

# Steps to enroll in Running Start

## 1. Learn about the program

- Read through the college's Running Start web pages and attend the college's info session. Due to the Corona Virus, Green River College is hosting virtual Zoom sessions, and Highline College has videotaped theirs. **The college, not the high school, is your best and primary source of info about Running Start.**
- [Highline College video info session](#) [Green River College video info session](#)
- Pick up a Running Start packet from the counseling office and review it with your parent/guardian. Documents/forms are also posted on this web site. See below.
- Consult your teachers and parents/guardians about your readiness for college-level work and the college environment.

**NOTE: Classes may be taken at BOTH the high school and college according to the following table:**

<u>High School Class(es)</u>	<u>RS College Classes</u>	<u>High School class(es)</u>	<u>RS College Classes</u>
1	15 credits (usually 3 classes)	5	7 credits
2	14 credits	6	5 credits
3	11 credits	7	3 credits
4	9 credits	8	3 credits

Most community college classes are 5 credits. PE classes, labs and some other classes are less

## 2. Apply for admission

- Done online with the college you plan to attend (see links below to be redirected to local college's Running Start pages).
- After receiving your Student ID and activation code, activate your account to access important student resources.

## 3. Determine your English and Math Placement

- Verify assessment requirements with the Placement and Testing Center at your designated college. Visit the testing center websites (below) for locations, hours of operations, and to schedule placement testing.
- **Highline College:** See the [Placement and Testing Center](#) web site for info and e mail them at [placement@highline.edu](mailto:placement@highline.edu) to determine your placement and/or request to take the placement test.
- **Green River College:** See the [Assessment and Testing Center](#) web site, and click on this link to request placement testing: [GRC placement testing](#)
- Currently Colleges are operating and offering testing remotely. When testing in person, bring a copy of your most recent unofficial transcript, SAT or Smarter Balanced Assessment scores, if available, a photo ID, and your college Student ID number obtained when applying for admissions.
- If you need a copy of your unofficial transcript, please click on this link [DHS transcript request](#) or go to the DHS homepage and click on "Transcript Request". Follow the instructions to request an unofficial transcript.

#### 4. Complete Decatur HS Running Start Program Enrollment

### You must complete these steps to move forward with enrollment

- AFTER completing steps 1-3, Review the **DHS Running Start Agreement** in the Decatur info and forms section. If you are eligible for Running Start and prepared to meet the Running Start responsibilities and expectations spelled out by the college and high school, **complete the DHS Running Start Agreement, and contact your counselor for an advising appointment.**
  - PRIOR to your counseling appointment **email these documents to your counselor.** If the counselor doesn't receive them in time to review before your appointment, you may be asked to reschedule.
    - Your college placement test results
    - Your completed Running Start Agreement (see below)
    - Your EVF form filled out to the extent possible
    - Signed Fee Waiver (if applicable)
  - Put: YOUR NAME and "Running Start Enrollment" in the subject line of the email message
  - Counselor will review responsibilities, answer questions, ensure classes requested meet on-time graduation requirements, schedule any classes to be taken on the Decatur campus, and sign EVF form.
5. **Complete the College's Running Start application packet** (See "school-specific info and forms tab) **and submit to the college Running Start Office**
6. **Once enrolled, you will attend a virtual and/or in-person new student orientation session, register for your classes, then pay any student fees\*.** Monitor your college student email for your assigned orientation/registration times.
- It's imperative that you consider your Decatur courses and periods as you register for courses at Running Start. DHS courses are year-long, while RS courses are offered on a quarterly basis (Fall, Winter and Spring). **Any conflicts should be avoided!** It is the student's responsibility to address these concerns with their Running Start advisor/counselor.
7. **Once enrolled, meet with a college Running Start advisor to map out an academic plan**
8. **Meet with your High School Counselor prior to registration opening before every quarter to get your Running Start Enrollment Form signed.** You cannot register for college classes unless you have your enrollment form signed each quarter. EVF forms for the following quarter are usually due approximately one month into the current quarter
9. \*The colleges may require a variety of fees (testing, activity, technology and other fees), in addition to textbook purchases. Textbooks should be purchased prior to the first day of classes and are the responsibility of the student. See your counselor for a **Test, Fee Waiver, and Book Loan Program Form.** For more information, contact your high school counselor or the Running Start Coordinator at one of the colleges.