Community Colleges of Spokane

RUNNING START
STUDENT APPLICATION PROCEDURES 2014-2015

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

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

Complete a CCS Application for Admission and write **Running Start** in the section *Major*.

Get an official copy of your high school transcript **(SFCC only)**.

Submit the application, $25 application fee, and transcript **(SFCC only)** to the college (SCC, SFCC, or the off-campus location) that you would like to attend.

Step 2—The college Admissions Office will send you information about scheduling the placement test. There is a $30 testing fee that must be paid before taking the test.

Step 3—Following the test, 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 at your college or online. A registration appointment time will be mailed to you.

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.

Step 7—Purchase your books and course materials online or at your 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.

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 get their grades online at this time.

  SCC – https://secure.scc.spokane.edu/wts/info/waci002.html

  SFCC – https://ww2.spokanefalls.edu/ol_transcript.asp.
- Your **Running Start Enrollment Verification Form** is valid for one quarter at a time. You must submit a new form to your college before registration for every quarter you attend. You will not be able to register for classes until this form is turned in.

How to apply for Running Start?

- Ask your high school counselor for a **CCS Application for Admission** form or apply online
  SCC – www.scc.spkane.edu
  SFCC – www.spokanefalls.edu

Applications are due three (3) weeks before the start of the quarter. Following these timeframes allows you to take your placement test, 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 2014** February 15 to May 31, 2014
- **Winter Quarter 2015** September 30 to November 15, 2014
- **Spring Quarter 2015** January 2 to February 13, 2015

Entrance requirements

All students who apply to Running Start take a placement test to check eligibility for Running Start. The student is responsible for the $30 testing fee. Students must meet established college-level cut-off scores to enter Running Start. You can retest in unqualified area(s) once a quarter, additional fees may apply.

Web sites:

- **Spokane Community College:** www.scc.spokane.edu
- **Spokane Falls Community College:** www.spokanefalls.edu
- **Community Colleges of Spokane:** www.ccs.spokane.edu

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