

Running Start students take college classes, earning credits that apply toward high school graduation and a college degree. Here is the process for applying to Running Start at Community Colleges of Spokane.

### ADMISSION/REGISTRATION

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**Step 1—** Let your public high school counselor know that you are interested in Running Start.

**Complete** a CCS Application for Admission and select **Running Start** as your Academic Program.

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

**Submit** the application and transcript to the college (SCC, SFCC, or the off-campus location) that you would like to attend.

**Step 2—Students are eligible if...**

- They are registered in a Washington public school district. Private and home school students must register, but not necessarily attend, at the public school in the district where you live.
- They are in 11<sup>th</sup> or 12<sup>th</sup> grade at the beginning of the school year.
- Meet eligibility by one of the following:
  - Cumulative high school GPA of 3.0.
  - ACT score of 19 or above (average of English and reading scores.)
  - SAT score of 530 or above (average of English and reading scores.)
  - Smarter Balance score of 3 or 4.  
*(Submit a transcript and/or scores to the SCC/SFCC Testing Center. There is a processing fee.)*
  - A writing test will be given for those who do not meet eligibility by one of the above options.  
*(Schedule a placement test with the SCC/SFCC Testing Center. There is a processing fee.)*

**Step 3—Following the review of test scores and/or transcript**, you will receive a letter about your eligibility from the college. If you meet Running Start criteria, you will get information about orientation, seminars and advising at a later date.

**Step 4—Complete** a Running Start Enrollment Verification Form with your high school counselor. This will determine how many tuition-free college credits you are allowed. You must pay tuition for credits above the allowable amount and for classes below the 100 level. This tuition is in addition to lab and course fees that Running Start students pay.

Get your counselor's advice to choose classes that meet your high school's graduation requirements. Be sure to have alternate courses on the form.

**Step 5—Submit** a copy of the Running Start Enrollment Verification Form to the college you plan to attend.

**SCC students must attend** New Student Orientation (NSO). At NSO you will meet with a counselor and register for classes. Students may complete the online NSO if they are unable to attend an on-campus NSO.

**SFCC students must attend** a Running Start Seminar where you will be given all the information you need about the Running Start program as well as how to register for classes. This is a mandatory seminar – you must attend before you can register for classes. Seminars are offered a variety of days May-September for Fall registration.

**Step 6—Register** for classes online after you have attended NSO at SCC or a Running Start Seminar at SFCC.

The college bills your high school district for your allowable tuition based on your combined high school and college classes. **You must pay tuition** if you register for classes below the 100 level - or for credits above the allowable amount.

Running Start students pay for books, supplies, and mandatory fees. Mandatory fees are waived for low-income Running Start students who can document they have been eligible for free and reduced lunch anytime in the last five years.

Current tuition and fees can be found at [www.ccs.spokane.edu/tuitionfees](http://www.ccs.spokane.edu/tuitionfees).

**Step 7—Purchase your books and course materials online or at the college store before the first day of class.**

**Step 8—If you drop a class or withdraw from college**, it is **your responsibility** to begin the drop/withdrawal process by contacting your college Admissions Office prior to the quarterly drop/withdrawal date. These dates can be found in the online CCS class schedule. [www.ccs.spokane.edu/GenCreditinfo](http://www.ccs.spokane.edu/GenCreditinfo).

## ADDITIONAL INFORMATION

- A copy of your class schedule is sent to your high school counselor.
- Approximately seven days after the end of the quarter your grades are sent to your high school. Students can find their grades in their ctclink student center.
- Your **Running Start Enrollment Verification Form (EVF)** is valid for one quarter at a time. You must submit a new form to the college before registration for every quarter you attend. You will not be able to register for classes until this form is turned in. If you change the number of classes you are taking at the high school, you must submit a revised EVF.

## How to apply for Running Start?

- Apply online:  
SCC – [www.scc.spokane.edu/Programs/RunningStart](http://www.scc.spokane.edu/Programs/RunningStart)  
SFCC – [www.spokanefalls.edu/Programs/RunningStart](http://www.spokanefalls.edu/Programs/RunningStart)

Following priority application deadlines allows you to establish eligibility and register for classes as early as possible.

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

### Priority Application Deadlines

- **Fall Quarter**                      January 15 to May 15
- **Winter Quarter**                September 15 to November 15
- **Spring Quarter**                December 15 to February 15

## Websites:

- **Spokane Community College:**     [www.scc.spokane.edu](http://www.scc.spokane.edu)
- **Spokane Falls Community College:** [www.spokanefalls.edu](http://www.spokanefalls.edu)
- **Community Colleges of Spokane:** [www.ccs.spokane.edu](http://www.ccs.spokane.edu)