

RUNNING START

at EDMONDS COLLEGE

How to Enroll

❑ Step 1: Apply

Complete the online application: apply.ctc.edu

- Choose "Academic" for Program
- Choose "Undecided" under "Degree or Certificate I am seeking" (unless you know the degree you want)
- Choose "Running Start" under "I will be enrolling as a..."

After you apply, you will receive an email from us with your ctcLink ID. This may take 3-5 business days. You may begin the remaining steps, but you'll need a ctcLink ID to complete them.

❑ Step 2: English Placement & Optional Math Placement

See pages 3 and 4.

❑ Step 3: Complete New Student Worksheet and Parent/Guardian Agreement

See page 5.

❑ Step 4: Meet With Your High School Counselor

Bring your completed New Student Worksheet and Parent/Guardian agreement to your meeting. Complete the Enrollment Verification form (included at the end of this packet) and have your counselor sign it.

❑ Step 5: Submit Completed Paperwork

Email the completed Parent/Guardian Agreement, New Student Worksheet, and Enrollment Verification Form to runningstart@edmonds.edu.



RUNNING START

at EDMONDS COLLEGE

Congratulations and welcome to Edmonds College! Here are your next steps:

Activate Your ctcLink Account and Triton ID

edmonds.edu/student-accounts

Register for Classes

You will receive an email with instructions.

Purchase Textbooks

edmonds.bncollege.com

If you have a fee waiver, contact us to learn how to use your textbook credit:
runningstart@edmonds.edu | 425.640.1761

Pay Fees and/or Tuition

Make payments, enroll in a payment plan, and view your balance in ctcLink. Deadline: first day of the quarter. Email the Cashier's Office with questions: cashiersoffice@edmonds.edu

Meet with an Advisor

edmonds.edu/advising

All Running Start students are encouraged to choose a pathway for their journey at Edmonds.

Get Your EdPass and Parking Pass/Bus Pass

edmonds.edu/edpass

If you're attending classes in person, you'll need an EdPass to get a parking pass or bus pass, check out books from the library, print on campus, and load money for campus use.

Visit Services for Students with Disabilities

If you have an Individualized Education Plan (IEP) or 504 Plan at your high school, complete a New Student Access Form at edmonds.edu/ssd/new-student



RUNNING START

at EDMONDS COLLEGE

Placements

All placements are processed through the Testing Center.

English Placement

Your English placement determines which courses you are eligible to take at the college. You can participate in Running Start with any placement level. We can help you identify courses that will fulfill high school requirements and are appropriate for your placement.

If you assess into ENGL& 101, you are eligible to take a broad range of college-level classes. Depending on your school district, these college classes could satisfy nearly all of your high school requirements.

If you assess below ENGL& 101 (for example, ENGL 099), you can choose from more than 100 courses that can satisfy up to eight high school requirements, depending on your school district.

Choose one of the English placement methods from the table below:

English Placement Method	GPA or Score	English Placement
Overall High School GPA	2.5 or Greater	ENGL& 101
Smarter Balanced Test Score (SBAC)	3 or 4	ENGL& 101
ACT	22 Composite	ENGL& 101
SAT Evidence-Based Reading/Writing	480	ENGL& 101
AP English Language Composition	3 or 4	ENGL& 101 or 102
IB English	4 or 5	ENGL& 101 or 102

Email testingcenter@edmonds.edu with the following:

1. a scan or screenshot of your transcript or test scores (unofficial copies are acceptable), 2. a copy of any photo ID, and
3. your ctcLink ID number.

If you can't use the options above, you can use Directed Self Placement. This is not a test, but an assessment that asks you to self-reflect about your English writing and reading readiness. This tool is not designed for students who are still learning English. This is the best option for homeschool students without a transcript or test scores. Go to edmonds.edu/self-placement



RUNNING START

at EDMONDS COLLEGE

Math Placement

If you plan to take a math class or certain sciences, you must receive a math placement.

Choose one of the following math placement methods:

- Final grade from most recent high school math class
- SBA Math Score
- IB Math Score
- PSAT/SAT Test Score
- AP Math Test Score

To see what math class you will be placed in depending on each method, visit edmonds.edu/alternative-assessment

Email testingcenter@edmonds.edu with the following:

1. a scan or screenshot of your transcript or test scores (unofficial copies are acceptable),
2. a copy of any photo ID, and
3. your ctcLink ID number.

If you are unable to use one of these alternative placement options, you will need to take the Edmonds College Math Placement Test. Contact testingcenter@edmonds.edu to take the assessment. Preparatory materials are available at edmonds.edu/test-prep



RUNNING START

at EDMONDS COLLEGE

New Student Worksheet

I have activated my ctcLink account: YES NO

My ctcLink Id number is: _____

My English placement is: _____

Optional: My math placement is: _____

I have reviewed and signed the Parent/Guardian Agreement: YES NO

I have made an appointment to meet with my high school counselor and complete the Enrollment Verification Form: YES NO

Fill in the chart below with the classes you want to take.

Helpful resources for this step:

- **Equivalency Guides:**
Go to edmonds.edu/equivalency-guides. Select the appropriate equivalency guide for your school district and English placement. Identify which high school requirements you need to complete, and select the appropriate Edmonds College courses to fulfill those requirements.
- **Advising:**
Get help deciding on your pathway at Edmonds by meeting with advising:
edmonds.edu/advising
- **Class Search Tool:**
Look up class information at edmonds.edu/schedule

Class	Credits	Days/Times OR Online	High School Requirement or Edmonds College Program
ENGL& 101: English Composition I	5	TuTh 8:30-9:20	HS English, AA DTA



RUNNING START

at EDMONDS COLLEGE

Parent/Guardian Agreement

We recommend that students review this document with their parents or guardian.

Student Name: _____

CTClink Number: _____

Running Start is a program that allows high school juniors and seniors to take college-level courses at the college without paying tuition. Students receive both high school and college credit at the same time. As a Running Start student I understand and acknowledge the following:

Running Start Eligibility

- I must be a junior or senior to participate in Running Start. My eligibility ends when I graduate from high school.
- Running Start can fund a maximum of 21 credits for the fall, winter, and spring quarters. My eligibility for summer quarter funding is contingent upon enrollment at the college and high school from September through June. Although it is possible to take more than 15 credits in a given quarter, I understand that 15 credits is considered “full-time” at the college. If I choose to take more than 15 credits, it is my responsibility to manage the additional workload.
- I must complete an English Placement to determine the classes I can take through Running Start. I will submit documentation to determine my placement.
- I must remain in good academic standing. I must earn a quarterly GPA of 2.0, complete all courses I am enrolled in after the 10th day of the quarter, and not receive a grade of I, W, V, N, or U. If I do not meet these standards, I will be placed on probation or suspended from the program.
- I will comply with the Edmonds College Student Code of Conduct.

Costs

- I am required to pay student and class fees. Fees are estimated at \$200-\$300 per quarter for a full-time [15 credits] student. A fee waiver is available for qualifying low-income students. I must pay fees/excess tuition by the first day of the quarter. Nonpayment by this deadline may result in being dropped from all classes. I am required to pay tuition and fees for classes numbered below 100 level (i.e., Math 097), college credits in excess of the limit stated on my quarterly Enrollment Verification form, and a small number of classes not sponsored by Running Start (e.g., Music 150 & 250).



RUNNING START

at EDMONDS COLLEGE

-
- I must provide my transportation to and from the college. I can get an ORCA pass for a reduced rate from the college if needed.
 - I must buy my textbooks. Textbooks can cost more than \$150 per class per quarter. Textbook assistance is available for qualifying low-income students.
 - I will notify the college and high school if I drop or withdraw from a class.

Expectations of Running Start Students as College Students

- I am expected to take college-level courses and do college-level work. College requires up to two hours of homework for every hour of instruction. Courses are delivered in a variety of formats, and it is my responsibility to find formats that fit my learning style.
- College instructors design courses to engage students on relevant topics. These topics may involve sensitive material that can be challenging to discuss, but they are fundamental to the field of study. For example, US History courses will include discussion of slavery and civil rights. Other courses may cover content including but not limited to violence, sexuality, gender, politics, and evolution. Instructors will not provide alternative assignments for students because of their age.
- I will speak to my instructor if I have a question or issue relating to one of my courses.
- College is different from high school. Attendance may or may not be taken. Progress reports are not given. It is my responsibility to know and understand the college and instructor policies on attendance, grading, late work, and plagiarism.
- It is my responsibility to manage my time and schedule carefully to ensure I am successful. This includes scheduling classes so that they do not conflict. I must leave adequate time for travel. I must attend class and participate for the entire quarter. High school and college breaks may occur at different times.
- I must read my email to ensure I remain informed.
- IEP and 504 high school accommodations do not transfer to college classes. I must establish accommodations for my college classes through the Services for Students with Disabilities (SSD) office. They can be contacted at ssdmail@edmonds.edu or 425-640-1320.

Credits, Course Selection and Graduation Requirements

- I will contact Running Start staff with questions about classes and college degree requirements. I will contact my high school counselor with questions related to high school equivalency and graduation requirements.
- It is my responsibility to select classes that satisfy high school graduation requirements and to determine how credits earned at Edmonds College will transfer to other colleges and/or meet college degree program completion requirements.



RUNNING START

at EDMONDS COLLEGE

-
- I understand that most college 5-credit courses (100 or above level course) will equal 1.0 high school credit. (See your high school counselor for specifics about how a college class will be counted at your high school.)

College Records, Parent Access, Transcripts and Transferability of Credit

- Running Start courses will be recorded on a college transcript. The grades I receive can have a positive or negative impact on future college admission or scholarship decisions. All grades and withdrawals I earn at Edmonds College are part of my permanent college record and high school transcript.
- Parents will not have access to my progress and information about how I am doing. Information about my record at the college will be disclosed to a parent only if a FERPA release form is on file at the college. Even with a FERPA release form on file, a parent will have access to limited information. College instructors are not available to speak with parents regarding academic progress of a student and parents are not notified if a student skips a class or is failing to hand in work.
- Running Start college credits transfer to all colleges/universities in the state of Washington. Often Running Start credits transfer to institutions out of state, but there are exceptions. If I intend to transfer my Running Start credits, I need to meet with an advisor and research the transfer credit policies and equivalencies of my future school.

High School Considerations

- To receive college and high school credit through the Running Start program and my high school, I must live within the school district boundaries or attend high school in the district on a variance. If I withdraw from my high school I will no longer be eligible for the Running Start program, and tuition for my college classes will not be paid by the school district.
- As a homeschooled student, I must enroll in a Washington state school district high school before I can attend any Running Start classes. I am not required to attend classes at the enrolled high school.
- I am not allowed to continue with the Running Start program after I have completed my high school graduation requirements. If I have not completed my graduation requirements, I may continue in Running Start and take college-level courses for my junior and senior years.

Relationship with High School and Counselors

- The high school is not responsible for my actions while I am attending college classes.
- I am responsible for keeping updated on high school information such as holidays, schedule changes, photos, senior deadlines, etc.



RUNNING START

at EDMONDS COLLEGE

-
- I must contact my counselor in advance if I need their signature. Drop-ins will not guarantee immediate counselor signature.

Transcript and Graduation Requirements

- I must fulfill all of the graduation requirements of the school district in order to graduate with a school district high school diploma. If I am a Running Start student, this means I will need to take enough equivalent credits at the college to match the minimum credits required by the district for graduation. In all cases, I will check with my high school counselor to ensure that I am making continued progress toward graduation. My high school counselor will determine which college classes will meet school district graduation requirements (see the Running Start equivalency guide for your college for more information).
- If I am to graduate, I must complete all grade-level tasks and activities to fulfill the school district High School and Beyond Plan graduation requirements (at Edmonds School District, this is Naviance).
- Once I complete a college class (whether passed or failed), the class and grade will appear on my high school transcript —no exceptions.
- If I take college classes that I pay for myself, in order to have the credits posted on my high school transcript, I must send a copy of my official transcript to the high school. The college classes will be placed on my official high school transcript.

I have read and agree to the Edmonds College Running Start Agreement above.

Student Signature (required) _____ Date: _____

Parent/Guardian Signature (required) _____ Date: _____





Student	Counselor or Authorized HS/District Administrator
Name (Last, First): _____ Phone: _____ Email: _____ High School: _____ High School SID #: _____ District: _____ College: _____ College SID/ctcLink #: _____ College Term: <input type="checkbox"/> Quarter _____ OR <input type="checkbox"/> Semester _____ (Fall, Winter, Spring) (1 st or 2 nd) Consent to share FRPL/income status for purpose of college fee waiver <input type="checkbox"/> Y <input type="checkbox"/> N	<div style="display: flex; flex-wrap: wrap;"><div style="width: 50%;"><input type="checkbox"/> Check if this is a revision <input type="checkbox"/> New Student <input type="checkbox"/> Homeschool Student <input type="checkbox"/> Student Enrolled in Multiple Colleges (Requires separate RSEVF for each college.) Name(s) of additional college(s): _____ <input type="checkbox"/> Spring Quarter Eligibility Adjustment Form (SQEAF) attached. FRPL ♦ eligibility in past 5 yrs. <input type="checkbox"/> Yes <input type="checkbox"/> No</div><div style="width: 50%;"><input type="checkbox"/> Student Over 18 <input type="checkbox"/> Returning Student <input type="checkbox"/> Private School Student</div></div>

Running Start Classes (by Student)			High School Equivalency (by Counselor/Administrator)	
College Course (Dept. & Number)	# of College Credits		High School Equivalency	# of HS Credits
		=		
		=		
		=		
		=		

Enrolled High School		Available College Enrollment	
Weekly Minutes <small>based on high school bell schedule</small>	FTE	Max Allowed FTE	Max Credits
0 - 8	0.00 - 0.00	1.40	21 *
9 - 124	0.01 - 0.07	1.33	20 *
125 - 224	0.08 - 0.13	1.27	19 *
225 - 341	0.14 - 0.20	1.20	18
342 - 457	0.21 - 0.27	1.13	17
458 - 557	0.28 - 0.33	1.07	16
558 - 674	0.34 - 0.40	1.00	15
675 - 790	0.41 - 0.47	0.93	14
791 - 890	0.48 - 0.53	0.87	13
891 - 1,007	0.54 - 0.60	0.80	12
1,008 - 1,123	0.61 - 0.67	0.73	11
1,124 - 1,223	0.68 - 0.73	0.67	10
1,224 - 1,340	0.74 - 0.80	0.60	9
1,341 - 1,456	0.81 - 0.87	0.53	8
1,457 - 1,556	0.88 - 0.93	0.47	7
1,557 - or more	0.94 - 1.00	0.40	6

* Students should check with college about the maximum number of credits allowed. Overages may require college approval.

Available College FTE/Credits (by Counselor/Administrator)
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 high school/skill center FTE above. Student Grade Level: <input type="checkbox"/> 11th <input type="checkbox"/> 12th <input type="checkbox"/> 5th Year Sr ° Comments: _____ _____ _____ _____

High School/District Signature: _____	Phone: _____
Printed Name & Title: _____	
College Signature: _____	Phone: _____
Printed Name & Title: _____	

Student & Parent/Guardian Acknowledgement

I understand that:

- The student is responsible for understanding when their choice of college course and credit load will result in tuition charges. If the student enrolls for more high school and college credits than are identified in the Running Start Funding Limit Table, the student is responsible for:
 - 1) paying all college tuition and fees associated with exceeding the college credits identified in the table; or
 - 2) withdrawing from the excess college or high school course(s).
- Unless waived based on family income, the student is required to pay any college/lab fees charged for college classes.
- The signature below acknowledges the need to share FRPL eligibility only with the college to ensure access to tuition/fee waivers. Choosing not to disclose income status (see checkbox in "Student" section) will not affect eligibility for Running Start or free and reduced-price meals. Individuals receiving the information will not share it with any other entity or program.
- Enrollment in specific college classes cannot be guaranteed—even if the classes are needed to fulfill high school graduation requirements.
- 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 earned college credits will transfer.
- After completing their college coursework, students are responsible for requesting official college transcripts through the college's registrar's office.

Per the U.S. Department of Education, "If a student is attending a postsecondary institution - at any age - the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parent[s] [or guardian(s)] still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school. Additionally, the postsecondary institution may disclose personally identifiable information from the student's education records to the parent[s] [or guardian(s)], without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules."

I acknowledge I have read and understand both sides of this form, 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 for students under 18)	_____ Date
---------------------------------------	---------------	---	---------------

Key

- * Colleges may limit the total number of college credits students can enroll in each term. Contact the college for maximum term credit policies.
- 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.
- Continuing Running Start students in a fifth year or beyond are limited to earning credits to meet district, charter school, or tribal compact school's graduation requirements only, and may enroll in no more than 63 college credits for all 12th grade academic years combined ([WAC 392-169-055](#)). Students may not enroll in Running Start for the first time in a fifth year or later. These requirements also apply to students who do not intend to graduate from the district or school.
- ◇ Per [RCW 28A.600.310](#), school districts must provide documentation of a student's low-income status or free and reduced-price lunch (FRPL) eligibility directly to colleges unless the student does not consent. If that information is not readily available to high school counselors, they must contact their Child Nutrition Services office to request it or establish a process by which it can be shared directly by Child Nutrition Services.

PURPOSE: The RSEVF ensures that a student's monthly enrollment does not exceed the allowable combined 1.40 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. A different form (the Summer RSEVF) is used for the summer quarter.

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 and the name(s) of the college(s) provided.

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 1.40 FTE for any month except in limited cases for December and January. The high school cannot exceed 1.00 FTE, except for students enrolled in a high school and skill center. The college can exceed 1.00 FTE, subject to college enrollment limits.

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 0.40 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 1.40 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 1.40 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 who exceed the 1.40 FTE or AAFTE may be charged tuition by the college for the credits in excess of this limitation.

EXCEPTIONS WHEN A STUDENT'S MONTHLY FTE CAN EXCEED 1.40: 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 1.40 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 1.40 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 1.40 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 1.40 AAFTE would be exceeded. Completion of the Spring Quarter Eligibility Adjustment Form (SQEAF) will identify students at risk of exceeding the 1.40 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 1.40 Running Start FTE/AAFTE limitation, refer to the [Running Start Technical Guide](#).

INSTRUCTIONS FOR COMPLETING THE RSEVF

STUDENT SECTION (Top Left): RSEVF completion begins with the student who provides:

- Their name, phone number, and email.
- Their high school and school district.
- Their high school identification number. If unknown, the school counselor or main office staff can assist.
- The college name and college term (quarter or semester). Contact the college to determine if it is on a quarter or semester schedule.
- Their college student identification number. If unknown, refer to an earlier completed RSEVF or contact the college.
- Consent to share FRPL/income status ◇ for eligibility for college fee waivers.
- The college classes and number of credits the student intends to register for. Students who are unsure of what to take should work closely with school counselors and college advisors to select the appropriate courses, ensure they align with their High School and Beyond Plan and/or degree requirements, and maximize Running Start eligibility.

SCHOOL COUNSELOR OR HS/DISTRICT ADMINISTRATOR (Top Right): The high school counselor or authorized administrator completes the following:

- **The upper right-hand boxes**, indicating whether:
 - The RSEVF is a revision.
 - The student is over 18.
 - The student is new or returning to Running Start.
 - The student is homeschooled or attends a private school.
 - The student intends to enroll in more than one college and the other college(s) they may be attending this term.
 - An SQEAF is attached.
 - The student was FRPL eligible ◇ in the past 5 years.
- **For each requested college class**, the high school equivalency fields and number of high school credits.
- **The Available College FTE/Credits section**, indicating:
 - The FTE that will be claimed by the high school/skill center. FTE in high school and skill center classes is calculated based on a class's weekly enrolled minutes and eligible passing time. 1.0 FTE equals 1,665 weekly minutes. 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.
 - The maximum number of college credits the student may enroll for using the Running Start Funding Limit Table.
 - The student's grade level for the forthcoming Running Start term.
 - Any additional information pertaining to the student's plans (e.g. remaining HS requirements, anticipated courses at other colleges, etc.) that would be helpful for college advisors in the lines available.
 - Counselor or authorized administrator's signature, title, and contact information.

COLLEGE RUNNING START ADVISOR/REPRESENTATIVE: The college Running Start advisor or representative should review the form for accuracy and provide their signature, title, and contact information. When there are incomplete fields or apparent errors, college advisors/representatives are encouraged to work with the student or school counselor to correct them before or in lieu of returning the form to the high school.

STUDENT & PARENT/GUARDIAN ACKNOWLEDGEMENT SECTION (Bottom): The student and parent/guardian 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/guardian 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.



FORM SPI 1674 by Office of Superintendent of Public Instruction is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License](#).