



# Running Start Enrollment Verification Form



<b>Student</b>	Student Name: _____ <small style="display: flex; justify-content: space-between; width: 90%;"><span>Last Name</span><span>First Name</span><span>MI</span></small>	Home Phone: _____	<input type="checkbox"/> Check if this is a revision  <input type="checkbox"/> New Student  <input type="checkbox"/> Returning Student
	Email Address: _____	Cell Phone: _____	
	Responsible Parent/Guardian: _____		
	College: _____ College SID #: _____ SSID#: _____		

Academic Year: _____ College Term: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring High School: _____ District: _____ Grade Level: <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> 5 <sup>th</sup> Yr Senior <small>Available for meeting district graduation requirements only (WAC 392-169-055(4)).</small>
For the college term above, the student will be enrolled in _____ high school & skills center classes equaling _____ FTE.  Student is eligible for a maximum of _____ college credits, without incurring college tuition costs, based on the above stated high school FTE.  Comments: _____ _____ _____
<p><i>* Weekly Minutes based on high school bell schedule and eligible passing time.</i></p> <p><i>** Students qualifying for 0.60 FTE college enrollment and registered for exactly 10 credits, will be granted a 1 credit tuition waiver for the 10<sup>th</sup> credit.</i></p> <p><i>*** A student enrolled in both high school and skills 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 high school and skills center and taking less than 1.0 FTE, the standard Running Start calculation applies.</i></p>

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	15
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	9 / 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)	# College Credits	=	High School Equivalency	# HS Credits
		=		
		=		
		=		
		=		
		=		
		=		

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

<b>Student &amp; Parent/Guardian</b>	I understand that: <ul style="list-style-type: none"> <li>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"> <li>1) paying all college tuition and fees associated with exceeding the college credits identified in the table; or</li> <li>2) withdrawing from the excess college or high school course(s).</li> </ol> </li> <li>Student is required to pay any class/lab fees charged for college classes.</li> <li>Enrollment in specific college classes cannot be guaranteed – even if the classes are needed to fulfill district high school graduation requirements.</li> <li>If the student begins Running Start in winter or spring term, eligibility for the previous term(s) that year is forfeited.</li> <li>To add/withdraw from a course, student must complete the college Add/Drop process by the college deadline &amp; notify the high school counselor.</li> <li>The student is responsible for ensuring that college courses completed as part of the Running Start Program will meet high school graduation requirements.</li> <li>If the student plans to transfer, it is the student's responsibility to find out about admissions policies/deadlines and whether credits will transfer.</li> <li>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.</li> </ul> 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

SOUTH PUGET SOUND COMMUNITY COLLEGE  
RUNNING START SUPPLEMENTAL APPLICATION

Student Name: \_\_\_\_\_

SID \_\_\_\_\_

**PRIVATE SCHOOL STUDENT**

Student is enrolled in a private school program. The student is not seeking a public high school diploma. Student must be enrolled at their local public high school for Running Start billing purposes. The public high school counselor signs off on the Running Start Verification form (on front).

**HOME SCHOOL STUDENT**

Student has submitted Intent to Home School paperwork for the academic year at their local school district. The student is not seeking a public high school diploma. Student must be enrolled at their local district for Running Start billing purposes. The district or designated high school signs off on the Running Start Verification form (on front)

**DEGREE COMPLETION STUDENT**

Student is seeking a high school diploma through SPSCC by completion of a college degree program (Degree Completion Program). Student must be enrolled at their local public high school or district for Running Start billing purposes. Students must meet with a college advisor prior to enrolling in the degree completion program. The SPSCC college advisor signs off on the supplemental application (below).

**Considerations of the Running Start Degree Completion Program**

- If a student places into pre-college level courses it may be required for the student to take courses summer quarter prior to junior year and/or between junior and senior year in order to finish the degree program by spring quarter senior year.
- Placement may be at a level that will prohibit a student from completing the degree by spring quarter senior year.
- A minimum GPA of 1.75 must be maintained through 29 credits attempted; a minimum GPA of 2.0 must be maintained once the student has attempted 30 or more credits; a minimum GPA of 2.0 is required for graduation with a degree.
- The college may intervene and require the student to seek advising assistance for failure to meet minimum academic standards. This may include the student re-enrolling in their high school graduation program if degree completion is in jeopardy.
- Running Start students completing an Associate degree program who intend to transfer to a four year institution directly after spring quarter senior year will apply as a freshman applicant. Students must meet the admissions requirements in the freshman application. This normally includes having taken the SAT or ACT. Students should consult the institution they wish to transfer to.
- A student completing an Associate in Applied Science degree (AAS) may not meet the admissions requirements for a four year college or university program. Students may be required to take additional course work to meet admissions criteria.
- The student must apply for graduation at the college two quarters before the intended quarter of graduation. Two applications must be submitted. One for the college degree and one for the high school diploma.
- Students who are unable to complete all Associate degree requirements by spring quarter senior year have two options for high school diploma completion:
  1. Continue as a full tuition paying student at the college to complete Associate degree requirements.
  2. Re-enroll at the former high school and have credits evaluated toward the high school graduation requirements. Students can then reenroll in Running Start as a fifth year senior only for those classes needed for graduation from the high school. Students need to be prepared to pass the High School Proficiency Exam (HSPE) and the culminating project/high school and beyond plan. Home school students are not eligible for fifth year Running Start unless they enroll through a public high school to meet public high school graduation requirements.

<input type="checkbox"/> Math sequencing for degree & MATH 099 req.	<input type="checkbox"/> Degree Audit tutorial
<input type="checkbox"/> Transfer vs applied science degrees	<input type="checkbox"/> Degree Completion Considerations (see above)
<input type="checkbox"/> Tutoring resources on campus	<input type="checkbox"/> Scheduling advising appointments

Date of Appt: \_\_\_\_\_ Math Placement or current enrollment: \_\_\_\_\_ Degree: \_\_\_\_\_

\_\_\_\_\_  
Signature of SPSCC Advisor

\_\_\_\_\_  
Date