



# Running Start Checklist

South Puget Sound Community College



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Welcome to the Running Start program! This checklist will help you stay on track as you complete the steps to enroll in classes. **You will need to complete all steps in order to successfully enroll.** If you are a returning student, you may begin at step 3.

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**1. GET INFORMED**

Meet with your high school counselor or come to one of our information nights. Go online to [www.spscc.ctc.edu/runningstart.html](http://www.spscc.ctc.edu/runningstart.html) for a list of upcoming sessions.

**2. TAKE THE TEST**

**Walk in placement testing:** Monday & Tuesdays, 8am to 3pm. Wednesdays, 8am to 10am. No appointment needed- just come to building 25

**Scheduled placement testing:** Tuesdays, 5:30pm. Email [amolenda@spscc.ctc.edu](mailto:amolenda@spscc.ctc.edu) with your full name, date of birth and phone number. You will be emailed back instructions to register.

To take the test you will need to bring:

- Photo ID (ex: ASB card, Driver's Licence, Military ID, etc.)
- \$15.00 testing fee

A study guide is available on the Running Start webpage.

You must take the Sentence Skills & Reading portions of the test and pass into English 101 to qualify for Running Start. The math test is required if you wish to take math classes at the college, register for classes that have a math prerequisite (ex: CHEM 121, ECON 201/202, etc.) or complete an Associate degree.

**3. FILL OUT THE APPLICATION**

Use the table on the backside of this form to identify if your school is using Option A or Option B for registration. Follow the corresponding steps to get your application signed. You must have a signature from your counselor for your application to be complete. Incomplete applications will not be accepted.

**4. BUY YOUR SUPPLIES**

Tuition for your classes is paid for by the school district you live in. You are responsible for all other fees and supplies including a parking pass, books, lab fees, online class fees, etc. Check your class schedule to see what fees you need to pay and to help you figure out what books you need to purchase.



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Your high school has determined whether you are participating in Option A or Option B. You must follow the option chosen by your school. If your school is not listed, please check with your high school counselor as to the appropriate steps to take.

**Option A:** Avanti, Capital, Choice (Shelton), Elma, New Market Skills Center, Mary M. Knight, Olympia, Rainier, Shelton, South Sound, Timberline, Tumwater, Rochester

**Option B:** Black Hills, North Thurston, River Ridge

**Private School:** You must register through your local public high school for funding purposes however you will follow the graduation guidelines for the private school you attend. Work with your private school to select classes, the public school signs your form.

- 1. Option A & B:** Meet with your high school counselor to go over what classes you have left for high school graduation and plan out what courses you would like to take at the high school and what you want to take at the college. Your high school counselor cannot guarantee you admission into a class.
- 2. Option A & B:** Get a list of required graduation classes from your counselor and the course equivalency sheet for SPSCC. Use the equivalency sheet to start looking at classes at SPSCC that work with your high school schedule.
- 3. Option A:** Fill out the Running Start application form with the classes you would like to take and get three signatures: you, a parent/guardian and your high school counselor.  
**Option B:** Fill out the Running Start application form with the classes you would like to take and get two signatures: you and a parent/guardian.
- 4. Option A & B:** Bring your application, your required graduation classes and the equivalency sheet to SPSCC and register for classes in building 25.
- 5. Option B:** Take your application back to your high school for your counselor to sign. Bring back your signed application and turn in to the Enrollment Services counter or fax to us at 360.596.5709.

## Home School

- 1.** In order to participate in Running Start as a home school student you must have the Intent to Home-school paperwork filed with your district office for the previous school year and the school year you wish to participate in Running Start.
- 2.** Fill out the Running Start application form with the classes you would like to take and get three signatures: you, a parent/guardian and a district official.
- 3.** Bring your signed application form to SPSCC and register for classes in building 25. If you are seeking a public high school diploma you must be registered through the local high school and meet the graduation requirements. Get a list of requirements from the high school as well as an equivalency list to help you plan your classes at the college.

It is the student's responsibility to make sure the Running Start application has been received at SPSCC. If the student or the high school sends the application by fax or postal mail, please call 360.596.5432 to verify that the application was received.

**Registration is based on when a completed application is received, not when it was signed. It is recommended that students bring their application in person to SPSCC.**