ACCELERATE YOUR EDUCATION

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

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

RUNNING START

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. 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 can provide a full list of courses available to students who are admitted as Limited Access.

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?
Application Checklist

- **Complete the online Olympic College Application**
  Indicate Running Start as your intended major/college program. You will receive an OC Student Identification Number (Empl ID) from the Admission Office.

- **Assessment**
  Students who earn a score of 3 or 4 on the Smarter Balanced Assessment (SBA) in high school will place in ENGL& 101. Students who do not have SBA scores, should take the Accuplacer. For Math placement, student should take the Accuplacer.
  * 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 Accuplacer. Students may take each section of the assessment three times each 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 (Empl ID) or SSN

- **Submit Running Start Application Packet to the Running Start Office**

  The Running Start Application Packet consists of:
  - Running Start Application Form
  - High school transcript (Home school students may submit letter of recommendation from teacher)
  - Accuplacer or Smarter Balanced Assessment scores
  - Running Start Student/Parent Agreement

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

  Turn in your application at:
  OC Bremerton: Building 4, Room 208
  OC Poulsbo: Student Services Office, Room 114
  OC Shelton: Palmer Student Center

  Fax: 360-475-7643

  Scan and Email: runningstart@olympic.edu

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**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 4-digit item number for the class.

3. Meet with high school counselor (or district official, if home schooled)
   - 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 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
   - Ask for a high school credit evaluation

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)
   - Running Start advisor will remove the hold on your account so you can register.

5. Register for classes
   - Register online using your Empl 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 and receive a tour of campus

NOTE: Do not attend a SOAR event

4. 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 date indicated by your advisor.
   - 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 any tuition for 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 $8,250 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.

Follow us on Instagram and Facebook  @OCRunningStart
Building 4, Room 208,
1600 Chester Ave.
Bremerton, WA 98337

www.olympic.edu/runningstart

Instagram & Facebook: OCRunningStart

Phone: 360-475-7646
1-800-259-6718 ext. 7646
Fax: 360-475-7643

Email: RunningStart@olympic.edu
Running Start Application Form

Name_________________________________________ Empl ID ____________________________
(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

Emergency Contact_________________________ Phone_________________________

(optional) Are you a US citizen? □ Yes □ No
If not, what is your status?
□ Permanent Resident (holds green card) □ Refugee

What is your academic goal at OC? Check one
□ Associate of Arts degree (transfer to 4-year) □ Associate of Science Degree (transfer to a 4-year)
□ Professional / Technical Program_________________________ □ Non-degree seeking student
□ Earn credits towards my high school requirements

What is your gender identity?
□ Male □ Female □ X □ _____________________________

Do you have a diagnosed disability? □ Yes □ No
If "yes" or if you have an IEP or 504 plan, please contact Access Services at 360-475-7540 or AccessServices@olympic.edu.

For RS Office Use Only

Date received____________________________________ Email sent_____________________
Notes_________________________________________________________________________

Attach: □ High school transcript □ Assessment scores □ Student/Parent Agreement

Building 4, Room 208 1600 Chester Ave, Bremerton, WA 98337
runningstart@olympic.edu
Tel: 360.475.7646
Fax: 360.475.7643
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 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 form 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

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 ____________