



# **RUNNING START STUDENT APPLICATION PROCEDURES**

**2007-2008**

Running Start allows you to take college classes and earn credits that apply both toward your high school graduation as well as toward a college degree.

Below is a step-by-step process to help you complete the requirements for admission and registration into the Running Start program at Community Colleges of Spokane.

## **ADMISSION/REGISTRATION**

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**Step 1—Notify** your public high school counselor of your interest in the Running Start program.

**Complete** a CCS Application for Admission form, noting **Running Start** in the section *Major* on the back side of the application.

**Obtain** an official copy of your high school transcript.

**Forward** the application **along with your transcript** to Spokane Community College, Spokane Falls Community College or the Institute for Extended Learning.

**Step 2—You** will be sent a welcoming letter by the admissions office of the college you plan to attend with information concerning scheduling for the eligibility test. The \$20.00 testing fee must be paid before taking the test.

**Step 3—A letter** concerning eligibility will be sent to you from Spokane Community College, Spokane Falls Community College or the Institute for Extended Learning. If you meet the Running Start program criteria, information pertaining to orientation/seminars and advising will be sent to you at a later date.

**Step 4—Meet** with your public high school counselor and complete the Running Start Course Recommendation Form.

**Seek** your counselor's advice regarding course applicability and credit equivalency. Designate alternative courses on the form.

**Step 5—Submit** the white and yellow copies of the Running Start Course Recommendation Form or ask your public high school counselor to submit it to Spokane Community College, Spokane Falls Community College or the Institute for Extended Learning. You are encouraged to see the college Running Start coordinator and/or a college counselor prior to registering.

**Step 6—Register** for classes at Spokane Community College, Spokane Falls Community College or the Institute for Extended Learning. Appointments for registration will be mailed to you. The community college will bill the high school district for your tuition costs and course-related fees. You must pay for books, supplies and noncourse-related fees such as private music lessons. If you register for courses below the 100 level or for more than 18 credits in any one quarter, you will be responsible for paying for those credits. See current resident tuition rates at [ccs.spokane.edu](http://ccs.spokane.edu) under students.

**Step 7—Purchase your textbooks at the college bookstore before the first class day.**

**Step 8—Drop/Withdrawal**—It is your responsibility to initiate the process for drop/withdrawal of classes by contacting the college admissions office **prior to the quarterly drop/withdrawal date.** (Date posted in quarterly class schedule.)

## **ADDITIONAL INFORMATION**

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- A copy of your registration will be sent to the appropriate high school counselor.
- Grades are available to students approximately seven working days after the end of the quarter and will be sent to the high school after the conclusion of the quarter.
- Your **Running Start Course Recommendation Form** is valid for one quarter at a time. You must submit a new Running Start Course Recommendation Form to Spokane Community College, Spokane Falls Community College or the Institute for Extended Learning during the registration period for each subsequent quarter.

## How do you apply for Running Start?

First contact your public high school counselor for a **CCS Application for Admission** form and a **Running Start Student Application Procedures** sheet. Applications may be submitted at any time. However, the best times are listed below. They allow for your eligibility to be determined and registration to occur as early as possible.

**Fall Quarter 2007**      March 1 to May 15, 2007

**Winter Quarter 2008**      October 1 to November 22, 2007

**Spring Quarter 2008**      January 3 to February 15, 2008

**Admission to the college does not guarantee acceptance into certain classes or programs.**

**Entrance requirements**—All students who apply to the Running Start program must be tested for eligibility by taking the ASSET or COMPASS test. Testing fees will be paid by the student. Admission to the Running Start program is based on the student meeting the college-level cut-off scores that are currently in effect for college-level courses. Students are allowed to retest in unqualified area(s) one time for each quarter. There is a \$20.00 fee for retests. A retest taken during spring or summer quarter is considered applicable for fall quarter. Any exception to the admission criteria will be reviewed on an individual basis by the vice president of student services or his/her representative for special admission consideration. Once accepted into the Running Start program, the student may access any course or professional/technical program for which he/she otherwise meets the prerequisites. However, eligible Running Start students are limited to taking the credit classes listed in the Community Colleges of Spokane quarterly class schedule with updated changes. This includes those courses offered online.

## What is the community college academic calendar?

The community college operates on a quarter system which is different from the high school academic calendar. During the 2007-2008 year the quarterly start and end dates are as follows:

<b>Term</b>	<b>Start Date</b>	<b>Drop/Withdrawal Date</b>	<b>End Date</b>
Fall 2007	September 19, 2007	November 8, 2007	December 12, 2007
Winter 2008	January 3, 2008	February 19, 2008	March 20, 2008
Spring 2008	March 31, 2008	May 14, 2008	June 13, 2008

Holidays the community college celebrates and its vacation periods may be different from high school schedules. You may be expected to attend classes at the college even though your high school is not in session.

## Web sites:

**SCC**    [www.scc.spokane.edu](http://www.scc.spokane.edu)

**SFCC**    [www.spokanefalls.edu](http://www.spokanefalls.edu)

**IEL**    [www.iel.spokane.edu](http://www.iel.spokane.edu)

**CCS**    [www.ccs.spokane.edu](http://www.ccs.spokane.edu)