

The following items are needed to complete your Running Start application. Each form must be filled out completely.

- _____ **Apply to North Seattle College Online – No Application Fee**
Please Note: It is not necessary for you to answer the following two questions: Citizen Status and/or Residency Status. If you do not wish to provide this information you will need to complete a paper application at the admissions office.
You will be asked to provide this information after you have been accepted as a Running Start student.
Name: _____ Student ID number: _____

- _____ **Proof of Placement into college-level English OR math - See Options on next page – Please provide a copy of your test scores or placement document**
<https://northseattle.edu/testing> or 206-934-3674 for placement testing option
Student ID #, Photo ID and \$30 testing fee required to take the test. If you require testing accommodations please contact our Disabilities Services office at 206-934-3697.
**If you qualify for free/reduced lunch at high school you may have your testing fee waived. You must provide the signed orange fee waiver form included in this packet.

- _____ **Running Start Enrollment Verification Form (white)**
Must be signed by you, your parent/guardian (even if student is age 18), and your high school counselor.

- _____ **Running Start contract (green)**
Signed by you and your parent/guardian

- _____ **Fee waiver eligibility form (orange) – students that qualify for free/reduced lunch**
This form must be signed by your high school counselor and waives testing and class fees, and it allows you to participate in the book loan program.

- _____ **Student Responsibilities (blue)**

- _____ **Release of Information (optional)**
*Due to FERPA (The Family Education Rights and Privacy Act) privacy rights we must have student’s written permission to release any information to parents or other parties.

The above items and this form should be returned by mail or in person to the following address:

For best course selection return by:	
Fall quarter	May 1
Winter quarter	November 1
Spring quarter	February 1

Running Start
North Seattle College
9600 College Way North
Seattle, WA 98103

*Applications will be accepted through first day of the quarter however, course selections may be limited.

What’s Next? Sign up for a Registration Session or Individual Appointment at the Running Start Office

North Seattle College does not discriminate on the basis of race or ethnicity, color, age, national origin, religion, marital status, sex, gender, gender identity, sexual orientation, status as a veteran or disabled veteran, political affiliation or belief, citizenship/ status as a lawfully admitted immigrant or disability.

Running Start College–Level Placement Options

College-level English OR math placement is required to participate in the Running Start program at North Seattle College

Option	Description	Required Placement Score or Grade
Wonderlic English Placement Test (English score valid 2 years)	Standardized test taken at North Seattle College. The test is a timed (20 minute) computerized test and contains 50 multiple choice questions.	English& 101 Placement: Minimum score of 330 is required
Accuplacer Test	Standardized test taken at North Seattle College.	Provide copy of English and/or math placement scores to determine eligibility.
Smarter Balanced (SBAC)	Standardized test taken at the high school in 11 th grade.	ELA - English Language Assessment: Level 3 or higher Math Assessment: Level 3 or higher
SAT English placement Limited math placement (English score valid 2 years, Math score valid 12 months)	Standardized exam taken at high school or other location.	English& 101 Placement: Combined Reading/Writing score 510 or higher Math: Minimum score 520 (Math& 107 only option based on SAT score)
ACT English or math placement (English score valid 2 years, Math score valid 12 months)	Standardized exam taken at high school or other location.	English& 101 Placement: Reading score 19 or above AND English score 19 or above Math: Minimum score 22
Unofficial Transcript from a college or university	Student was awarded credit at a college or university for college-level English (within past 2 years) or math (within past 12 months).	Provide copy of unofficial transcript to determine English and/or math placement.
Seattle Public Schools High School Transcript *Math Placement Only	A student who has taken specific math courses at a Seattle Public School may be qualified to use their transcript to place into college-level math.	Provide copy of Seattle Public Schools unofficial transcript to determine math placement.
COMPASS Test Place into college-level English OR math *COMPASS test is no longer offered but scores may still be valid if within expiration date	COMPASS is an untimed, computerized adaptive test used to evaluate skills and place students in appropriate classes.	English& 101 Placement: Combined reading/writing score 84 or above Math Placement: Math& 107 or higher (English score valid 2 years, Math score valid 12 months)

***Please turn over for other alternate placement options**

Other Placement Options:

- Placement and/or credit may be awarded for **AP (Advanced Placement) or IB (International Baccalaureate)** exam scores. Scores must be evaluated by Running Start office prior to acceptance into program. Please provide a copy of exam scores.
- **Placement measures from other colleges** may be accepted. Please provide a copy of placement tool from other college for evaluation by Running Start advisor.
- If you have questions regarding placement options please email: NSCCRStart@seattlecolleges.edu



Running Start Enrollment Verification Form

Student	Student Name: _____ Last Name First Name MI	<input type="checkbox"/> Check if this is a revision
	Home Phone: _____ Cell Phone: _____	<input type="checkbox"/> New Student
	Email Address: _____ SSID#: _____	<input type="checkbox"/> Returning Student
	Responsible Parent/Guardian: _____	<input type="checkbox"/> Student Enrolled in Multiple Colleges
	College: _____ College SID #: _____	<input type="checkbox"/> Spring Quarter Eligibility Adjustment Form (SQEAF) attached

High School Counselor/Running Start Advisor	School Yr: _____ College Term: <input type="checkbox"/> College Quarter <input type="checkbox"/> College Semester <i>Fall, Winter, Spring Qtr. / 1st or 2nd sem.</i>
	High School: _____ District: _____
	Grade Level: <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> 5 th Yr Senior - <i>Available for meeting district graduation requirements only (WAC 392-169-035(4)).</i>
	For the college term ⁴ above, the student will be enrolled in high school and skill center classes equaling _____ full-time equivalent (FTE).
	Student may register for a maximum of _____ college credits, without incurring college tuition costs, based on the above stated high school/skill center FTE.
	Comments: _____

Running Start Funding Limit Table			
Enrolled High School		Tuition-Free College Credit	
Weekly Minutes*	FTE	Max FTE	Max Credits
0-307	0.00-0.20	1.00	13
308-412	0.21-0.27	0.93	14
413-502	0.28-0.33	0.87	13
503-607	0.34-0.40	0.80	12
608-712	0.41-0.47	0.73	11
713-802	0.48-0.53	0.67	10
803-907	0.54-0.60	0.60	10**
908-1,012	0.61-0.67	0.53	8
1,013-1,102	0.68-0.73	0.47	7
1,103-1,207	0.74-0.80	0.40	6
1,208-1,311	0.81-0.87	0.33	5
1,312-1,402	0.88-0.93	0.27	4
1,403 or more***	0.94 or more***	0.20	3

Recommended Running Start Classes:

College Course (Dept. & Number)	# of College Credits	High School Equivalency	# of HS Credits
	=		
	=		
	=		
	=		

Signature of High School Counselor _____	Date _____	Signature of College Running Start Advisor _____	Date _____
High School Counselor Printed Name _____	Phone Number _____	College Running Start Advisor Printed Name _____	Phone Number _____

Student & Parent/Guardian	I understand that:			
	<ul style="list-style-type: none"> The student is responsible for understanding when his or her choice of schedule will result in tuition charges. If the student enrolls for more high school and college credits than are identified in the Running Start State Funding Limit Table, the student is responsible for: <ol style="list-style-type: none"> paying all college tuition and fees associated with exceeding the college credits identified in the table; or withdrawing from the excess college or high school course(s). The student is required to pay any class/lab fees charged for college classes. Enrollment in specific college classes cannot be guaranteed – even if the classes are needed to fulfill district high school graduation requirements. If the student begins Running Start in winter or spring term, eligibility for the previous term(s) that year is forfeited. To add/withdraw from a course, the student must complete the college Add/Drop process by the college deadline and notify the high school counselor. The student is responsible for ensuring that college courses completed as part of the Running Start program will meet high school graduation requirements. If the student plans to transfer, it is the student's responsibility to determine college admissions policies/deadlines and whether credits will transfer. The student gives permission for college staff to release his/her grades to the high school and to discuss various aspects of his/her program participation with the high school/district officials. 			
	I acknowledge that I have read, understand, and will comply with the conditions of Running Start participation and the expectations of college course enrollment.			
Student Signature (REQUIRED) _____	Date _____	Parent/Guardian Signature (REQUIRED) _____	Date _____	

COMPLETING THE RUNNING START ENROLLMENT VERIFICATION FORM (RSEVF)

PURPOSE: The RSEVF ensures that a student's monthly enrollment does not exceed the allowable combined 1.20 full-time equivalent (FTE) limitation. This form provides the college the FTE available for Running Start enrollment, provides the high school with the enrolled college classes, and notifies the student and their parents/guardians if tuition charges will occur.

The RSEVF is required to be completed each college term for each student enrolling in college classes through the Running Start program, including home-based and private school students. Students attending more than one college for any college term are required to have a separate RSEVF for each college. When a student will be attending multiple colleges, the appropriate box in the upper right hand corner of the RSEVF must be checked.

If the student's high school or college enrollment changes during the college term, a revised RSEVF must be completed and the appropriate box in the upper right hand corner of the RSEVF must be checked.

FTE AND ANNUAL AVERAGE FTE (AAFTE) LIMITATIONS: Running Start students may not be claimed for a combined high school and college enrollment that exceeds 1.20 FTE for any month except January. Neither the high school nor college enrollment can individually exceed 1.00 FTE, except for students enrolled in a high school and skill center.

When a student is enrolled in both a high school and a skill center and claimed for more than a combined 1.0 FTE, the available Running Start enrollment is limited to a 0.20 FTE. When a student is enrolled in both the high school and skill center and taking less than a 1.0 FTE, the standard Running Start calculation applies.

This 1.20 FTE limitation applies to the annual average FTE (AAFTE), where a Running Start student may not be claimed for a combined high school and college enrollment that exceeds 1.20 AAFTE for the school year. High school and skill center AAFTE is the 10-month average of the FTE reported for the months September through June. Running Start AAFTE is the 9-month average of the FTE reported for the months October through June.

Students that exceed the 1.20 FTE or AAFTE may be charged tuition by the college for the credits in excess of this limitation.

When the high school first semester and the college winter quarter overlaps in January, a Running Start student can be claimed for more than a 1.20 FTE for that month only. When planning for the winter quarter and the high school has a semester calendar, counselors should use the second semester to determine the available FTE for winter quarter. When this overlap occurs, the student may be subject to a reduced FTE or to paying tuition for the spring college quarter, if the 1.20 AAFTE would be exceeded. Completion of the Spring Quarter Eligibility Adjustment Form (SQEAF) will identify students at risk of exceeding the 1.20 AAFTE and will calculate the reduced available FTE for the spring quarter. For students whose spring quarter available FTE is reduced, a completed SQEAF must be attached to the spring quarter RSEVF and the appropriate box in the upper right hand corner of the RSEVF must be checked. Students attending more than one college for the spring quarter must have the SQEAF attached to each college's RSEVF.

For more information on the 1.20 Running Start FTE limitation, refer to Bulletin No. 037-15.

INSTRUCTIONS FOR COMPLETING THE RSEVF

STUDENT SECTION: The RSEVF begins with the student completing the first section of the form. Students who are under the age of 18 at the beginning of the college term, must provide their parent/guardian information. The student's high school student identification number (SSID) is available at the high school guidance office. If the student does not know his/her college student identification number (SID), refer to earlier completed RSEVFs. If the student is new to the program, the college SID is available on the processed college application.

HIGH SCHOOL COUNSELOR/RUNNING START ADVISOR SECTION:

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

School Year: Indicate the school year.

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

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

Grade Level: Indicate the student's grade level. Students in 11th and 12th grade are eligible to enroll in a Running Start program. Fifth year seniors are limited to take Running Start classes that will fulfill the district's graduation requirements only, pursuant to WAC 392-169-055(4) and must have participated in Running Start during their 11th or 12th grade year.

Determining the Student's High School FTE: FTE in high school and skill center classes is calculated based on a class's weekly enrolled minutes and eligible passing time. Fifteen hundred weekly minutes equals 1.0 FTE. Refer to the high school and skill center master bell schedule available at the registrar or school district business office for the exact weekly minutes and the FTE for each high school class. Add the FTE for each enrolled class to determine the student's total high school and skill center FTE.

Determining the Student's Available Running Start FTE: Running Start FTE is based on the enrolled college credits. Fifteen college credits equal 1.0 FTE. Use the Running Start Funding Limit Table on the front page to determine a student's available Running Start FTE. Find the row with the student's high school and skill center FTE. Refer to the Max FTE column to determine a student's maximum Running Start FTE. The Max Credits column converts the maximum Running Start FTE to Running Start credits.

Recommended Running Start Classes: The student, with the help of the high school counselor and Running Start advisor, should fill out the requested college courses. The high school equivalency portion of the table can be completed by the student if an official high school list of equivalencies is available. Otherwise, this section is completed by the high school counselor.

Signatures of High School Counselor and Running Start Advisor: Both the high school counselor and Running Start advisor should review the form for accuracy, enter his/her printed name, date, phone number, and signature.

STUDENT & PARENT/GUARDIAN SECTION: The student and parents should review the completed form for accuracy and understanding, then sign and date the acknowledgement at the bottom of the form.

DISTRIBUTION OF RSEVF AND RECORDS RETENTION: Copies of the completed form should be retained by both the high school and college. The original form is kept by the student and his/her parent or guardian.

RUNNING START CONTRACT

I, _____ (print), a student in the Running Start program at North Seattle College (NSC), and I, _____, a parent/guardian of a student in NSC'S Running Start program, understand the following:

1. All North Seattle College courses will become part of the student's permanent college record. Only students have access to their own college grades and records. Parents/Guardians may obtain a student's record only if a student-signed release form is on file. I give my permission to have my transcript released to my high school at the end of each quarter.
2. College instructors will not notify parents or high schools when a student is failing or not attending a class and cannot inform parents of a student's academic progress.
3. High school officials will not be able to inform students or parents of enrollment or progress in college courses, nor issue diplomas, until college transcripts are received by the high school.
4. Classes needed to satisfy high school graduation requirements should be taken before electives and prior to a student's final quarter. Spring quarter at NSC ends later than the academic year at the high school. Leaving graduation requirements to the last quarter may deny participation in high school commencement.
5. Students are responsible for meeting high school graduation requirements and for determining how high school and NSC courses meet two-year and four-year college requirements and requirements of specific programs. Students should meet with both their high school counselor and Running Start advisor for academic advising.
6. Students are responsible for all non-tuition costs at NSC, including textbooks and required course materials, course fees, testing fees, photo ID card, transportation, mandatory fees, tuition for credits in excess of 15 and for below-college level classes (i.e. MATH 098). Students also are responsible for paying for credits beyond a combined 1.2 FTE course load of high school and college courses.
7. Students are responsible for arranging their college class schedule so it does not conflict with their high school schedule. College courses are offered in three 10-week quarters beginning in September, January, and March/April. The start and end of each quarter and school holidays at NSC may not coincide with the high school calendar.
8. Students must inform the NSC Running Start office if they are simultaneously enrolled in more than one college.
9. If a student wishes to drop a class, s/he is responsible for officially withdrawing by the eighth week of the quarter. Permission from the Running Start advisor is required both to add and drop classes. If a student drops a class after the second week and before the eighth week of the quarter, a "W" grade will be issued and no credit earned on both college and high school transcript. It is not desirable to have a college transcript with many or a pattern of "W" grades.
10. Students wishing to continue with Running Start must submit a verification form every quarter and make an appointment to meet with the Running Start advisor by the 8th week of the currently enrolled quarter.
11. A student may participate in Running Start for a maximum of six quarters – three quarters during their junior year and three quarters during their senior year – with eligibility terminating at the end of the 12th-grade academic year.
12. My parent/guardian and I understand that I am expected to participate fully in all course activities, including labs and field trips, and give permission to do so. I understand that a college course may give exposure to alternative viewpoints and may include material of an adult nature. Additionally, social interaction with individuals of all ages and backgrounds may occur.

Student Signature

Date

Parent/Guardian Signature

Date

To keep everyone informed of dates and deadlines, please include a parent or guardian email below:

Email: _____

ATTENTION RUNNING START STUDENTS

Are you eligible for the free or reduced lunch program at your high school?

If you are eligible for the free or reduced lunch program at your high school, please complete the waiver form below and obtain your high school counselor's signature.

- To waive the placement test fee, please submit this form to Testing Center staff when you schedule your placement test.
- The completed form also will allow you a waiver for other mandatory fees (ranging from \$5-\$150) and to participate in the Running Start book fund (borrowing textbooks rather than purchasing them at a cost of \$50-\$400 per quarter).



Seattle Colleges Running Start *TEST, FEE WAIVER, and BOOK LOAN PROGRAM FORM*

I verify (student name, please print) _____ is eligible
for the free/reduced lunch program at _____ High School
in the _____ District.

Graduation Year _____

North Seattle College Student ID# _____

High School Counselor's Signature: _____

High School counselor's Phone number: _____

Counselor's Name (Please Print): _____

Date: _____

This form will be used at Seattle Colleges to document fee waiver eligibility for:

- Placement test fee (one-time waiver only)
- Mandatory college fees if student enrolls in the Running Start program
- Book loan program

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Student Responsibilities

As a Running Start student, you are responsible to be aware of and follow all guidelines listed below:

- Turn in enrollment verification form every quarter (fall, winter, spring) with three signatures: student, parent/guardian (even if student is 18), high school counselor
- Keep all contact information up to date in college system
- Check email for updates and questions from Running Start advisor
- Contact instructor if going to miss a class before the absence
- Inform high school counselor and Running Start advisor of ALL class changes and/or substitutions
- Check final grades online at the end of each quarter
- Check class schedule online before 10th day of the quarter for accuracy
- Pay all class fees by deadline (disregard if completed fee waiver form – free/reduced lunch)
- Complete all high school graduation requirements by the end of winter quarter of senior year
- Seek help and/or resources from Running Start advisor or appropriate college office if needed

I have read and understand the guidelines listed and will do my best to follow them.

Student Signature: _____

Date: _____

Will you be a high school junior or senior when you begin taking Running Start classes?

I will be a **Junior** when I start class.

I will be a **Senior** when I start class.

CONSENT TO RELEASE CONFIDENTIAL INFORMATION

To: ARRC/Running Start
North Seattle College

RE: _____
Name NSC Student ID Number

Address

High School

I hereby give permission for the Running Start Advisors and Admissions at North Seattle College to release information regarding my grades, schedule, account, and academic progress to the following people:

Name Relationship

Name Relationship

Student Signature Date

Staff Signature Date

Running Start Frequently Asked Questions

Q: Who is eligible for Running Start?

A: Any high school junior or senior younger than 21 enrolled in a public school in Washington State.

Q: What tests do I have to take before I can apply?

A: NSC offers math and English placement tests each week that assess your current English and math skills and assign appropriate level course placements. To participate in Running Start you must place at the English or math course level required for your program of study – usually ENGL& 101 or MATH& 107.

Q: How do I arrange to take the placement tests?

A: Check out the testing schedule, available at <https://northseattle.edu/testing>, and select “Downloadable Testing Calendars” to see drop-in placement testing times. The testing fee is \$30. If you qualify for free/reduced lunch at your high school, see the attached fee waiver form for instructions on how to waive your fee.

Q: How do I interpret my test results?

A: Look at the bottom of the printout under “course placements.” If it says ENGL& 101 or MATH& 107 (or higher), you are eligible for Running Start. If you are interested in a particular professional/technical program, check with the Running Start advisor to determine program eligibility.

Q: What happens if I place into ENGL& 101 but not MATH& 107 (or MATH& 107, not ENGL& 101)?

A: You will still be eligible to participate in Running Start, but classes available for you to take will be limited.

Q: What do I need to turn in by the priority application deadline?

A: A completed and signed Running Start enrollment verification form, a copy of your test scores or placement documents, an NSC student ID number, signed contract and student responsibilities sheet.

Q: How do I choose my classes?

A: Make an appointment with your high school counselor to find out what classes you need to take to graduate from high school. Ask whether your high school has already established a list of Running Start course equivalencies. Then look through the Seattle Colleges District catalog or quarterly course schedule (available online) to find classes that look interesting to you, will fulfill your graduation requirements, and don't require prerequisites you have not met. You will meet with a Running Start advisor to discuss your class options.

Q: How many classes should I take?

A: Discuss this with your high school counselor. You may register for up to 15 college credits. A course load of three academic classes typically equals 15 credits and is considered a full load. If you will be taking classes at your high school, you'll want to take fewer than 15 credits at NSC.

Q: Is my Running Start verification form my registration form?

A: No. Your verification form provides registration information. This form is a way for your high school to let us know which classes they have approved. You will receive registration information from the Running Start office after we've received all of your application materials and will meet with a Running Start advisor to register for your classes.

Q: Why is it important to list alternate classes on my Running Start enrollment verification form?

A: As a new student, it may be difficult to register for your first choice of classes, so you'll need to have several alternates on hand in case the classes you want most are already filled. As a Running Start student, you will only be able to register for classes listed on your Running Start verification form.

- Q: What if I can't list any alternates, i.e. there are very specific classes I must take this quarter in order to graduate?**
- A: Because we can't guarantee your registration in particular classes, you should make alternate plans in case the classes you need are full. Talk to your high school counselor about other ways to meet your graduation requirements if you can't do so through Running Start.
- Q: Will the grades and credits I earn through Running Start go on my high school or my college transcript?**
- A: They will appear on both transcripts. Classes taken through Running Start count toward your high school graduation requirements and also become part of your permanent college record.
- Q: What costs am I responsible for?**
- A: Running Start covers tuition for up to 15 credits of college-level coursework. You are responsible for the cost of books, transportation, mandatory fees, and tuition for any classes below college-level (i.e. MATH 098, ENGL 099) and credits taken in excess of 15. Students also are responsible for paying for credits beyond a combined 1.2 FTE course load of high school and college courses. Books can cost up to \$400 per class. Fees that students are responsible for range from \$5 to \$150 per quarter, depending on the amount and type of classes. If you qualify for free/reduced lunch at your high school, see the enclosed fee waiver form about how you may borrow textbooks for the quarter and have course fees waived.
- Q: Can I still take part in my high school's activities, sports and classes?**
- A: Yes. You are still a student at your high school, even if all your classes are here at NSC. Talk to your high school counselor about specifics regarding eligibility for school sport teams and other activities.
- Q: I am currently in a private school / am not in school / am homeschooling. Can I still participate in Running Start?**
- A: Yes, but you must first enroll in a Washington State public high school.
- Q: Once I apply and am accepted into the Running Start program, am I automatically in the program until I graduate?**
- A: No. You must submit a completed, signed Running Start enrollment verification form prior to every quarter you wish to participate in the program. There is no need to re-test or submit another NSC application.
- Q: Does my eligibility for Running Start terminate as soon as I have met my high school graduation requirements?**
- A: No. You are eligible for Running Start until the end of your senior year, even if you fulfill your graduation requirements before the end of the year.
- Q: Can I take classes in the summer through Running Start?**
- A: As a Running Start student, you are limited to fall, winter, and spring quarter registration. Running Start students who have successfully completed classes at NSC may take summer classes; however, they must pay full summer tuition.

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