



# Running Start Enrollment Packet

greenriver.edu/RunningStart • (253) 288-3380 • 12401 SE 320th St., Auburn, WA 98092

	Fall 2021	Winter 2022	Spring 2022
Registration Opens	May 24, 2021	November 22, 2021	February 16, 2022
Admissions Deadline	August 25, 2021	December 6, 2021	March 8, 2022
Enrollment Packet Due	September 8, 2021	December 20, 2021	March 22, 2022
Quarter Starts	September 20, 2021	January 3, 2022	April 4, 2022

Name: \_\_\_\_\_ GRC SID: \_\_\_\_\_

High School: \_\_\_\_\_ HS Cumulative GPA: \_\_\_\_\_ Grade: \_\_\_\_\_

## RUNNING START ELIGIBILITY CRITERIA

- ✓ Be in **11th grade/Junior** or **12th grade/Senior** when you begin college classes.
- ✓ Be at least age **16** during the first quarter of enrollment in Running Start.
- ✓ Be enrolled through a **public school district**. Students who are home schooled or attend a private school must contact their local public school district or high school for instructions on their enrollment procedures.
- ✓ **Meet minimum placement requirements**. Students must be eligible for ENGL& 101 through the College Success Assessment or have a Smarter Balanced Assessment (SBA) ELA score of 3 or 4.

## STEPS TO APPLY & ENROLLMENT PACKET CHECKLIST

- Step 1: Apply for admission** at [greenriver.edu/ApplyNow](https://greenriver.edu/ApplyNow).
  - Activate your required student e-mail account: [greenriver.edu/StudentEmail](mailto:greenriver.edu/StudentEmail).
  - Complete the Running Start New Student Online Orientation: [orientation.greenriver.edu](https://orientation.greenriver.edu).
- Step 2: Determine English & 101 eligibility**. Visit [greenriver.edu/placement](https://greenriver.edu/placement) for assessment and placement options. Students typically take the College Success Assessment or place via Smarter Balanced Assessment (SBA) ELA score of 3 or 4.
- Step 3: Upload your complete Running Start Enrollment Packet to the Running Start Office** via our secure document upload tool at [greenriver.edu/upload](https://greenriver.edu/upload). Only complete packets will be accepted:
  - Running Start Enrollment Packet cover page completed (this form)
  - Running Start Student Responsibility Agreement completed and signed
  - Running Start Enrollment Verification Form completed and signed by counselor, parent/guardian and student
  - Running Start Advising Syllabus completed and signed
  - Most recent High School Transcript
  - List of remaining high school graduation requirements
  - Copy of Smarter Balanced Assessment (SBA) ELA scores (3 or 4) from 10th grade, if not using College Success
  - Optional Fee Waiver application with documentation (if eligible); due by the 10th day of the quarter)*
- Step 4: Attend a Running Start Registration Advising and Planning (RAP) session**. RAP sessions are offered regularly beginning the first day of new student registration. \*Students must complete all steps before signing up for a RAP session. RAP Session appointments will be scheduled by the Running Start Team once all paperwork has been processed.



<b>Student</b>	Student Name: _____ Last Name                      First Name                      MI	<input type="checkbox"/> Check if this is a revision
	Home Phone: _____ Cell Phone: _____	<input type="checkbox"/> New Student
	Email Address: _____ SSID#: _____	<input type="checkbox"/> Returning Student
	Responsible Parent/Guardian: _____	<input type="checkbox"/> Student Enrolled in Multiple Colleges
College: _____ College SID #: _____	<input type="checkbox"/> Spring Quarter Eligibility Adjustment Form (SQEAF) attached.	

<b>High School Counselor &amp; Running Start Advisor/Rep</b>	<b>Free and Reduced-Price Lunch (FRPL) Status</b> (required to be completed for 2020-21 school year) Students who are currently FRPL eligible (or anytime in the past five school years) may receive tuition and fee waivers from a college. Is the student currently eligible for FRPL? <input type="checkbox"/> Yes <input type="checkbox"/> No HS Counselor Initials: _____ <i>The parent or guardian signature below provides permission to share FRPL eligibility status only with the Running Start college for the purpose of ensuring access to tuition and/or fee waivers. Choosing not to sign the consent will not affect the student's eligibility for access to Running Start or free and reduced-price meals or free milk. The individuals and programs receiving the information will not share the information with any other entity or program.</i>	
	Parent/Guardian Signature: _____ Date: _____	
	School Yr: _____ College Term: <input type="checkbox"/> College Quarter <input type="checkbox"/> College Semester	
	High School: _____ Fall, Winter, Spring Qtr. / 1st or 2nd sem.	
	District: _____ Grade Level: <input type="checkbox"/> Jr <input type="checkbox"/> Sr <input type="checkbox"/> 5th Yr Sr <sup>o</sup>	
	For the college term <sup>d</sup> above, the student will be enrolled in high school and skill center classes equaling _____ full-time equivalent (FTE). Student may register for a maximum of _____ college credits, without incurring college tuition costs, based on the above stated high school/skill center FTE.	
	Comments: _____	

Running Start Funding Limit Table			
Enrolled High School		Available College	
Weekly Minutes *	FTE	Max Allowed FTE	Max Credits
0 - 341	0.00 - 0.20	1.00	15
342 - 457	0.21 - 0.27	0.93	14
458 - 557	0.28 - 0.33	0.87	13
558 - 674	0.34 - 0.40	0.80	12
675 - 790	0.41 - 0.47	0.73	11
791 - 890	0.48 - 0.53	0.67	10
891 - 1,007	0.54 - 0.60	0.60	10 ⊗
1,008 - 1,123	0.61 - 0.67	0.53	8
1,124 - 1,223	0.68 - 0.73	0.47	7
1,224 - 1,340	0.74 - 0.80	0.40	6
1,341 - 1,456	0.81 - 0.87	0.33	5
1,457 - 1,556	0.88 - 0.93	0.27	4
1,557 or more	0.94 - 1.00	0.20	3

<b>Recommended Running Start Classes:</b>				
College Course (Dept. & Number)	# of College Credits	=	High School Equivalency	# of HS Credits
		=		
		=		
		=		
		=		
Signature of High School Counselor	Date	Signature of College Running Start Advisor/Rep	Date	
High School Counselor Printed Name	Phone Number	College Running Start Advisor/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>• The 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 high school graduation requirements.</li> <li>• To add/withdraw from a course, the student must complete the college Add/Drop process by the college deadline and 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 determine college admissions policies/deadlines and whether credits will transfer.</li> <li>• The student and parent's signatures below provide permission for the high school and college to share the Running Start student's academic records, which can include the student's grades, billing, registration, and attendance records regardless of whether FERPA rights belong to the student or parents.</li> <li>• After completing the college coursework, students are responsible for requesting official college transcripts through the college's registrar office.</li> </ul>			
	I acknowledge that I have read and understand both sides of this form, 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

**Key**

- \* Weekly Minutes based on high school bell schedule.
- ⊗ For community and technical colleges only, students qualifying for 0.60 FTE college enrollment and registered for exactly 10 credits, will be granted a 1 credit waiver for the 10th credit. For four-year baccalaureate colleges, students who qualify for 0.60 FTE may only register for 9 credits.
- A student enrolled in both high school and skill 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 the high school and skill center and taking less than 1.0 FTE, the standard Running Start calculation applies.
- Δ For the fall college quarter and students enrolled in a high school with a trimester schedule, use the student's first trimester schedule. For the winter college quarter and students enrolled in a high school with a semester schedule, use the student's second semester schedule.
- Available for meeting district, charter school, or tribal compact school's graduation requirements only (WAC 392-169-055(4)).

**PURPOSE:** The RSEVF ensures that a student's monthly enrollment does not exceed the allowable combined 1.20 full-time equivalent (FTE) limitation. This form provides the college the FTE available for Running Start enrollment, provides the high school with the enrolled colleges classes, and notifies the student and their parents/guardians if tuition charges will occur.

The RSEVF is required to be completed each college term for each student enrolling in college classes through the Running Start program, including home-based and private school students. Students attending more than one college for any college term are required to have a separate RSEVF for each college. When a student will be attending multiple colleges, the appropriate box in the upper right hand corner of the RSEVF must be checked.

If the student's high school or college enrollment changes during the college term, a revised RSEVF must be completed and the appropriate box in the upper right hand corner of the RSEVF must be checked.

**FTE AND ANNUAL AVERAGE FTE (AAFTE) LIMITATIONS:** Running Start students may not be claimed for a combined high school and college enrollment that exceeds 1.20 FTE for any month except in limited cases for December and January. Neither the high school nor college enrollment can individually exceed 1.00 FTE, except for students enrolled in a high school and skill center.

When a student is enrolled in both a high school and a skill center and claimed for more than a combined 1.0 FTE, the available Running Start enrollment is limited to a 0.20 FTE. When a student's combined high school and skill center enrollment is less than 1.0 FTE, the standard Running Start calculation applies.

This 1.20 FTE limitation applies to the annual average FTE (AAFTE), where a Running Start student may not be claimed for a combined high school and college enrollment that exceeds 1.20 AAFTE for the school year. High school and skill center AAFTE is the 10-month average of the FTE reported for the months September through June. Running Start AAFTE is the 9-month average of the FTE reported for the months October through June.

Students that exceed the 1.20 FTE or AAFTE may be charged tuition by the college for the credits in excess of this limitation.

**EXCEPTIONS WHEN STUDENT'S MONTHLY FTE CAN EXCEED 1.20:** For high schools on a trimester calendar, when the high school second trimester and the college fall quarter overlaps in December, a Running Start student can be claimed for more than a 1.20 FTE for the month of December only. When planning for the fall college quarter, counselors should use the first trimester to determine the available FTE for fall quarter.

For high schools on a semester calendar, when the high school first semester and the college winter quarter overlaps in January, a Running Start student can be claimed for more than a 1.20 FTE for the month of January only. When planning for the winter college quarter, counselors should use the second semester to determine the available FTE for winter quarter.

When a student who is claimed for more than a 1.20 FTE in either the month of December or January for the reasons above, the student may be subject to a reduced FTE or to paying tuition for the spring college quarter, if the 1.20 AAFTE would be exceeded. Completion of the Spring Quarter Eligibility Adjustment Form (SQEAF) will identify students at risk of exceeding the 1.20 AAFTE and will calculate the reduced available FTE for the spring quarter. For students whose spring quarter available FTE is reduced, a completed SQEAF must be attached to the spring quarter RSEVF and the appropriate box in the upper right hand corner of the RSEVF must be checked. Students attending more than one college for the spring quarter must have the SQEAF attached to each college's RSEVF.

For more information refer to the annual bulletin regarding the 1.20 Running Start FTE limitation.

**FERPA STATEMENT:** The Family Educational Rights and Privacy Act of 1974 provides that FERPA rights transfer from the parent to a student who is at least 18 and/or who has enrolled in a college, even while still enrolled in high school. Students 18 and older and/or who have enrolled at a college must give permission in writing to the college in which they have enrolled in Running Start classes for another individual to speak to the college staff about their Running Start academic records, which could include grades, billing, attendance, and registration records.

### **INSTRUCTIONS FOR COMPLETING THE RSEVF**

**STUDENT SECTION:** The RSEVF begins with the student completing the first section of the form. Students who are under the age of 18 at the beginning of the college term, must provide their parent/guardian information. The student's high school student identification number (SSID) is available at the high school guidance office. If the student does not know their college student identification number (SID), refer to earlier completed RSEVFs. If the student is new to the program, the college SID is available on the processed college application.

### **HIGH SCHOOL COUNSELOR & RUNNING START ADVISOR/REP SECTION:**

The high school counselor and Running Start advisor or representative complete this section.

**Free and Reduced-Price Lunch (FRPL) Status:** The high school counselor would check the appropriate box indicating if the student is currently eligible for FRPL or had been FRPL eligible any time in the past five school years. The counselor will initial – certifying the accuracy of this statement and the parent/guardian will provide their signature and date when the answer is "Yes." This data is now required as part of RCW 28A.600.310. If districts choose not to use this form, they will need to develop another tool to share this information with their partner colleges.

**School Year:** Indicate the school year during which courses will be taken.

**College Term:** Select the college term that the student will be enrolling in. For colleges on a quarter calendar, indicate which quarter – Fall, Winter, or Spring. For colleges on a semester calendar, indicate which semester – 1st or 2nd.

**High School and School District:** Fill in the student's primary high school and resident school district. If the student is enrolled in a charter school or tribal compact school, leave "School District" field blank.

**Grade Level:** Indicate the student's grade level. Students in 11th and 12th grade are eligible to enroll in a Running Start program. Fifth year seniors are limited to only taking Running Start classes that will fulfill the student's district, charter school, or tribal compact school's graduation requirements only, pursuant to WAC 392-169-055(4) and must have participated in Running Start during their 11th or 12th grade year.

**Determining the Student's High School FTE:** FTE in high school and skill center classes is calculated based on a class's weekly enrolled minutes and eligible passing time. One thousand, six hundred and sixty five (1,665) weekly minutes equal 1.0 FTE. Refer to the high school and skill center master bell schedule available at the registrar or business administration office for the exact weekly minutes and the FTE for each class. Add the FTE for each enrolled class to determine the student's total high school and skill center FTE.

**Determining the Student's Available Running Start FTE:** Running Start FTE is based on the enrolled college credits. Fifteen college credits equal 1.0 FTE. Use the Running Start Funding Limit Table on the front page to determine a student's available Running Start FTE. Find the row with the student's high school and skill center FTE. Refer to the Max FTE column to determine a student's maximum Running Start FTE. The Max Credits column converts the maximum Running Start FTE to Running Start credits.

**Recommended Running Start Classes:** The student, with the help of the high school counselor and Running Start advisor or representative, should fill out the requested college courses. The high school equivalency portion of the table can be completed by the student if an official high school list of equivalencies is available. Otherwise, this section is completed by the high school counselor.

**Signatures of High School Counselor and Running Start Advisor or Representative:** Both the high school counselor and Running Start advisor/representative should review the form for accuracy, enter their printed name, date, phone number, and signature.

**STUDENT & PARENT/GUARDIAN SECTION:** The student and parents should review the completed form for accuracy and understanding, then sign and date the acknowledgement at the bottom of the form. Students 18 and older are not required to provide a parent signature.

**DISTRIBUTION OF RSEVF AND RECORDS RETENTION:** Copies of the completed form should be retained by both the high school and college. The original form is kept by the student and their parent or guardian.





# **RUNNING START STUDENT RESPONSIBILITY AGREEMENT**

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Student Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ GRC SID#: \_\_\_\_\_

## **RUNNING START PROGRAM REQUIREMENTS**

### **Registration and Records**

- All students must submit a *completed* Running Start (RS) Enrollment Verification Form (EVF) **prior to registration each quarter.**
- Green River College (GRC) student email is the official communication method and is required when emailing, **both to and from RS.** Students agree to read all correspondence sent by GRC.
- Students are responsible for knowing which courses are required to complete their high school diploma, as well as college degree requirements, and will seek assistance from their high school counselor and/or a GRC RS Advisor to plan their courses.
- Registration and/or withdrawal from classes will follow GRC procedures and deadlines. Grades and credits earned at GRC are part of a student's permanent college and high school transcripts.
- Parents/guardians do not have access to a student's record, per the Family Educational Rights & Privacy Act (FERPA) of 1974. This includes registration records and grades, unless a student submits a signed Release of Information Form to the RS Office.
- GRC is on a quarterly academic calendar that does not align with high school calendar (i.e., start/end of school year and breaks).
- Class attendance is mandatory and absence may result in withdrawal from a class or negatively affect a student's grade. If absence is anticipated, students must contact the instructor for potential arrangements, if allowed (this applies to online courses as well).
- Students must comply with all GRC policy and procedures and those outlined in GRC's Student Code of Conduct.
- Participation in the RS Program is limited to up to six quarters (two academic years), beginning fall quarter of a student's junior year and ending spring quarter of a student's senior year.

### **Cost of Attending GRC College Through RS**

- The following must be paid by published deadlines (typically one month before the quarter starts) to avoid being dropped from classes or blocked from registration:
  - Tuition for any course below college-level, i.e. <100 level & READ 104, or that exceeds approved credit limit per the EVF.
  - Student-voted and class fees.
- Books, supplies and transportation are the student's responsibility. Please contact the RS Office for information regarding the Fee Waiver and Book Loan Program, eligibility and steps to apply.

### **Grades and Academic Standards**

- The GRC Academic Standards Policy requires satisfactory academic progress by:
  - Maintaining at least a 2.0 **quarterly** and **cumulative** grade point average, **and**
  - Completing at least 75% of the credits enrolled each quarter.
- Failure to meet academic standards may result in a registration block and the necessity to meet with an advisor.
- Dismissal from the RS Program will occur upon the third quarter of not meeting Academic Standards.
- Students with concerns about how their grade was calculated, or how course policies were applied should follow GRC's Instruction Student Complaint Process (*faculty are not permitted to share information with family members, or other non-GRC third parties*).
- Students are responsible for knowing their grades and academic status each quarter. Academic performance may have an impact on a student's ability to graduate from high school in a timely manner, as well as eligibility for financial aid after high school.

### **Student and Parent/Guardian Agreement**

My parent/guardian and I understand that I am expected to participate fully in all course activities, including labs and field trips, and give permission to do so. I understand that a college course may give exposure to alternative viewpoints and may include material of an adult nature. Additionally, social interaction with individuals of all ages and backgrounds may occur.

My parent/guardian and I agree to comply with the above guidelines required for participating in the RS Program at GRC.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



## Advising Syllabus for Running Start Students

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**Mission Statement:** Running Start engages a diverse population of students in their educational and career planning through holistic and responsive advising.

To allow for successful planning and graduation, it is important students are aware of expectations of themselves at Green River College and their advisor, and are an active participant in the planning process. To be an active participant in my education, I, \_\_\_\_\_, will strive to obtain the following **learning outcomes:**

Printed Student Name

- **Self-management:** Students will be able to set and monitor progress toward the achievement of personal and academic goals, manage stress, control impulses, and persevere in overcoming obstacles.
- **Self-awareness:** Student will be able to recognize their areas of growth, describe their interests, values, and accurately assess their strengths as they relate to their career and educational goals.
- **Responsible Decision-Making:** In making decisions, students will consider ethical standards, safety concerns, respect for others, and the consequences of their various courses of action. They will apply these decision-making skills in academic and social situations.
- **Relationship Skills:** Student will be able to establish and maintain healthy and rewarding relationships with peers, instructors, advisors, family, and friends, based around cooperation. They will be able to constructively prevent, manage, and resolve interpersonal conflict, as well as seek help when needed.
- **Social Awareness:** Student will be able to take the perspective of others and empathize. Student will also be able to seek out and appropriately use family, school, and community resources as needed.

Student Responsibilities	Advisor Responsibilities
<ul style="list-style-type: none"> <li>• Be an active learner by participating fully in the advising experience through sharing goals and asking questions.</li> <li>• It is your responsibility to register on time for your classes.</li> <li>• Attend your advising appointments; failure to attend 3 times without 24 hours' notice will result in penalty.</li> <li>• Work with your parent/guardian, advisor, instructor, community resources, and/or high school counselor as needed for additional support.</li> <li>• Be prepared for advising sessions by researching degree requirements, pre-requisites, and transfer information.</li> <li>• Complete all "to-do" items and/or recommendations from your advisor.</li> <li>• Become knowledgeable about college programs, policies, and procedures.</li> <li>• Set SMART (Specific, Measurable, Attainable, Relevant, and Timely) goals that you would like to achieve academically and personally.</li> <li>• Accept responsibility for your decisions.</li> </ul>	<ul style="list-style-type: none"> <li>• Ask guiding questions to help the student discover their passion and career/education direction.</li> <li>• Maintain confidentiality pursuant to FERPA.</li> <li>• Be knowledgeable about graduation requirements, academic policies, and procedures.</li> <li>• Collaborate with student to ensure academic success.</li> <li>• Collaborate with student to facilitate comprehensive student support.</li> <li>• Assist in understanding the benefits of higher education.</li> <li>• Encourage and support development of the skills necessary to attain educational plans.</li> <li>• Assist in identifying and using relevant college resources.</li> <li>• Empower students to develop the skills needed to successfully enter and thrive in a variety of work environments.</li> <li>• Be accessible via phone, email, drop-ins, and by appointment, while responding to students in a timely manner.</li> </ul>

Student Signature: \_\_\_\_\_ Student ID # \_\_\_\_\_ Date: \_\_\_\_\_



# RUNNING START FEE WAIVER AND BOOK LOAN PROGRAM APPLICATION

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Student Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ GRC SID#: \_\_\_\_\_

The Fee Waiver and Book Loan Program is available to eligible Running Start (RS) students for the purpose of *assistance* with textbooks and waiver of student-voted fees during participation in RS. Students can document eligibility by any of the following methods. **Check the box next to the eligibility method that applies to you.**

- I have received notification that I am eligible for the Free and Reduced Meals Program in my school district within the last 5 years. **Submit school district verification of free or reduced lunch eligibility.**
- I am currently receiving public assistance from a state or federal program. **Attach a copy of evidence. Examples include a Medical Identification Card (medical coupon or Basic Health Plan), TANF benefits statement, Basic Food statement, HUD Housing Award Letter, WIC Coupon, DSHS approval letter (your name must appear on the documentation provided).** *Contact the RS office if you have something not on the list for us to consider.*
- I am a Foster Youth or have McKinney-Vento status. **Provide a signed statement from your caseworker or high school counselor as documentation. Documentation must be on letterhead.**
- I am a College Bound Scholarship student. **Provide certificate of approval.**
- My family income is less than 200% of the 2020 Annual Federal Poverty Level published in the Federal Register and noted below. **Provide a copy of the first two pages of parent's/guardian's most recent tax return, e.g. IRS 1040 (your name must appear on the documentation provided).**

Household Size	Gross Income
<b>1</b>	<b>Less than 25,520</b>
<b>2</b>	<b>Less than 34,480</b>
<b>3</b>	<b>Less than 43,440</b>
<b>4</b>	<b>Less than 52,400</b>
<b>For each additional member of the household,</b>	<b>add 8,960</b>

**Student Agreement and Responsibilities**

I am applying for the Fee Waiver and Book Loan Program for RS and have attached the required documentation (see above). I understand I will be notified via my GRC student email if my application is approved, denied or incomplete, along with additional information regarding the details of the program and book assistance availability.

**I understand the Fee Waiver and Book Loan Program covers only GRC student-voted fees and *assistance* with books; not all books can/will be provided.**

**I acknowledge will be responsible for books not provided through the program, optional books, supplies and online access codes. I am also responsible for individual class fees and tuition for below 100-level classes.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The deadline for submitting this form to RS is the Friday before the first day of the quarter. Submitting this form is not retroactive the previous quarters. Eligibility is valid for the duration of RS enrollment.

**OFFICE USE ONLY** (initial and date)

Apvd: \_\_\_\_\_  Email: \_\_\_\_\_