

# RUNNING START INSTRUCTIONS FOR FALL 2015

Mt. Rainier High School (2014-15 school year)

Read this website thoroughly:

<https://www.highline.edu/get-started/quick-start-guides/running-start/>

Quarter	Priority Admissions	Final Application Deadline
Fall Quarter, 2015	May 10	September 14, 2015 at 5 pm

## Steps to Apply

Complete Steps 1 through 6 by the **final application deadline**. It is best to complete by May 10<sup>th</sup>. High School counselors are not available in the summer.

### Step 1

Complete the Highline Community College [online admissions application](#) or apply in-person in Admissions/Entry Services, building 6. For online applications, allow two business days to process your application. Pay the nonrefundable [application fee](#) and [placement testing fee](#).

### Step 2

Activate your [myHC email account](#). You will need to have an active myHCC email account to take the placement test.

### Step 3

Take the complete [placement test](#) (reading, writing and math). Photo ID is required to take the assessment. To qualify for Running Start you must have the following:

COMPASS writing score of 65 or complete English 91 with a minimum 2.0 grade.

**and**

COMPASS reading score of 80 or complete Reading 91 with a minimum 2.0 grade

### Step 4

Meet with your high school counselor to complete the [Running Start Enrollment Verification Form](#).(PDF) Set up a meeting through our counseling secretary. You must bring: test scores and the enrollment form signed by your parents.

### Step 5

Complete the [Running Start Responsibility Agreement form](#)(PDF). You can get this form from HCC's website. Complete and submit to the High School Programs Office at HCC>

### Step 6

Bring your Running Start Enrollment Verification form, Running Start Responsibility Agreement, and high school transcript to the High School Programs office to receive your orientation/registration appointment.

## How to Register

When you submit your complete Running Start application file, you will be invited to a required Running Start orientation. During the orientation you will receive information about the Running Start program, campus resources, degrees, and will also register for classes.

## Student's Financial Responsibility

You will be responsible for the costs of the application fee, books, student center fee, special course/lab fees, and any other applicable fees. Approximate costs are:

Application fee	<a href="#">Application fee</a>
COMPASS & MyMath Test fee	<a href="#">Test fee</a>
Books	Approximately \$125/class
All applicable fees	<a href="#">Fee schedule</a>
Special course lab fees on specific classes	See <a href="#">quarterly schedule</a>
Student Center fee	\$2.50 per credit, not to exceed \$25 per quarter
Tuition for pre-college and audit courses and excess credits	Regular college <a href="#">tuition rates</a>
Parking Permit	Varies, depends on credits enrolled. <a href="#">See fees.</a>
Metro Bus ORCA pass reimbursement	15% up to \$15 per month. See Cashier office in building 6

## Running Start Financial Assurances

### *Running Start Book Assistance & Waiver for Course & Mandatory Fees*

If you are a foster youth or qualify for the free or reduced lunch program through your high school, Highline provides waivers for Running Start course and mandatory fees, book assistance for a portion of the textbook costs, and tuition for college credits that exceed your Running Start Enrollment Verification form eligibility. To apply, complete the [Running Start Assistance Application](#) and submit it to Highline's High School Programs office by the deadlines stated on the application. For additional information and application steps, see [Running Start Fee/Tuition Waiver and Book Assistance](#).

## Placement & Testing Center Hours

**The following hours are for the 2014-2015 school year.**

**We are closed on all public holidays.**

Monday	9:00 AM - 7:00 PM
Tuesday	9:00 AM - 7:00 PM
Wednesday	9:00 AM - 5:00 PM
Thursday	9:00 AM - 5:00 PM
Friday	9:00 AM - 5:00 PM

**\*We stop accepting *placement* testers one hour before closing\*\***

**Staff are available to answer questions:**

**Monday/Tuesday                      9am-7pm**

**Wednesday-Friday                    9am-5pm**