

RUNNING START: STEPS TO ENROLL



1 APPLY

Apply for admissions to Highline College online at www.highline.edu. You will need to create a CTC Link account.

2 ACTIVATE

Activate your CTC Link account . Visit runningstart.highline.edu for step-by-step instructions. Expect 1-2 business days for confirmation e-mail and activation instructions.

3 ENGLISH PLACEMENT

Email your MRHS counselor proof of ENG101 placement. **You must submit proof of placement in order to move on to the next step.** Placement options include submitting a qualifying transcript **OR** taking the Accuplacer placement exam at **Highline College**. If you are using your transcript for placement, **email your school counselor** to request a copy.

4 COMPLETE AN EVF

Complete an Enrollment Verification Form (EVF) and email to your MRHS Counselor or bring it to the family orientation. You can either find a digital copy on Highline’s “Steps to Enroll” webpage **OR** grab a paper copy from the Counseling Center.

5 ATTEND A FAMILY ORIENTATION AT MRHS

Sign up for a **mandatory, in-person** group orientation; Choose from **one of these three options**:

Wednesday, March 13 @ 2:45PM

Friday, May 10 @ 1PM

Wednesday, June 5 @ 5PM

During this orientation, we will review more specifics about Running Start expectations, provide helpful tips, and have a Q & A Session.

Parent/guardian attendance is required to move on to the next step. Your counselor will only sign your EVF after you attend this family orientation and pass the quiz.

6 SUBMIT NEW STUDENT PACKET

Submit the Running Start Program Packet digitally by visiting runningstart.highline.edu and clicking 'steps to enroll' and scrolling down.

The packet includes: 1) Signed Enrollment Verification Form (EVF), 2) Unofficial high school transcript, and 3) Running Start program application

7 ATTEND HIGHLINE COLLEGE'S ORIENTATION

You will receive an email about Running Start orientation 1-2 business days after submitting your new student packet. Learn how to register for classes and be a successful college student by getting familiar with the Highline college website.

8 REGISTER & PREPARE FOR CLASSES

Register for classes. If you need assistance selecting courses, meet with a Running Start Advisor. Be sure to note important dates and deadlines for each quarter registration. Pay any applicable fees/tuition.



NOTES/TIPS

- Fee waivers are available for students who qualify for free/reduced lunch
- EVF's are due EVERY quarter
- Explore and get familiar with Highline College's Running Start page--Most answers to your questions can be found here