

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. Colleges are using a mix of remote and in-person sessions. Most colleges also have a recorded info session posted on line. **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](#)
- Consult your teachers and parents/guardians about your readiness for college-level work and the college environment.

NOTE: Classes may be taken all at the college or a mix of classes at 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

- Do this 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

- Only college level English placement is required to be eligible for Running Start, however most scholars will need to take math classes junior and senior year. To see if you place into college level math classes, 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 (if needed).
- **Highline College:** See the [Placement and Testing Center](#) web site for info on how to schedule a placement test and how to determine your eligibility for Running Start. You may not need to take a placement test.
- **Green River College:** See the [Assessment and Testing Center](#) web site.
- Colleges are responsive to current COVID guidelines and may be operating remotely, in-person or a combination approach. 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.
- Check Student VUE under the documents tab to get your transcript. If a current version is not posted there, you can request an unofficial transcript from your Decatur counselor, registrar or data secretary. All are located in the Decatur Counseling Office.

4. Complete College and 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 of the DHS RS web page. 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, access the Running Start enrollment packet on your college’s RS web site and complete the required documents.
 - **Schedule an advising appointment with your Decatur counselor.**
 - PRIOR to your advising appointment **email the following 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 determination and/or test results
 - Your completed DHS Running Start Agreement (see DHS RS web page)
 - Your EVF form filled out to the extent possible (e-version, no paper copies)
 - Signed Fee Waiver (if applicable)
 - Put: YOUR NAME and “Running Start Enrollment” in the subject line of the email message
 - When you meet, your Decatur counselor will review responsibilities, answer questions, ensure classes requested meet on-time graduation requirements, schedule any classes you’ll be taking on the Decatur campus, and sign your EVF form. **Parents are encouraged to attend! The EVF form should be the last form needed to complete your college RS application packet.**
5. **Once complete, submit the College’s Running Start application packet to the college Running Start office for processing.**
6. **Once enrolled, you’ll be notified via your college email to attend a virtual and/or in-person new student orientation session for your college. There, you should learn how to register for your college classes and pay your student fees**.**
- Monitor your college student email for your assigned orientation/registration times.
 - It’s imperative that you deconflict any 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!** Students may not miss class on one campus due to attending classes on the other.
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. It sneaks up on you!!
9. ****The colleges may require a variety of fees (testing, activity, technology and other fees), in addition to textbook purchases. Textbooks should be purchased or rented prior to the first day of classes and are the responsibility of the student. Most of the colleges offer fee waivers and book loans. Look on the college RS web pages for the fee waiver form. See textbook rental resources on the Decatur RS web page.**
10. **Ensure you have a transportation plan to get to your high school and college classes**