _any_ changes to their schedules.

If a student decides not to participate, _the student_ must officially withdraw from classes by submitting an updated Running Start Enrollment Verification Form to the Running Start Office with all required signatures.
Fees, Textbooks & More

**College Fees and Tuition Charges**
Running Start students are required to pay mandatory college fees and any applicable class fees. Running Start does not cover tuition for courses below college level, i.e. courses numbered below 100. Running Start also does not cover tuition for coursework offered summer quarter. Students electing to enroll in either of these options, must be 16 years of age, submit a *High School Release* form signed by the high school counselor and assume responsibility for paying full tuition and fees.

Low income students may apply for the Running Start Tuition and Fee Waiver for assistance with fee charges and tuition for credits over 15 or over the combined 1.2 FTE. Students shall be considered low income and eligible for the Tuition and Fee Waiver upon proof that students meet the federal income guidelines (within the last 5 years) for free and reduced lunches through the National School Lunch Program. Eligible students are allowed to exceed the maximum credit limit without incurring any tuition and fee charges. See the Running Start Office for application materials.

**Textbooks**
Students are expected to purchase their own textbooks and supplies. New books, used books and rental books may be available to you. Plan to purchase books at the Bookstore or online before the first day of classes. Books can cost $50-$250 or more for each class.

The Running Start office offers a textbook loan program for students who qualify for the Running Start Tuition and Fee Waiver. Students may borrow textbooks based on availability and type of textbook required for each class. The Running Start office cannot guarantee assistance with all of a student’s textbook needs.

**Transportation**
Students must make their own transportation arrangements to attend classes. Students may obtain a free parking pass by taking a copy of your class schedule, picture ID and vehicle registration to the Campus Safety office. Parking passes are also available at the Poulsbo and Shelton campuses.

Parking is limited so be sure to give yourself plenty of time to find a spot and/or walk from a further lot! Carpooling, when able, is recommended.

**Student ID Cards**
Photo student identification cards are available from the Campus Safety Office. Students will need to show picture ID and receipt of quarterly fees paid. Student ID or photo ID may be required for college transactions. *Always* carry picture ID, not only for the ease of college transactions, but for your safety too.
Academic Expectations

Grades and Academic Standards
Olympic College uses a numerical grading system ranging from 0.0 (failing) to 4.0 (A). You are expected to complete all classes and maintain a 2.0 (C) grade point average each quarter. Academic progress is monitored by the OC Registrar and the Running Start Office. Students failing to meet a 2.0 grade average may be placed on alert, warning or suspension. Running Start advisors can help students plan for success.

Final quarter grades can be accessed on OASIS at: www.olympic.edu/OASIS. Grades reported at the end of each quarter become a permanent part of your college record and high school transcript. If you feel your final grade assigned was unjust you may consult the college catalog for information about grade appeal procedures. If your grade is changed, you must notify the Running Start office so an updated transcript can be sent to your high school. Please note: mid-quarter progress reports are not available at Olympic College.

Your signature on the Running Start Enrollment Verification Form allows the college to send your college transcript to the high school at the end of each fall, winter and spring quarters. If you enroll in summer quarter college classes, you must request and pay for an official OC transcript to be sent to the high school.

Scholastic Honors and the OC Diploma
Running Start students are eligible for all OC degrees and honors recognition such as Dean’s Scholars, Presidential Scholars, and Graduation with Honors. Qualified students are encouraged to participate in Phi Theta Kappa, a two-year international honor society.

A Running Start student who completes an associate degree, who has not otherwise earned a high school diploma, shall be awarded a state high school diploma from the college upon written request from the student.

Privacy of Educational Records
Olympic College follows the Federal Educational Rights & Privacy Act (FERPA) concerning access to student grades and records for college students. FERPA does not allow college faculty and staff to discuss a students educational record with anyone other than the student. Parental access is authorized only with written permission from the student. Instructors are not allowed to speak with parents concerning their student. View the OC Catalog or contact the OC Registrar, first floor of the Humanities and Student Services building, for additional FERPA information.
College Expectations

College is a Choice
- You are here because you are serious about learning
- You are here because you want to be here

Correspondence
The Running Start office’s main method of communication is email. It is an Olympic College policy that students use their OC student email account for ALL communication with professors and Olympic College services. It is your responsibility to check your OC student email frequently.

Watch for Running Start Currents, our quarterly student email newsletter; it has important Running Start procedures, workshops and dates to remember.

Academic Calendar
Olympic College operates on a quarter system, each quarter lasting approximately 11 weeks, except for a shorter six or eight week summer session. A one-quarter class will generally cover the same amount of material covered in one full year at high school.

How to be Successful in College
- Make a choice to succeed
- Make college classes a priority
- Set goals and create a plan
- Know the course syllabus
- Be engaged in classes
- Complete assignments on time
- Communicate and ask questions
- Develop good study habits
- Use campus services and study centers
- Advocate for yourself
- Practice time-management skills
- Get connected with other students and faculty
- Respect differences
- Take care of yourself - mind, body, spirit

My Academic Plan (MAP)
All students at Olympic College will create an electronic academic plan to assure their success and timely completion. Running Start Advisors can help you begin this process. Once you have decided on a program of study you will meet with a faculty advisor to complete and have your academic plan approved. This should be done before you have earned 45 college credits.
**Classroom Expectations**

You are expected to be prepared for class, attend class, meet deadlines, ask questions, and conduct yourself as a responsible adult. Daily attendance, good study skills and active participation in classes are the best predictors of success. Running Start students are not identified to faculty and are considered and treated as "regular" college students.

Classes range in size from 15 to 70 students, but average 20 to 30 students. The speed at which college classes are taught is typically much faster and in greater depth than that encountered in high school.

If you are encountering difficulties you are encouraged to seek assistance from professors, a Running Start advisor, and/or other campus resources. The Writing Center and Math/Science Study Centers are open daily. Full-time faculty also have published office hours they are available to meet with students.

A course syllabus, generally given out the first day of class, lists the course requirements, classroom expectations, grading policy and faculty contact information and office hours. Though some faculty may not factor attendance into the course grade, attending lectures, being prepared and participating in classroom discussion are vital to your success.

It is wise to keep all college assignments and papers to verify work with faculty, facilitate transfer of credits, or for college portfolios.

**Homework Knowhow**

- Two hours of homework is typically required for each hour of class
- Generally homework time is not provided during class
- Students have fewer daily assignments - grades are more heavily weighted
- All assignments and papers are expected to be turned in on time.
- Faculty generally do not allow students to make up missed assignments or exams.

**Tips from Running Start Students**

- “I would say to be organized; to learn to budget time wisely, never procrastinate and don’t be afraid to ask questions.”
- “You must be very determined and really want this. You have to study very hard and communicate with your teacher!”
- “Spend enough time studying daily, don’t just do the homework. Study ahead if possible.”
- “It is up to you how your education goes. Maturity is a must! It is very different than high school; more freedom and a lot more dedication to work.”
- “Make sure you plan your classes out a year at a time. Don’t just make up your mind what classes you will take two weeks before registration.”
- “Take different kinds of classes than you normally would; explore majors. Become involved in extra activities to have constant contact with people, make long-term friends, go to class every day!”
Safety Information

Campus Safety
Report all crimes to campus security at 360-475-7800. Available 24 hours a day.

Olympic College is a public place therefore there are things to keep in mind regarding your safety. Use your street sense!

The Basic Mindset
- Whenever you are—walking between classes, in the library, shopping, driving, etc. stay alert and tuned into your surroundings.
- Walk with confidence—show that you are aware and in control.
- Trust your instincts. If something or someone makes you uneasy, remove yourself from the situation and tell someone.

Practical Advice
- Use your assigned student email account so we can help protect you from unwanted activity.
- While participating in study groups, plan to study on campus versus an unfamiliar off-campus location.
- Protect your property. Do not leave books, backpacks, purses, or any other personal property unattended.
- Walk with a friend, whenever possible.
- Have your keys in hand before you reach your home or car.
- Stick to well-lighted, well-traveled areas. Don’t take shortcuts through wooded areas, parking lots, or alleys.
- Avoid jogging, biking alone. If you must go by yourself, stay clear of isolated or poorly lighted areas.
- Out late studying? Call a friend or Campus Safety when you are ready to leave.
- Never hitchhike. It’s not worth the risk!
- If you think someone is following you, abruptly switch directions or cross the street. If you’re still being followed, go to a public place and ask for help.

Your Campus, Your Community
Tell Facility Services or security staff about broken lights, overgrown shrubbery near walkways, telephones that don’t work or doors with lousy locks, etc. Don’t assume that someone else will do it.

If you or someone you know experiences sexual violence, assault or harassment, contact Title IX Coordinator at 360-475-7125.
Web Services

**Online Class Schedule Planner**
https://apps.olympic.edu/classschedule

Use the Class Schedule Planner to plan your schedule when it is advising and registration time. After registration begins, you can use the Class Schedule Planner to track class availability.

**OASIS  Online Access to Student Information System**
https://oasis.olympic.edu

This is where you register for classes, access records and grades, and pay for fees and tuition.

Running Start students will have two personal identification numbers (PIN). To Register or Check Your Waitlist Status you will use your “Quarterly PIN”. You will receive a new Quarterly PIN number each quarter during your Running Start appointment.

For every other menu option, you will use your “Global PIN” which is your birthdate (mmddyy).

**Directory**
https://apps.olympic.edu/onlinedirectory

Use the online staff directory to easily find faculty and office contact information. Faculty office hours are also listed in the directory for the current quarter.

**Canvas**
https://olympic.instructure.com

Canvas is the learning management platform used for most online classes offered at OC. Some professors may also use a different platform. Please refer to the “Details” tab within the Class Schedule Planner for instructions and to access your online class.

For questions or problems with online classes contact the Distance Learning office, 360.475.7770 or distancelearning@olympic.edu.

Students can also sign up for a FREE in-person or online Canvas Orientation to learn about how to navigate an online class. Visit: www.olympic.edu/programs-classes/distance-learning for more information.
Student Clubs and Activities

Student life is an important part of attending college. Extra-curricular programs, student government, and student clubs build friendships, develop leadership skills, create new perspectives and foster a positive learning experience. Opportunities include:

**2017-2018 Student Clubs**
www.olympic.edu/student-life/student-clubs

- Adventures League Anonymous
- Asian Pacific Islander Club
- American Sign Language
- Barner Garden Club
- Black Student Union
- Business & Accounting Club
- Clay Club
- Doctor Who Appreciation Society
- Film Club
- International Club
- Native American & Indigenous Club
- Philosophy Club
- OCSHAWC (Shelton Campus)
- SAGA
- Student Life Club (Shelton Campus)
- SVAOC

**Multicultural Services**
https://www.olympic.edu/student-life/multicultural-and-student-programs

Multicultural and Student Programs (MSP) is a learning environment that facilitates a network of peers for students who need academic and personal help by encouraging personal growth and civic mindedness while acting as a resource for diversity awareness and cultural sensitivity for students and staff.

Events offered by MSP encourage involvement in extra and co-curricular activities by providing campus-wide educational, cultural, social and recreational activities designed to enhance the college experience and encourage academic success.

**Student Government of Olympic College (SGOC)**
https://www.olympic.edu/student-life/student-government-olympic-college

The Student Government of Olympic College (SGOC) is a representation of the student body at Olympic College. The SGOC assume the privilege and the responsibility of self – government in order to initiate and promote opportunities for students’ involvement in matters of concern to the student body. The SGOC encourages cultural orientation and development by helping students establish various clubs and by collaborating with multicultural program and other diverse programs within the Olympic College community.

**Phi Theta Kappa**

Phi Theta Kappa is the world’s largest and most prestigious honor society for two-year college students. Phi Theta Kappa membership is extended to students earning a 3.5 or higher GPA and provides:

- A community for high-achieving students
- Recognition of academic success
- Access to scholarships
- Opportunities to gain leadership experience and job skills
Resources and Services

Library Services
www.olympic.edu/services/library

<table>
<thead>
<tr>
<th>Directory</th>
<th>Phone (360)</th>
<th>Fax (360)</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCB Hazelwood Library</td>
<td>475-7250</td>
<td></td>
</tr>
<tr>
<td>Circulation</td>
<td>475-7266</td>
<td>475-7261</td>
</tr>
<tr>
<td>Reference</td>
<td>475-7252</td>
<td>475-7261</td>
</tr>
<tr>
<td>Media Services</td>
<td>475-7770</td>
<td>475-7775</td>
</tr>
<tr>
<td>OCP Library</td>
<td>394-2720</td>
<td></td>
</tr>
<tr>
<td>OCS Johnson Library</td>
<td>432-5460</td>
<td></td>
</tr>
</tbody>
</table>

Tutoring Services
www.olympic.edu/services/tutoring-services
Building #8, Room 131
360-475-7765
Olympic College Tutorial Services provides help to students who need assistance beyond the classroom. A consortium of faculty and staff coordinates the program. Tutoring is provided in a variety of settings for most disciplines of study and takes place in lab/study centers, small groups, online and occasionally one-on-one.

Where to go for HELP at Olympic College

Academic Issues
See your Instructor — ASAP
Math Study Centers – Bldg # 8 - 124/126 475-7700
Writing Center – Bldg #6 - 131 475-7318
Running Start Advisor – Bldg #4 - 208 475-7646

Immediate Health Problems – 911
Notify Campus Safety – Bldg #4 - 101 475-7800

Personal Concerns/Issues
Counseling Services – Bldg #4 - 205 475-7530

Physical & Emotional Harassment
Campus Safety – Bldg #4 - 101 475-7800
Title IX Coordinator – Bldg #5 - 528 475-7125
Counseling – Bldg #4 - 205 475-7530

Access Services (for students with disabilities)
Bldg #4 - 205 475-7540

OC Shelton
Student Services Office 432-5400

OC Poulsbo
Enrollment Services Office 394-2725

Student In Need Group (SING)
For housing, food, transportation and other needs
Bldg #4 - 207 475-6817
Educational & Transfer Planning

**Dual Credit**
While participating in Running Start, think of your high school classes, OC classes and university college academic distribution requirements (CADRs) as overlapping, not sequential. College classes that you take for high school requirements can fulfill associate degree requirements, can be applied toward a university's entrance requirements, can meet general university requirements (GURs), and/or can satisfy college major prerequisites or core requirements.

**Explore Careers**
Choosing a particular college major or a technical program may be a bit overwhelming. As you take classes you need for high school requirements, ask yourself if certain subjects interest you enough to take more classes. Try to keep an open mind.

**Assess your values:**
- What influences your decisions?
- What beliefs do you have?
- What is really important for you?
- How important is it for you to help others, serve your community or make money?
- What motivates you?
- What are your realities?

**Explore your interests:**
- What activities do you like to participate in?
- What topics do you enjoy reading/talking about?
- What classes do you enjoy the most?
- What do you dream about doing?
- What kinds or activities are you not interested in?
- What is the job market like for your area of interest?

**Assess your abilities:**
- What are your strengths and your challenges? What are your natural talents?
- How have others rated your abilities?
- Have you won honors or awards?
- How strong are you study skills?
- What are your personality traits?

Don't overlook one of your best resources – your own experience! Investigate college majors on university websites. Read about majors and identify required classes. Check out department textbooks, talk with faculty teaching interesting disciplines, shadow a professional or conduct an informational interview to learn more about what a day in the life would be like.

Choosing a major does not limit you to just one career. Choosing a career does not limit you to just one major.
**Identify an educational goal by asking yourself:**
- What subjects peak my interest or spark a passion?
- How do I want to use my time at OC?
- How long am I willing to attend college?
- What are my financial goals?
- If I decide to transfer, where do I want to attend?

**Why plan for a major now?**
- Major exploration and careful class planning can save you lots of tuition.
- Many majors take four years to complete. Some majors like business or engineering, may take up to six years to finish. Identifying your major early will save you time.
- Often majors require that students take sequenced classes each term. Those who know their major can start sequences earlier.
- Some majors have a specific set of admission requirements or prerequisite courses many of which must be completed prior to admission. Several of these classes can be taken at OC.
- Some college programs only accept students once a year. Knowing your major helps you plan to meet annual deadlines.
- Four-year institutions expect that juniors have declared and prepared for their major.
- Certain majors are very competitive with high standards for admission. If you are interested in such a major you must plan carefully to be a competitive applicant.

**OC Pathways**
There are many degree/certificate programs and pathways offered at Olympic College. Consider whether you want to take classes to prepare you for university transfer or receive training to go directly into the work force. If you intend to transfer, again, early selection of your major and transfer school will help you and your advisors plan for appropriate courses.

**Transfer Degree Programs**
- Associate in Arts (AA)—Direct Transfer Agreement: The AA Degree prepares OC students to transfer to a four-year college.
- Associate of Science (AS) Degree: Designed for students who intend to major in one of the natural Sciences, Computer Science, or Engineering.

**Job Ready Degree Programs**
- Associate in Technical Arts (ATA): Provides skills in a specific professional technical area and prepares students for the workforce.
- Associate in Applied Science Transfer (AAS-T): Provides specialized training with limited transferability.
Resources to help in your career search at Olympic College

Counseling Services
Counselors provide a wide variety of services to help students: career interest testing, career planning and decision-making, help with academic and transfer decisions, personal counseling, and quarterly workshops.

Career Center
Occupational resources and career assessments are available to assist students with career decision-making process. You can utilize online career resources for career or employment research. Find out about opportunities for informational interviews, internships and volunteer service related to your goals.

Library
Librarians can guide you to career references and online resources.

Faculty
Talk to OC instructors about your interests and college classes.

Who else can help you?

High School Counselors
Counseling staff at your high school will help you select classes that meet requirements for high school graduation. They can help you set goals and consider elective classes based on your skills and interests.

Faculty Advisors
Full-time OC faculty members who are experts in their teaching fields and can advise you in your major (English, Business, History, etc.) or your professional technical area of study (Culinary Arts, Early Childhood Education, etc).

Counseling Center
OC counselors provide career and personal guidance and help students who are exploring career and educational options.

College and university admission counselors and department advisors
Inquire with your transfer institution about college admission, major prerequisites and graduation requirements at their school.

Transfer Fairs
Attend transfer fairs and college visits offered quarterly at OC to meet with four-year college representatives.
**How do OC credits transfer?**

- **To Public Washington state colleges and universities:**
  - Academic credits and degrees earned at OC in Running Start transfer to state schools.

- **To Private and out-of-state institutions:**
  - Ask the admissions office about transfer credit for dual enrollment classes. You may have to explain that Running Start is a dual credit program.
  - Most independent colleges and out-of-state schools accept credits just like any other community college student.

*Tip: Contact transfer institutions directly for information, department admission requirements, arrange a campus visit, attend an information session and talk to department advisors.*

In general, college earned credits earned through Running Start are transferrable, especially within Washington State. The amount of credit that will transfer varies from institution to institution depending on the classes taken, whether or not a degree is obtained, future major/program of interest and the policies of the transfer college. For questions about future transfer of Running Start credits, particularly to an out-of-state or independent college, contact the transfer institution directly.

Many Running Start students pursue what is known as the Associate in Arts/Direct Transfer Agreement (AA/DTA). This two-year community college degree allows students to transfer their 90 credits earned to Washington State public colleges/universities, often receiving junior standing. Students are not guaranteed admission, however, they are generally accepted at a higher rate than students transferring without the AA. Students may have to take additional university course requirements and/or major prerequisites to qualify as a junior or be admitted into a particular program of study.

*Tip: Remember that Washington colleges require Running Start students to apply as freshman if you apply while in high school, even if you will have an associate degree.*

Running Start applicants will be granted transfer credit and advanced class standing. You will still be eligible for many freshman scholarships and other benefits. To apply you will need SAT or ACT scores and must satisfy College Academic Distribution Requirements (CADRs). Spring quarter/semester of your junior year is the best time to take your SAT/ACT tests.

**Transfer Equivalencies**

Many colleges and universities in Washington have detailed transfer guides available online which list course equivalencies for community colleges in Washington.
<table>
<thead>
<tr>
<th>High School Requirements</th>
<th>Credits</th>
<th>Olympic College Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1st Choice Major / Program: ________________________________
Transfer School: _______________________________________
Admission Requirements

<table>
<thead>
<tr>
<th></th>
<th>Major Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2nd Choice Major / Program: ________________________________
Transfer School: _______________________________________
Admission Requirements

<table>
<thead>
<tr>
<th></th>
<th>Major Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Olympic College Educational Plan

Name: ___________________________  SID: ____________  
AA _____  AS _____  ATA _____

Major: ___________________________  Faculty Advisor ___________________________
Transfer School ___________________________

List the classes you plan to take and the number of credits.

<table>
<thead>
<tr>
<th></th>
<th>Summer</th>
<th>(   )</th>
<th>Fall</th>
<th>(   )</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(   )</td>
<td></td>
<td>(   )</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(   )</td>
<td></td>
<td>(   )</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(   )</td>
<td></td>
<td>(   )</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(   )</td>
<td></td>
<td>(   )</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Winter</th>
<th>(   )</th>
<th>Spring</th>
<th>(   )</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(   )</td>
<td></td>
<td>(   )</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(   )</td>
<td></td>
<td>(   )</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(   )</td>
<td></td>
<td>(   )</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(   )</td>
<td></td>
<td>(   )</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Summer</th>
<th>(   )</th>
<th>Fall</th>
<th>(   )</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(   )</td>
<td></td>
<td>(   )</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(   )</td>
<td></td>
<td>(   )</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(   )</td>
<td></td>
<td>(   )</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(   )</td>
<td></td>
<td>(   )</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Winter</th>
<th>(   )</th>
<th>Spring</th>
<th>(   )</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(   )</td>
<td></td>
<td>(   )</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(   )</td>
<td></td>
<td>(   )</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(   )</td>
<td></td>
<td>(   )</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(   )</td>
<td></td>
<td>(   )</td>
</tr>
</tbody>
</table>
Running Start Mission Statement

Facilitate student success by providing quality admission, orientation, advising and opportunities for student development. Collaborate with high school counselors and staff to provide seamless academic services for high school students enrolled in the Running Start Program.