

Running Start Enrollment Packet

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

| Check the box next to the quarter you will start at Green River College: | | | | |
|--|-------------------|-------------------|--|--|
| | Winter 2026 | Spring 2026 | | |
| Registration Opens | November 17, 2025 | February 23, 2026 | | |
| Apply to GRC by | December 17, 2025 | March 20, 2026 | | |
| Paperwork Deadline | December 24, 2025 | March 27, 2026 | | |
| Quarter Starts | January 5, 2026 | April 6, 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 quarter.
- ✓ 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:
 - o Activate your ctcLink account at myaccount.ctclink.us by clicking on 'Activate Your Account'
 - o Update your communication preferences and preferred name
 - o 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
- 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)
- If eligible, the Fee Waiver & Book Loan Application with documentation

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.



RUNNING START STUDENT RESPONSIBILITY AGREEMENT

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

| Student Name: GRC c | tcLink#: |
|---------------------|----------|
|---------------------|----------|

Enrollment and Records

- Quarterly Paperwork- All returning students must submit a *completed* Running Start (RS) Enrollment Verification Form (EVF) *prior to enrollment each quarter*.
- **Email-** Green River College (GRC) provides all enrolled students with an email account. Students are responsible for checking their GRC student 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.
- Academic Calender- GRC is on a quarterly 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 quarter before the student's junior year and ending spring quarter 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:
 - o Tuition for any course below college-level, i.e. <100 level & READ 104, or that exceeds approved credit limit per the EVF.
 - o 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

- The GRC Academic Standards Policy requires satisfactory academic progress by maintaining at least a 2.0 **quarterly** and **cumulative** grade point average. Failure to meet academic standards will result in an enrollment block and requires a meeting with an advisor before enrolling in the next quarter.
- Dismissal from the RS Program will occur upon the third consecutive 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 on time. Additionally, a college GPA below 2.0 may require an appeal form 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 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 will occur. My parent/guardian understands that my records are protected by FERPA. If I wish for others to have access to my GRC records. I must sign a FERPA Release of Information Form authorizing the Running Start Office to release records to those named on the form. 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

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| Student Name: | C | Cell Phone: | | GRC ctcLink#: |
|--|--|---|--|---|
| The Fee Waiver and Book Loan Program is assistance with textbooks and waiver of sapplies to you and submit documentation one box must be checked. | student-voted fee | es in RS. Check the b | ox next to | the eligibility method that |
| I do not qualify for any of the eligibi | lity methods belo | ow. | | |
| I have been financially eligible for years. NOTE: if meals are provided Submit evidence of school district e | to all students, y | | | |
| I am currently receiving public assist include a Medical Identification Car Food statement, HUD Housing Awa documentation). Contact the RS office. | d (medical coupo rd Letter, WIC Co ice if you have sor | on or Basic Health Ploupon, DSHS approvemething not on the li | an), TANF I al letter (yo st for us to | benefits statement, Basic our name must appear on the consider. |
| I am a Foster Youth or have McKinno caseworker or high school counselo | • | Provide a signed sta | tement on | letterhead from your |
| I am a College Bound Scholarship stu | udent. Provide ce | rtificate of approval | | |
| My family income is less than 2009 and noted below. Provide a copy of 1040 (your name must appear on the copy of | of the first two p | pages of parent's/gu | | _ |
| Househo | ld Size | Gross Incom | ie | |
| 1 | | Less than 31,3 | 300 | |
| 2 | | Less than 42, | 300 | |
| 3 | | Less than 53, | 300 | |
| 4 | | Less than 64, | 300 | _ |
| For each addition of the hou | | add 11,00 | 0 | |
| Student Agreement and Responsibilities | • | | | |
| I am applying for the Fee Waiver and (see bold above). I understand I will be incomplete, along with additional inform | Book Loan Prog e notified via my | GRC student email | if my app | olication is approved, denied o |
| I understand the Fee Waiver and Book L | oan Program cov | ers only GRC studen | t-voted fee | es and assistance with books. |
| I acknowledge I must pay for optional bo class fees and tuition for below 100-leve | | pplies, and online a | ccess codes | ኔ. I must also pay for individual |
| Student Signature: | | | Date: | |
| The deadline for submitting this form and or greenriver.edu/upload. If received on or | documentation to I | RS is the Friday before | | |

Submitting this form is not retroactive the previous quarters. Eligibility is valid for the duration of RS enrollment.