Running Start Enrollment Packet

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

Check the box next to the term you will start at Green River College:

	Summer 2026 ☐	Fall 2026 ☐
Registration Opens	May 18, 2026	May 18, 2026
Apply to GRC by	June 15, 2026	August 31, 2026
Paperwork Deadline	June 26, 2026	September 11, 2026
Term Starts	July 6, 2026	September 21, 2026

Name: _____ GRC ctcLink: _____

High School: _____ Grade When Starting RS: 10th* ☐ 11th ☐ 12th ☐

Are you transferring in as a Running Start student from a different college? If so, where? _____

RUNNING START ELIGIBILITY CRITERIA

- ✓ Be in **11th grade/Junior** or **12th grade/Senior** when you begin college classes.

  *__10th grade/Sophomore__ when you begin in Summer term.
- ✓ 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 FOR GETTING ENROLLED IN RUNNING START

Step 1: Apply for admission at **greenriver.edu/ApplyNow**.

- Under "I will be enrolling as a..." select 'First Year Student'. **Do not select Running Start.**
- Once you receive your ctcLink ID Number:
  - Activate your ctcLink account at myaccount.ctclink.us by clicking on 'Activate Your Account'
  - Update your communication preferences and *preferred name*
  - Retrieve your GRC student email: **greenriver.edu/studentemail**. All communication will go to your student email.

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

- Go to **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 one of the following (see **greenriver.edu/assessments** for details):

- High school transcript with at least three semesters of core English or higher can be used and a minimum of a 2.0 cumulative GPA is required for Engl& 101 + Engl 117 placement. A 2.5+ GPA places into Engl& 101.
- If MLE/ELL English classes were taken, you must take the **College Success Assessment**
- If cumulative GPA is below a 2.0, you must take the **Directed Self-Placement (DSP)**
- *Home school transcripts must show accurate, cumulative GPA*

Step 4: Upload your completed Running Start Enrollment Packet.
Only completed packets with the following will be accepted via our Secure Document Upload Tool at **greenriver.edu/upload:**

- Running Start Enrollment Packet: Cover Page and Student Responsibility Agreement - *completed & signed*
- Fee Waiver & Book Loan Application with documentation - *completed & signed*
- Running Start Enrollment Verification Form (EVF) - *completed & signed*
- Most recent unofficial high school transcript; must include GPA
- List of remaining high school graduation requirements (may be listed on EVF)

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

The RAP Session is the final step in our on-boarding process. Students will meet our advising team and learn about tools such as Navigate 360 and ctcLink, and be able to enroll in classes. These sessions are offered virtually and in-person. You will receive an email to your Green River student email to sign up for the RAP Session after all your documents are processed.

Please set up your Green River student email at greenriver.edu/studentemail.

RUNNING START STUDENT RESPONSIBILITY AGREEMENT

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

Student Name: _____ GRC ctcLink#:_____

Enrollment and Records

- **Term-Based Paperwork-** All students must submit a *completed* Running Start (RS) Enrollment Verification Form (EVF) *prior to enrollment each term*.
- **Email-** Green River College (GRC) provides all enrolled students with an email account. Students are responsible for checking their GRC email on a regular basis. Students agree to read all correspondence sent by GRC.
- **Course Requirements-** Students are responsible for knowing which courses are required to complete their high school diploma, and college degree requirements, and will seek assistance from their high school counselor and their GRC RS Advisor to plan courses.
- **Records-** Enrollment and/or withdrawal from classes will follow GRC procedures and deadlines.
- **Permanent Records** - Taking college classes in RS starts a student's permanent college transcript and financial aid timeline.
- **FERPA-** Parents/guardians do not have access to a student's record, per the Family Educational Rights & Privacy Act (FERPA) of 1974. Students may choose to provide written consent authorizing access to their records.
- **Academic Calender-** GRC is on a term-based academic calendar that does not align with the high school's semester based calendar.
- **Attendance-** Attendance is mandatory in all classes and absence may result in withdrawal from a class or negatively affect a student's grade. If an absence is anticipated, students must contact the instructor for potential arrangements.
- **Policies-** Students must comply with all GRC policies and procedures, and those outlined in GRC's Student Code of Conduct.
- **Duration-** Participation in the RS Program is limited to two academic years, beginning summer term before the student's junior year and ending summer term of a student's senior year; or upon completion of a HS diploma or AA degree, whichever occurs first.

Cost of Attending GRC College Through RS

- The following must be paid by published deadlines to avoid being dropped from classes or blocked from enrollment:
  - **Tuition** for any course below college-level, i.e. <100 level or that exceeds approved credit limit per the EVF.
  - **Student-voted and class fees.** These include matriculation, technology and student center fees.
- Books, supplies and transportation are the student's responsibility. See the last page regarding the **Fee Waiver and Book Loan Program**, eligibility, and steps to apply.

Grades and Academic Standards

- Students are responsible for knowing their grades and academic status each term. The GRC Academic Standards Policy requires satisfactory academic progress by maintaining at least a 2.0 **term** and **cumulative** grade point average. Not meeting academic standards results in an enrollment block, requiring a meeting with an advisor.
- Dismissal from the RS Program will occur upon the third consecutive term of not meeting Academic Standards.
- Students with concerns about how their grade was calculated or course policies should follow GRC's Instruction Student Complaint Process (*faculty are not permitted to share information with family members, or other third parties*).
- Academic performance can impact a student's ability to graduate from high school on time. A college GPA below 2.0 requires an appeal to receive 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 field trips and labs (which may involve hazardous materials, chemicals, equipment, or processes and will require direct work with these materials). I am required to comply with all safety rules, required training and instructor directions. Participation in these activities involve inherent risks which I and my parent/guardian acknowledge. 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 will 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**_____

This document is available in alternative formats to individuals with disabilities by contacting Disability Support Services at 253-833-9111, ext. 2631; TTY 253-288-3359; or by email at dss@greenriver.edu.
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RUNNING START
FEE WAIVER AND BOOK LOAN PROGRAM APPLICATION

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

Student Name:_____ Cell Phone:_____ GRC ctcLink#:_____

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 in RS. **Check the box next to the eligibility method that applies to you and submit documentation in bold.** *We cannot process applications without documentation.* **At least one box must be checked**.

☐ I do not qualify for any of the eligibility methods below.

☐ I have been financially eligible for the Free and Reduced Meals Program in my school district within the last 5 years. NOTE: if meals are provided to all students, you must apply for benefits and provide your eligibility letter. **Submit evidence of school district 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).** *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 on letterhead from your caseworker or high school counselor.**

☐ I am a College Bound Scholarship student. **Provide proof of College Bound Scholarship eligibility.**

☐ My family income is less than 200% of the 2026 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).**

Household Size	Gross Income
1	Less than 31,920
2	Less than 43,280
3	Less than 54,640
4	Less than 66,000
For each additional member of the household,	add 11,360

Student Agreement and Responsibilities

I am applying for the Fee Waiver and Book Loan Program for RS and have attached the required documentation (**see bold 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.

I acknowledge I must pay for optional books, e-books, supplies, and online access codes. I must also pay for individual class fees and tuition for below 100-level classes.

Student Signature:_____Date:_____

The deadline for submitting this form and documentation to RS is the Friday before the first day of the quarter. Please upload to greenriver.edu/upload. If received on or after the 10th day of the quarter, eligibility 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.

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