

Seattle Central College

Running Start

Enrollment Packet

Your appointment is

Note: Photo ID is necessary for all registration appointments.

Group registration might take more than an hour.

<Student Admissions Check-Off List>

- ☐ Prepare for the Placement Exams by going to this website
<http://www.seattlecentral.edu/testing/placement-tests.php>
- ☐ Come to the Running Start office (1102 C1) with a **picture ID** to get a student ID number for testing. Testing fee is \$20 — however, a fee waiver eligibility form for students on free or reduced lunch is available in the Running Start office or on our Running Start website under "Forms" (note form must be signed by student's high school counselor). Take the placement exam. No appointment is required. Please go to the Testing link for testing hours.
<http://seattlecentral.edu/runstart/>
- ☐ Take test results to the Running Start office, fill out an Enrollment Packet, and schedule an advising / registration appointment with a Running Start Advisor.
- ☐ Meet with a high school counselor and complete the Enrollment Verification Form included in the Enrollment Packet.
- ☐ Bring the completed Enrollment Packet and a copy of your test scores to your advising / registration appointment.
- ☐ **Attend the mandatory Running Start Orientation (2 hours)**
- ☐ Pay fees and purchase textbooks.

I have read and understand the above;

Print Name: _____

Student signature: _____ **Date:** _____

Please read below and initial in the boxes on right.	Initial below.
I understand a 2 hour new student orientation is required before the start of my first quarter.	



SEATTLE CENTRAL COLLEGE

One of the Seattle Colleges

Registration and Records

AUTHORIZATION TO RELEASE INFORMATION

I, _____, _____, _____
(Last Name) (First Name) (MI)

Student ID Number _____

E-mail _____

Address: _____

Authorize **SEATTLE CENTRAL COLLEGE** to share the information from my student records as indicated below:

- | | |
|--|---|
| <input type="checkbox"/> Unofficial transcript | <input type="checkbox"/> Course progress |
| <input type="checkbox"/> Placement test information | <input type="checkbox"/> Current class schedule |
| <input type="checkbox"/> Tuition and fee information | |
| <input type="checkbox"/> Other, please be specific _____ | |

With the following:

Name/Organization: _____

Name/Organization: _____

Name/Organization: _____

Relationship _____

I understand that by signing this authorization, I am waiving my rights of non-disclosure of these records under federal law only as to the persons specifically listed. This release does not permit the disclosure of these records to any other persons or entities without my written consent.

Signed _____ Date _____

Witnessed By _____ Signature/Date _____

SM 4015 Scanned _____

B277 Revised 11/4/2015



Running Start Enrollment Verification Form

Student	<div>Student Name: _____ Last Name First Name MI</div> <div>Home Phone: _____ Cell Phone: _____</div> <div>Email Address: _____ SSID#: _____</div> <div>Responsible Parent/Guardian: _____</div> <div>College: _____ College SID #: _____</div>	<div><input type="checkbox"/> Check if this is a revision</div> <div><input type="checkbox"/> New Student</div> <div><input type="checkbox"/> Returning Student</div> <div><input type="checkbox"/> Student Enrolled in Multiple Colleges</div> <div><input type="checkbox"/> Spring Quarter Eligibility Adjustment Form (SQEAF) attached</div>																																																												
	<div>School Yr: _____ College Term: <input type="checkbox"/> College Quarter <input type="checkbox"/> College Semester <div style="text-align: right;">Fall, Winter, Spring Qtr. / 1st or 2nd sem.</div></div> <div>High School: _____ District: _____</div> <div>Grade Level: <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> 5th Yr Senior^o</div> <div>For the college term ^A above, the student will be enrolled in high school and skill center classes equaling _____ full-time equivalent (FTE).</div> <div>Student may register for a maximum of _____ college credits, without incurring college tuition costs, based on the above stated high school/skill center FTE.</div> <div><small>* Weekly Minutes based on high school bell schedule.</small></div> <div><small>⊗ For community and technical colleges only, students qualifying for 0.60 FTE college enrollment and registered for exactly 10 credits, will be granted a 1 credit waiver for the 10th credit. For four-year baccalaureate colleges, students who qualify for 0.60 FTE may only register for 9 credits.</small></div> <div><small>• A student enrolled in both high school and skill center classes and claimed for more than a combined 1.0 FTE qualifies for 0.20 Running Start FTE. When a student is enrolled in both the high school and skill center and taking less than 1.0 FTE, the standard Running Start calculation applies.</small></div> <div><small>Δ For the fall college quarter and students enrolled in a high school with a trimester schedule, use the student's first trimester schedule. For the winter college quarter and students enrolled in a high school with a semester schedule, use the student's second semester schedule.</small></div> <div><small>o Available for meeting district, charter school, or tribal compact school's graduation requirements only (WAC 392-169-055(4)).</small></div> <div>Comments: _____</div>																																																													
High School Counselor & Running Start Advisor/Rep	<div>Running Start Funding Limit Table</div> <table border="1" style="width:100%; border-collapse: collapse;"><thead><tr><th colspan="2">Enrolled High School</th><th colspan="2">Available College</th></tr><tr><th>Weekly Minutes *</th><th>FTE</th><th>Max Allowed FTE</th><th>Max Credits</th></tr></thead><tbody><tr><td>0 - 341</td><td>0.00 - 0.20</td><td>1.00</td><td>15</td></tr><tr><td>342 - 457</td><td>0.21 - 0.27</td><td>0.93</td><td>14</td></tr><tr><td>458 - 557</td><td>0.28 - 0.33</td><td>0.87</td><td>13</td></tr><tr><td>558 - 674</td><td>0.34 - 0.40</td><td>0.80</td><td>12</td></tr><tr><td>675 - 790</td><td>0.41 - 0.47</td><td>0.73</td><td>11</td></tr><tr><td>791 - 890</td><td>0.48 - 0.53</td><td>0.67</td><td>10</td></tr><tr><td>891 - 1,007</td><td>0.54 - 0.60</td><td>0.60</td><td>9/10 ⊗</td></tr><tr><td>1,008 - 1,123</td><td>0.61 - 0.67</td><td>0.53</td><td>8</td></tr><tr><td>1,124 - 1,223</td><td>0.68 - 0.73</td><td>0.47</td><td>7</td></tr><tr><td>1,224 - 1,340</td><td>0.74 - 0.80</td><td>0.40</td><td>6</td></tr><tr><td>1,341 - 1,456</td><td>0.81 - 0.87</td><td>0.33</td><td>5</td></tr><tr><td>1,457 - 1,556</td><td>0.88 - 0.93</td><td>0.27</td><td>4</td></tr><tr><td>1,557 or more</td><td>0.94 - 1.00</td><td>0.20</td><td>3</td></tr></tbody></table>		Enrolled High School		Available College		Weekly Minutes *	FTE	Max Allowed FTE	Max Credits	0 - 341	0.00 - 0.20	1.00	15	342 - 457	0.21 - 0.27	0.93	14	458 - 557	0.28 - 0.33	0.87	13	558 - 674	0.34 - 0.40	0.80	12	675 - 790	0.41 - 0.47	0.73	11	791 - 890	0.48 - 0.53	0.67	10	891 - 1,007	0.54 - 0.60	0.60	9/10 ⊗	1,008 - 1,123	0.61 - 0.67	0.53	8	1,124 - 1,223	0.68 - 0.73	0.47	7	1,224 - 1,340	0.74 - 0.80	0.40	6	1,341 - 1,456	0.81 - 0.87	0.33	5	1,457 - 1,556	0.88 - 0.93	0.27	4	1,557 or more	0.94 - 1.00	0.20	3
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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 colleges 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 (AAFE) 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's combined high school and skill center enrollment is less than 1.0 FTE, the standard Running Start calculation applies.

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

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

EXCEPTIONS WHEN STUDENT'S MONTHLY FTE CAN EXCEED 1.20: For high schools on a trimester calendar, when the high school second trimester and the college fall quarter overlaps in December, a Running Start student can be claimed for more than a 1.20 FTE for the month of December only. When planning for the fall college quarter, counselors should use the first trimester to determine the available FTE for fall quarter.

For high schools on a semester calendar, 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 the month of January only. When planning for the winter college quarter, counselors should use the second semester to determine the available FTE for winter quarter.

When a student who is claimed for more than a 1.20 FTE in either the month of December or January for the reasons above, the student may be subject to a reduced FTE or to paying tuition for the spring college quarter, if the 1.20 AAFE would be exceeded. Completion of the Spring Quarter Eligibility Adjustment Form (SQEAF) will identify students at risk of exceeding the 1.20 AAFE 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 refer to the annual bulletin regarding the 1.20 Running Start FTE limitation.

FERPA STATEMENT: The Family Educational Rights and Privacy Act of 1974 provides that FERPA rights transfer from the parent to a student who is at least 18 and/or who has enrolled in a college, even while still enrolled in high school. Students 18 and older and/or who have enrolled at a college must give permission in writing to the college in which they have enrolled in Running Start classes for another individual to speak to the college staff about their Running Start academic records, which could include grades, billing, attendance, and registration records.

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 their 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/REP SECTION:

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

School Year: Indicate the school year during which courses will be taken.

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

High School and School District: Fill in the student's primary high school and resident school district. If the student is enrolled in a charter school or tribal compact school, leave "School District" field blank.

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 only taking Running Start classes that will fulfill the student's district, charter school, or tribal compact school'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. One thousand, six hundred and sixty five (1,665) weekly minutes equal 1.0 FTE. Refer to the high school and skill center master bell schedule available at the registrar or business administration office for the exact weekly minutes and the FTE for each 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 or representative, 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 or Representative:

Both the high school counselor and Running Start advisor/representative should review the form for accuracy, enter their 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. Students 18 and older are not required to provide a parent signature.

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 their parent or guardian.



Examples of some high school / Running Start course equivalents

***Equivalencies may vary by high school and school district. Please confirm your graduation requirements and their equivalencies at Seattle Central College with your high school counselor.**

Junior English LA 1, LA 2	ENGL& 101, ENGL& 102
Senior English LA	ENGL& 102 or any ENG literature
US History	HIST 136/137
American Government	POLS& 202
Health	HEA 125
American Literature	ENGL 258/ENGL& 246 / ENGL& 245/ENGL 260
*Global Studies / Contemporary World Issues	ECON& 201 /ECON& 202, POLS& 101/POLS 112 POLS& 203, SOC& 101, GEG 100 or PHIL 102/110
Occupational / Vocational	Any 100 level or above course in Accounting, Business, Computer, or Information Technology
Physical Education	Any PEC course

College Student Expectations

As a college student, I am expected to:

- Be on time and stay through the entire class period.
- Remove headphones/ear buds and silence all electronic devices before entering the classroom.
- Bring necessary supplies to class.
- Not bring food to consume into the classroom.
- If it is necessary to miss a class to notify the instructor in advance that you will not be in class that day.
- Contribute to class discussions.
- Keep all talking re: non-class topics to a minimum.
- Complete homework on time or before deadlines. If I choose not to come to class and/or not participate in class activities and assignments, I understand that my grade will be affected.
- Study two hours for every hour spent in class.
- Know my instructors' office hours for questions or concerns.
- Meet with instructors at least once to get to know them.
- Form or join study groups with students in my classes.
- Treat and speak to others with respect.
- Make official schedule changes (adding and/or dropping classes) with signatures from a Running Start advisor and the instructor.

I have read and understand the responsibilities I now have as a college student.

Student Name: _____

Signature: _____ **Date:** _____

College Student Expectations

As a college student, I am expected to:

- Be on time and stay through the entire class period.
- Remove headphones/ear buds and silence all electronic devices before entering the classroom.
- Bring necessary supplies to class.
- Keep absences to a minimum.
- Contribute to class discussions.
- Keep all talking re: non-class topics to a minimum
- Complete homework on time or before deadlines. If I choose not to come to class and/or not participate in class activities and assignments, I understand that my grade will be affected.
- Study two hours for every hour spent in class.
- Know my instructors' office hours for questions or concerns.
- Meet with instructors at least once to get to know them.
- Form or join study groups with students in my classes.
- Treat and speak to others with respect.
- Make class changes officially (adding and/or dropping classes) with signatures from a Running Start advisor and the instructor.

I have read and understand the responsibilities I now have as a college student.

Student Name: _____

Signature: _____ **Date:** _____

Seattle Central College Running Start Contract

Student and parent/guardian please read carefully and sign below

I, _____, a student in the SCC Running Start Program, and my parent/guardian understand the

following:

1. All Seattle Central College courses will become part of a student's **permanent records**. **Only students** have access to their college grades and records. In order for a parent/guardian to obtain the student's transcripts, the student must have listed the parent/guardian on a completed and signed Authorization to Release Information form. Due to federal student privacy laws FERPA instructors **cannot speak with or communicate** with parents about their students.
2. College instructors do not notify parents/guardians, high school, or Running Start (RS) staff of the student's progress in their college courses.
3. All Running Start students are to be treated by the college as regular college students. Running Start students have the same rights **and responsibilities** as other college students. Disruptive behavior on campus and in classrooms can result in disciplinary action by the college.
4. Students are required to complete a new Enrollment Verification Form, signed by their high school counselor and parent/guardian, **every quarter**. Students 18 years of age or older must also have a parent/guardian's signature if they still live at home with them.
5. Students are responsible for arranging their college class schedule so it does not conflict with their high school class schedule.
6. Certain selective colleges will not accept college credits for which high school credit was given.
7. Family vacations should be planned during breaks. A student may not pass a class if they are not in class for the entire quarter. This includes prioritizing college classes over off campus activities including high school activities. If a student knows they will be out they should discuss with their instructor before missing class. In case of illness students should notify their instructors right away and ask if it is possible to make-up work. The decision will be up to the instructor.
8. Classes needed to satisfy high school graduation requirements, *should* be taken first. Graduation requirements left until the final quarter may prevent the student from participating in their high school commencement, since the last semester of high school ends **BEFORE** Spring Quarter grades are posted.
9. Students are responsible for meeting all high school graduation requirements, determining how high school and Seattle Central College courses meet two- and four-year college entrance requirements and other program-specific requirements. Students should meet with their high school counselor and a RS advisor for academic planning.
10. Students are expected to participate fully in all course activities, including labs and field trips. College courses may give students exposure to alternative viewpoints and may include material of an adult nature. Additionally, social interaction with individuals of all ages and backgrounds may occur.
11. The signature of a RS advisor is **required** to add and/or drop classes. **With any type of schedule change, it is the student's responsibility to follow through with the appropriate steps to make the changes official.
 - During the first two weeks of the quarter, students will need to obtain signatures or an email from an instructor **to** add a class. To drop a class within this same time period, students will only need to obtain a RS Advisor signature. After obtaining the appropriate signature, students must take the add/drop form directly to Registration to make the changes official.
 - After the first two weeks of the quarter, students can no longer add classes to their schedule. If students would like to withdraw from a class after the first two weeks of the quarter, they will need to obtain a RS advisor signature. After obtaining the appropriate signature, students must take the add/drop form directly to Registration to make the changes official. A "W" (Withdraw) grade will be posted on the student's transcript and no credit will be earned. (Note: It is not advisable to have a college transcript with a pattern of "W" grades.)
 - After the eighth week of the quarter, students can no longer withdraw from any class.
12. Students are responsible for the following expenses at Seattle Central College:
 - All non-tuition costs (books and fees). Students who qualify for free or reduced lunch may be eligible to get fees waived and books loaned from the Running Start Office
 - Tuition and/or fees in excess of approved credit load, for any below college level (below 100-level) classes, and for any self-paced or other non-state funded courses
 - Transportation;
 - Any fines or fees accrued for lost, damaged, or overdue college property.
13. Students may participate in the Running Start Program for a maximum of 6 quarters; eligibility terminates at the end of the 12th grade academic year. Fifth year seniors may only continue in the program if they have previously participated in the program during their traditional Junior or Senior year in high school. They may then only enroll in classes needed to complete their High School diploma.

Student Signature

Date

Parent/Guardian Signature

Date