



# Running Start Enrollment Packet

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

	Spring 2022	Fall 2022
Registration Opens	February 18, 2022	May 23, 2022
Admissions Deadline	March 8, 2022	August 29, 2022
Enrollment Packet Due	March 22, 2022	Priority: July 1st, 2022 / Final: September 9, 2022
Quarter Starts	April 4, 2022	September 19, 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 college-level English (ENGL& 101)

## STEPS TO GETTING STARTED WITH RUNNING START

**Step 1: Apply for admission** at [greenriver.edu/ApplyNow](http://greenriver.edu/ApplyNow).

- Once you receive your ctcLink ID Number, activate your ctcLink account at [myaccount.ctclink.us](http://myaccount.ctclink.us) by clicking on 'Activate Your Account'
- Update your communication preferences

**Step 2: Complete the Running Start New Student Online Orientation**

- Go to [orientation.greenriver.edu](http://orientation.greenriver.edu)
- Select Running Start - New or Returning
- Log in with your ctcLink ID and Birth Date

**Step 3: Determine ENGL& 101 eligibility.**

Placement can be determined using any of the following:

- High school transcript showing at least 3 semesters with a 3.0 GPA
- Take the College Success Assessment at [greenriver.edu/assessments](http://greenriver.edu/assessments)
- Smarter Balanced Assessment (SBA) ELA score of 3 or 4 from 10th grade

**Step 4: Upload your completed Running Start Enrollment Packet.**

Only completed packets will be accepted via our Secure Document Upload Tool at [greenriver.edu/upload](http://greenriver.edu/upload):

- Running Start Enrollment Packet Cover Page (this form)
- Running Start Student Responsibility Agreement - completed & signed
- Running Start Enrollment Verification Form completed & signed by counselor, parent/guardian and student
- Most recent unofficial high school transcript
- List of remaining high school graduation requirements
- Optional - Smarter Balance Assessment scores, if using for placement
- Optional - Fee Waiver & Book Loan Application with documentation (if eligible)

**Step 5: Attend a Running Start Advising and Planning (RAP) session.**

RAP Sessions are the final step in our onboarding process, where students will meet our advising team, navigate our registration system and enroll in classes. These sessions are offered virtually and in-person (based on availability).

I would like to attend a:  Virtual Session  In-Person Session



# **RUNNING START STUDENT RESPONSIBILITY AGREEMENT**

greenriver.edu/RunningStart • 253-288-3380 • runningstart@greenriver.edu

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

## **RUNNING START PROGRAM REQUIREMENTS**

### **Enrollment and Records**

- All students must submit a *completed* Running Start (RS) Enrollment Verification Form (EVF) **prior to enrollment 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.
- Enrollment 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 enrollment 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 enrollment:
  - 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 an enrollment 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** \_\_\_\_\_



# RUNNING START FEE WAIVER AND BOOK LOAN PROGRAM APPLICATION

greenriver.edu/RunningStart • 253-288-3380 • 12401 SE 320<sup>th</sup> Street • Auburn, WA 98092

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 2022 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 27,180</b>
<b>2</b>	<b>Less than 36,620</b>
<b>3</b>	<b>Less than 46,060</b>
<b>4</b>	<b>Less than 55,500</b>
<b>For each additional member of the household,</b>	<b>add 9,440</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.** If this form is received on or after the 10th day of the quarter, it will go into effect the following quarter. Submitting this form is not retroactive the previous quarters.

Eligibility is valid for the duration of RS enrollment.

<b>OFFICE USE ONLY</b> (initial and date)	
<input type="checkbox"/> Apvd: _____	<input type="checkbox"/> Email: _____