Flex Session 1:
Running Start Steps to Apply

Issaquah High School
Counseling Department
March 2026

ISSAQUAH
SCHOOL DISTRICT 411

Purpose

1. To explain each step of Bellevue College Steps to Apply
2. So you can complete these steps prior to Spring Break
3. And submit a Request form to be cleared to meet with your counselor in late April/early May

ISSAQUAH
SCHOOL DISTRICT 411

Hilde Tzemos	A - Chen
Emily Combellick	Cheo - Gal
Rachel Auffant	Gam - J
Maegan Pedersen	K - Mb
Melanie Bonanno	Mc - P
Nadine Leach	Q - St
Steven Park	Su - Z









ISSAQUAH SCHOOL DISTRICT 411

College & Career Specialists

Lindsay Eberhardt & Jenny Wang

- Can support students with Running Start application process
- Great resources for all post-HS goals
  - Scholarships, financial aid, essay writing, college search, volunteer and job opportunities, and more!

Schedule an appointment:



Visit in back of Library!

ISSAQUAH
SCHOOL DISTRICT 411

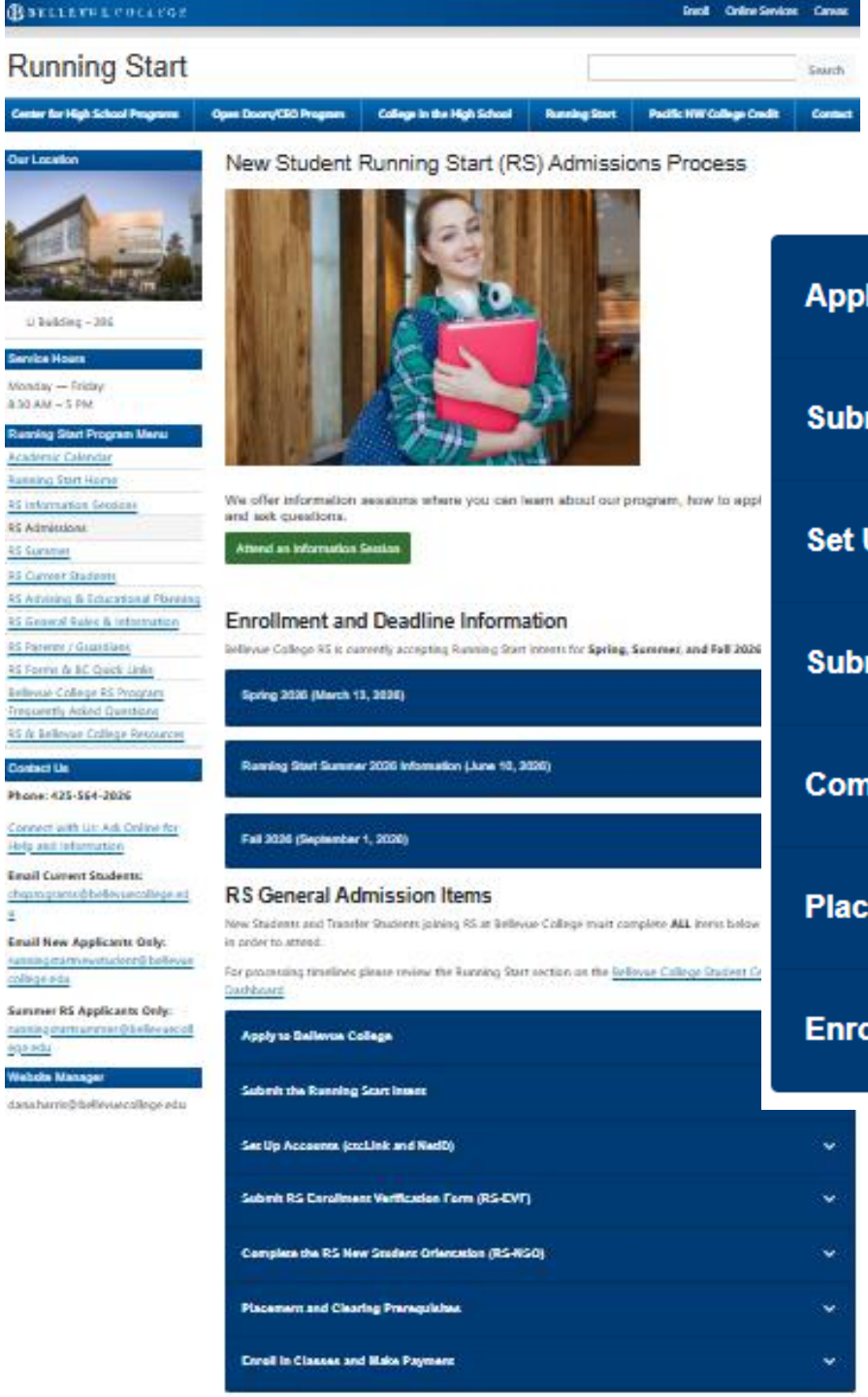
All about Bellevue College

- Today's session will be specific to the Bellevue College application process.
- If you are interested in accessing Running Start at a different college, please connect on the side...
- You can also schedule a meeting with the College & Career Center

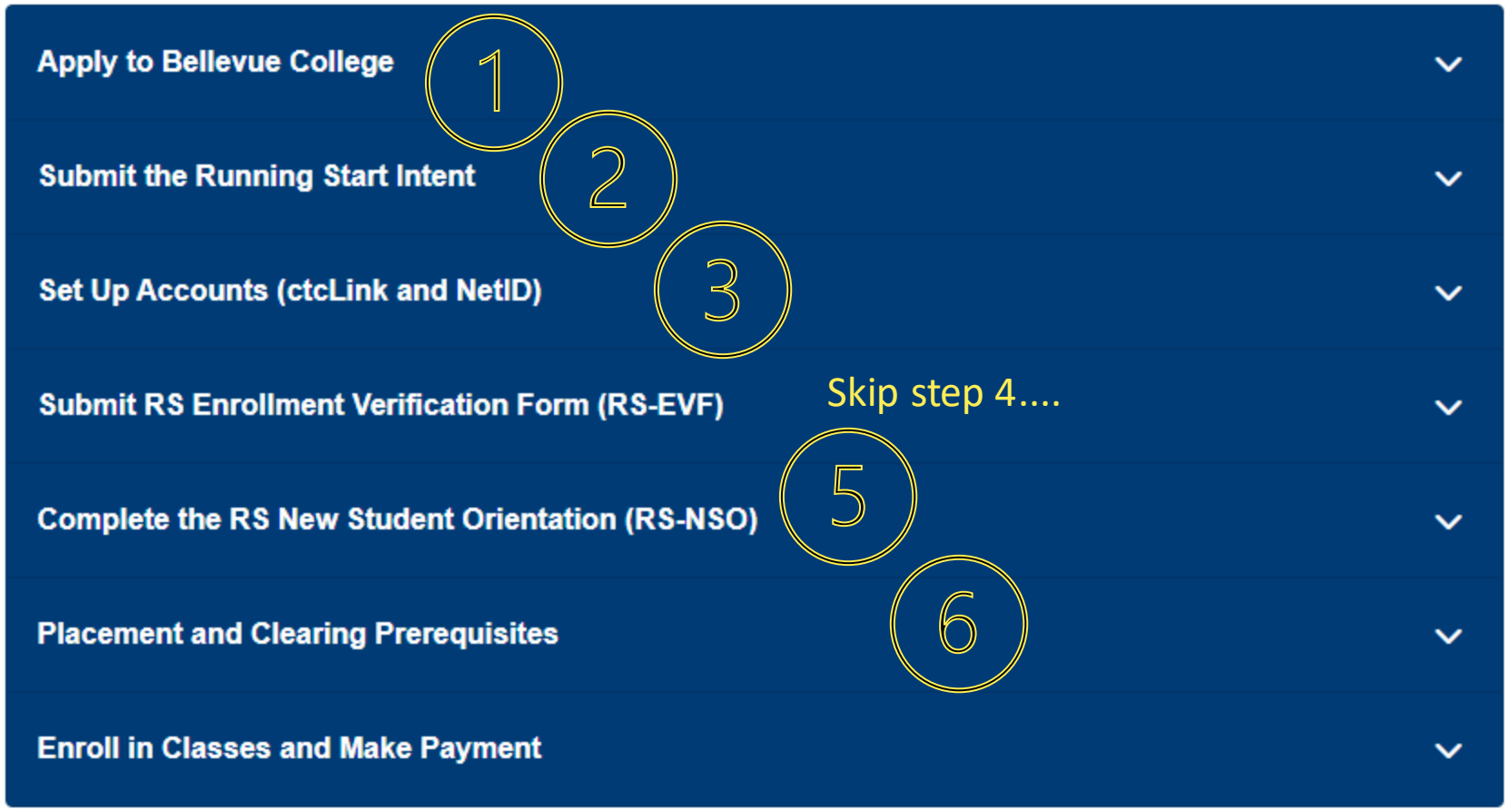
ISSAQUAH SCHOOL DISTRICT 411

Apply Now (before spring break), Enroll Later (May)

- Ready for Running Start? Practice & demonstrate your independence by working all the way through the application steps.
- You don't need to know your full RST plan to apply. That comes later. If there's ANY chance you MIGHT want to do RST (summer &/or school year), fully apply now – trust us, this will save a lot of stress later.
- If you decide NOT to do Running Start later, no harm done! Nothing bad happens.
- Applying has multiple steps over time & requires close attention to detail.
  - You MUST READ EMAIL.
  - You MUST read and follow directions, all directions, all steps.
  - Once you have a BC email address, you MUST ALSO READ BC EMAIL.



https://www.bellevuecollege.edu/runningstart/future-students/



ISSAQUAH
SCHOOL DISTRICT 411

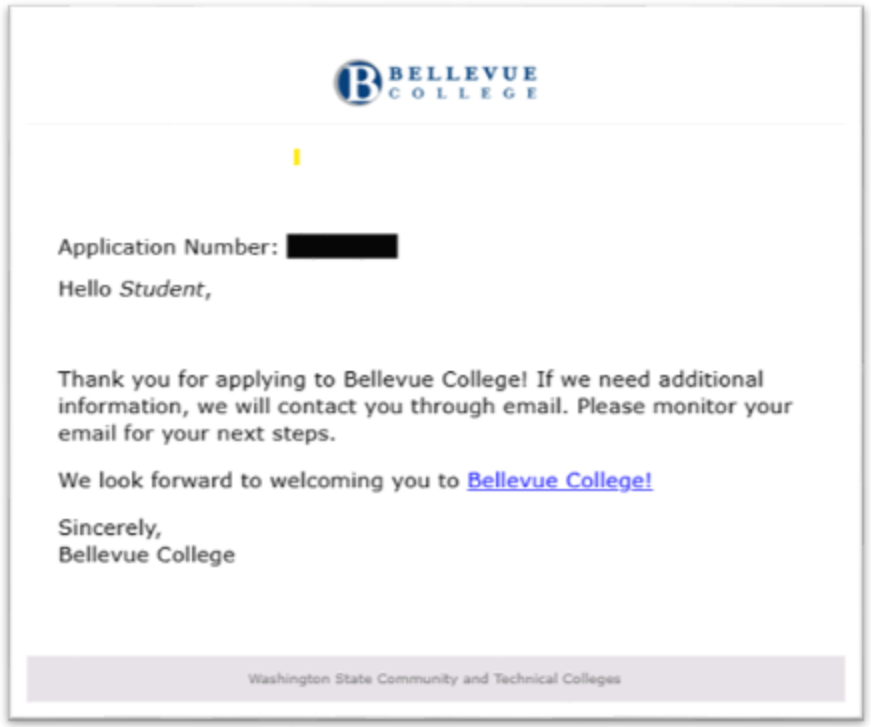
Step 1: Apply to BC

- You apply only once – if you already have a BC ID #, you don't need to reapply
  - Have you applied to BC previously for a CHS class? Skip ahead to Step 2.
- Select “First Year” **not** “Running Start”
- Use a personal email address & then check that email address daily.
- Want help? **Step-by-Step Help with the Application** process.

ISSAQUAH SCHOOL DISTRICT 411

You will get TWO emails

One to confirm you have submitted your application



BELLEVUE COLLEGE

Application Number: [redacted]

Hello *Student*,

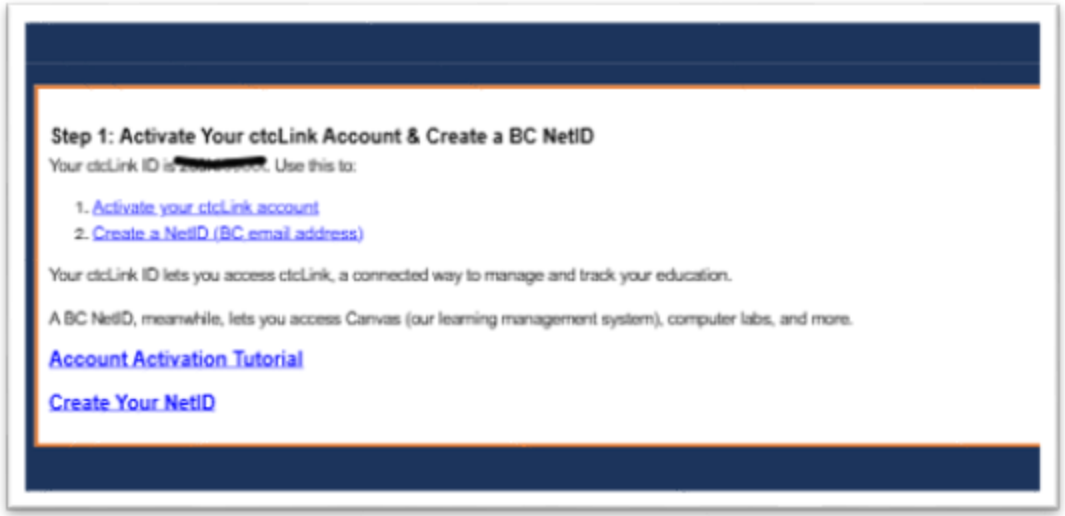
Thank you for applying to Bellevue College! If we need additional information, we will contact you through email. Please monitor your email for your next steps.

We look forward to welcoming you to Bellevue College!

Sincerely,
Bellevue College

Washington State Community and Technical Colleges

And a second (a few days later) with NEXT STEPS



Step 1: Activate Your ctcLink Account & Create a BC NetID

Your ctcLink ID is [redacted]. Use this to:

1. Activate your ctcLink account
2. Create a NetID (BC email address)

Your ctcLink ID lets you access ctcLink, a connected way to manage and track your education.

A BC NetID, meanwhile, lets you access Canvas (our learning management system), computer labs, and more.

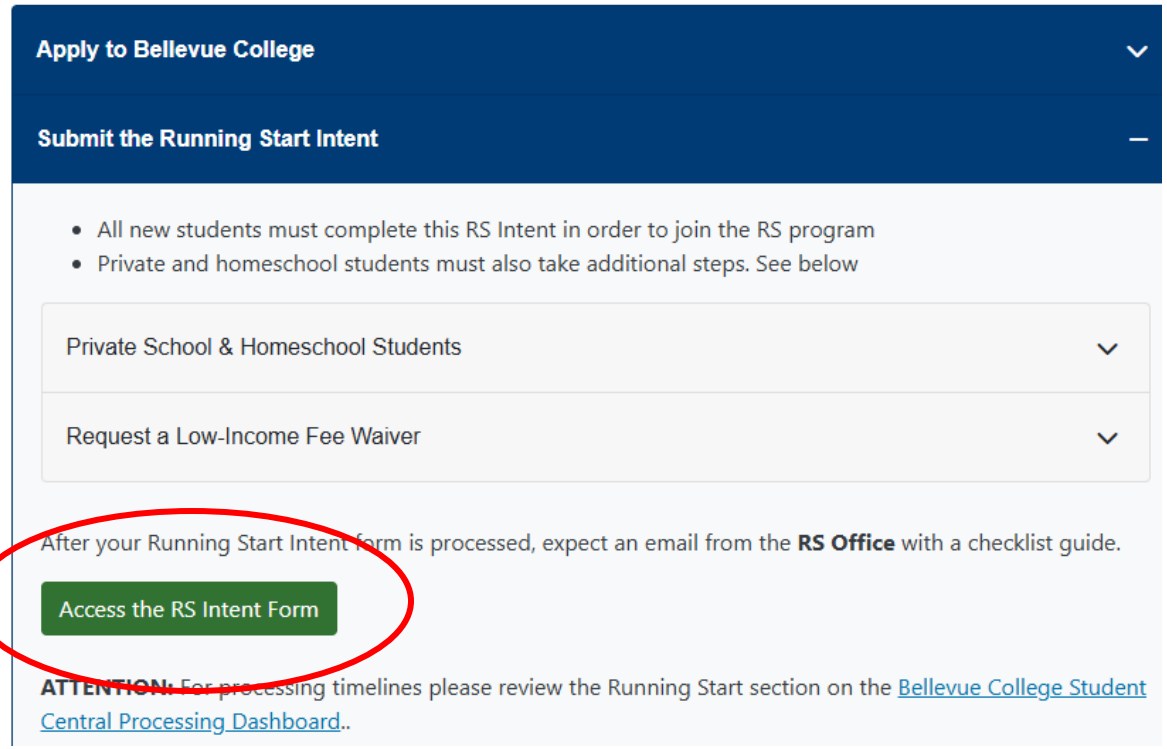
Account Activation Tutorial

Create Your NetID

Do the things!!

ISSAQUAH SCHOOL DISTRICT 411

Step 2: Running Start Intent Form



You need to know your CTC (aka Student ID #) to complete this step

ISSAQUAH SCHOOL DISTRICT 411

FOLLOW those directions...

Step 3: CTC Link & Net ID

If you need help, please look at BC tutorials How to Activate Your ctcLink Account and Create NetID (BC Email Address)

Don't forget to do this! Everything else is held up until CTC and email are activated!

Now you have a BC email – MUST READ.

Apply to Bellevue College

Submit the Running Start Intent

Set Up Accounts (ctcLink and NetID)

After your Bellevue College application is processed, expect an email from the **BC Enrollment Office** with your nine-digit ctcLink ID number. You will then proceed to set up your BC accounts.

Check your junk mail or spam folder to make sure you do not miss it.

First, activate your ctcLink account by clicking the last link at the bottom of the page titled "Activate Your Account".

Activate your ctcLink Account

Next, you will set up your NetID and create a BC email.

Set-Up your NetID

It may take about 8-12 hours for BC email to activate

If you need help, please look at BC tutorials How to Activate Your ctcLink Account and Create NetID (BC Email Address)

ISSAQUAH
SCHOOL DISTRICT 411



- ✓ Download the Outlook app to your phone
- ✓ Add your IHS email
- ✓ Add your BC email
- ✓ Check your email

Reading/Managing your email is a life skill! Small steps can set you up for success…

ISSAQUAH
SCHOOL DISTRICT 411

SKIP Step 4 for now…

You **will** come back to this, but save for later. On to step 5…

Submit RS Enrollment Verification Form (RS-EVF) —

- Your high school and the college use this form to track the number of credits you take
  - Without this form the college charges you the full rate of tuition and fees
  - We cannot count you as a RS student
- Use this link to download the **EVF in PDF Format** (Fall, Winter, and Spring quarter)
- Use this link for the **Digital EVF in PDF Format** (Fall, Winter, and Spring quarter)
  - Meet with your high school counselor to **complete the EVF each quarter**
  - Make sure you complete all parts of the form, including all required signatures
    - Leave the RS advisor signature blank
- Submit the form online using the link below. This process requires you to login with your NetID, and upload your EVF in PDF format

Upload your Running Start EVF here

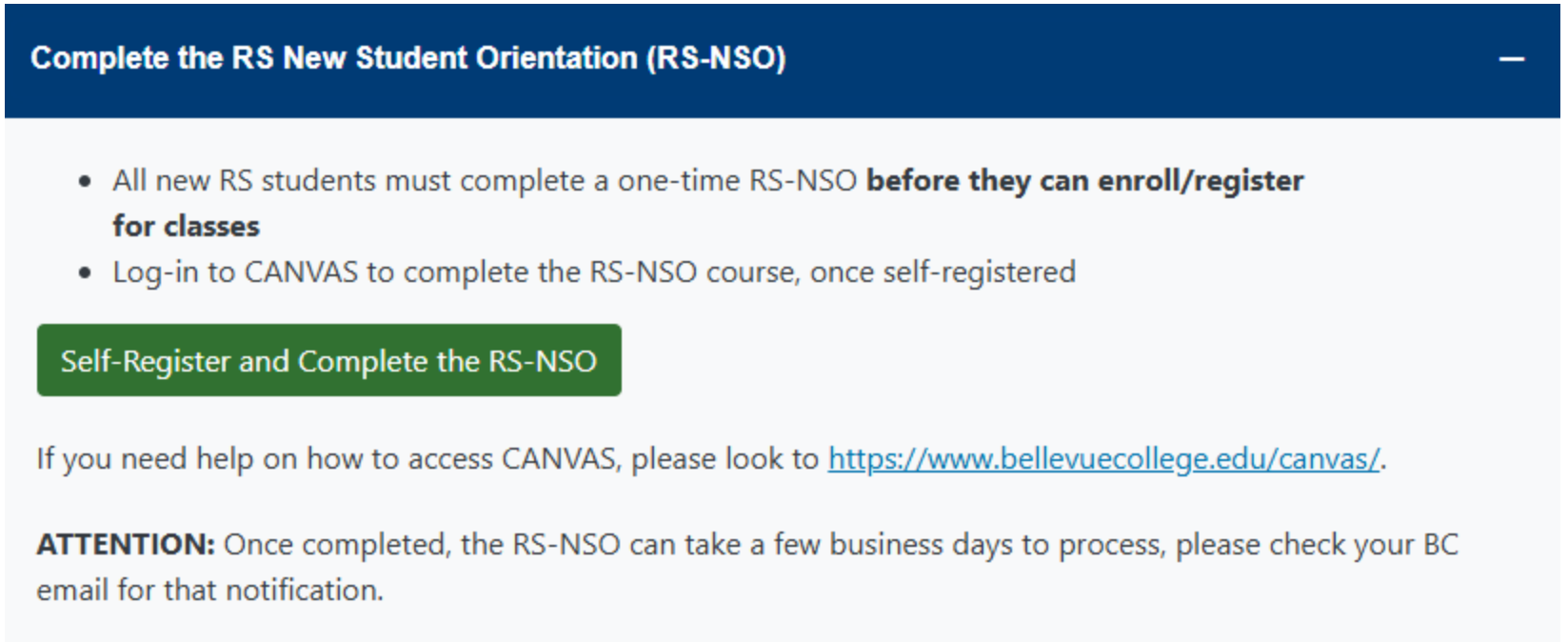
ISSAQUAH SCHOOL DISTRICT 411

Step 5: Online Orientation

This is a self-paced Canvas module – about 30 min to complete. Some steps are informational (how to enroll in a class), you can refer back to the resources at later times as well. ***Work through to completion*** *even though it tells you to 'enroll' as one of the modules... enrollment will happen later.*

Note that each step requires BC processing time

If you need help on how to access CANVAS, please look to https://www.bellevuecollege.edu/canvas/.



ISSAQUAH SCHOOL DISTRICT 411

Step 6: ELA & Math Placement…

- Read thoroughly
- Complete now if you can
- You may need to discuss with Counselor later

Placement and Clearing Prerequisites –

Not every class requires placement but most of them do. You can click on the course in ctcLink to see the course description before you enroll. This will show you what kind of requirements the class has for you to join. A few common options to remove prerequisite class requirements and establish placement are:

- Use Unofficial High School Documents
- Transfer Test Scores
- Take a BC Placement Test

Our office does not handle placement, please access the Placement & Testing Office webpage for instruction and submission.

Transcript and Placement Tests are most common

It often takes 2-3 weeks for placement to process. DO NOT DELAY on this!

Placement tests can be done at home.



https://www.bellevuecollege.edu/current-students/placement-testing-services/placement/

English and Math Placement

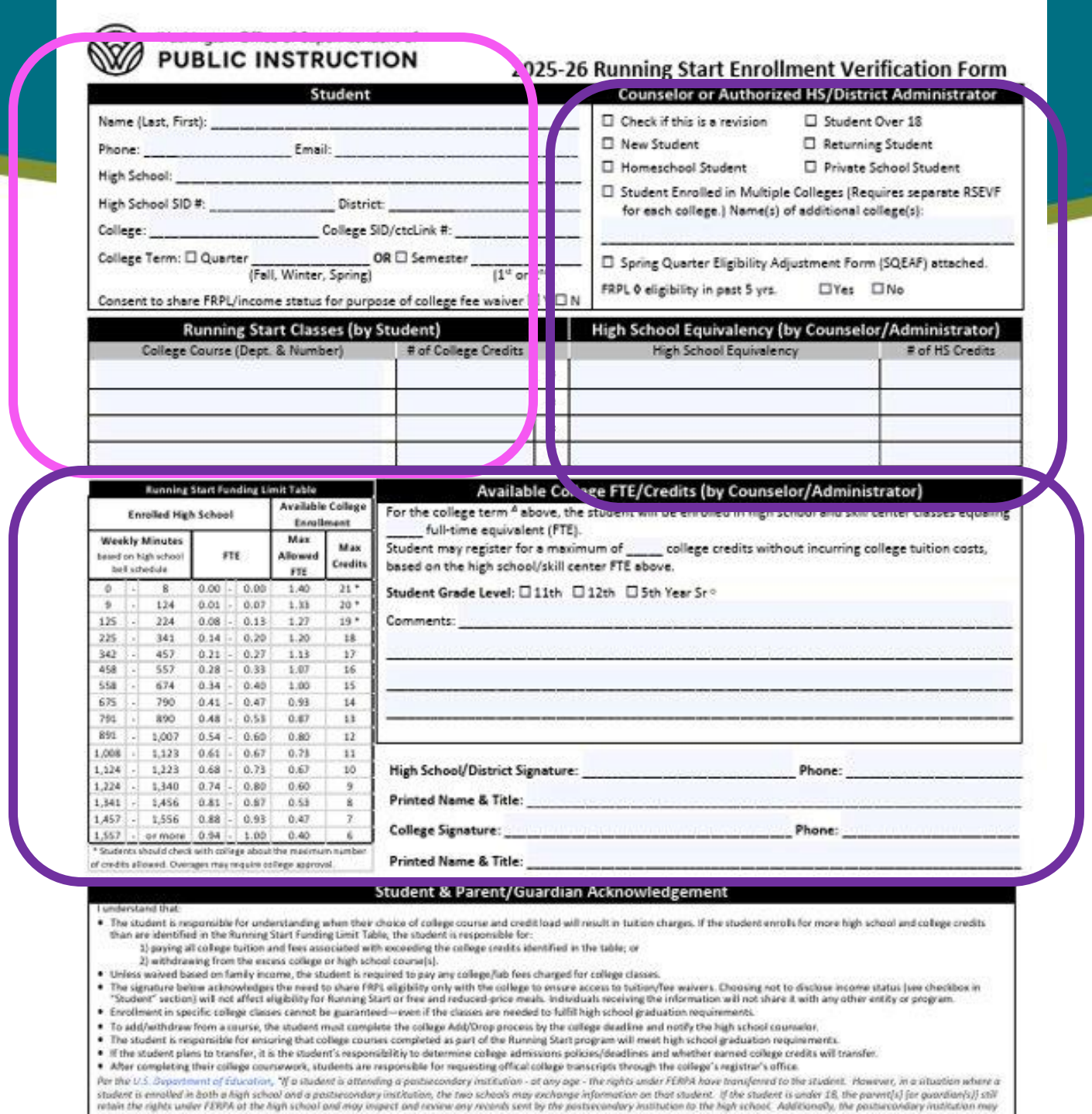
- You MUST complete this step, failure to do so can block registration.
- See college website for directions. You will need a transcript.
- Transcripts can be ordered via Parchment. See Counseling website.
- Math options for students currently enrolled in Geometry:
  - Take Algebra 2 at the high school (free)
  - Take Algebra 2 through our online program (free)
  - ***NOT recommended:***
    - Pay tuition for Alg. 2 at college (2 quarters, Math 98 & 99, costs over $1K).
    - Must consult with counselor first, must complete outside credit form.

ISSAQUAH SCHOOL DISTRICT 411

Revisit Step 4: RSEVF

- You fill in the Student sections
- Leave Counselor sections blank
- Include your CTC Link College ID #
- You and Family sign at the bottom

Counselor will complete the rest in your meeting, then you will upload to BC prior to registration in May.



PUBLIC INSTRUCTION

2025-26 Running Start Enrollment Verification Form

Student

Name (Last, First): _____

Phone: _____ Email: _____

High School: _____

High School SID #: _____ District: _____

College: _____ College SID/ctcLink #: _____

College Term: ☐ Quarter _____ OR ☐ Semester _____

(Fall, Winter, Spring) (1st or

Consent to share FRPL/income status for purpose of college fee waiver ☐ N

Counselor or Authorized HS/District Administrator

☐ Check if this is a revision ☐ Student Over 18

☐ New Student ☐ Returning Student

☐ Homeschool Student ☐ Private School Student

☐ Student Enrolled in Multiple Colleges (Requires separate RSEVF for each college.) Name(s) of additional college(s):

_____

☐ Spring Quarter Eligibility Adjustment Form (SQEAF) attached.

FRPL 0 eligibility in past 5 yrs. ☐ Yes ☐ No

Running Start Classes (by Student)

College Course (Dept. & Number)	# of College Credits

High School Equivalency (by Counselor/Administrator)

High School Equivalency	# of HS Credits

Running Start Funding Limit Table

Enrolled High School					Available College Enrollment	
Weekly Minutes based on high school bell schedule			FTE		Max Allowed FTE	Max Credits
0	-	8	0.00	- 0.00	1.40	21 *
9	-	124	0.01	- 0.07	1.33	20 *
125	-	224	0.08	- 0.13	1.27	19 *
225	-	341	0.14	- 0.20	1.20	18
342	-	457	0.21	- 0.27	1.13	17
458	-	557	0.28	- 0.33	1.07	16
558	-	674	0.34	- 0.40	1.00	15
675	-	790	0.41	- 0.47	0.93	14
791	-	890	0.48	- 0.53	0.87	13
891	-	1,007	0.54	- 0.60	0.80	12
1,008	-	1,123	0.61	- 0.67	0.73	11
1,124	-	1,223	0.68	- 0.73	0.67	10
1,224	-	1,340	0.74	- 0.80	0.60	9
1,341	-	1,456	0.81	- 0.87	0.53	8
1,457	-	1,556	0.88	- 0.93	0.47	7
1,557	-	or more	0.94	- 1.00	0.40	6

* Students should check with college about the maximum number of credits allowed. Overages may require college approval.

Available College FTE/Credits (by Counselor/Administrator)

For the college term [A] above, the student will be enrolled in high school and skill center classes equaling _____ full-time equivalent (FTE).

Student may register for a maximum of _____ college credits without incurring college tuition costs, based on the high school/skill center FTE above.

Student Grade Level: ☐ 11th ☐ 12th ☐ 5th Year Sr ○

Comments: _____

High School/District Signature: _____ Phone: _____

Printed Name & Title: _____

College Signature: _____ Phone: _____

Printed Name & Title: _____

Student & Parent/Guardian Acknowledgement

I understand that:

- The student is responsible for understanding when their choice of college course and credit load will result in tuition charges. If the student enrolls for more high school and college credits than are identified in the Running Start Funding Limit Table, the student is responsible for:
  1) paying all college tuition and fees associated with exceeding the college credits identified in the table; or
  2) withdrawing from the excess college or high school course(s).
- Unless waived based on family income, the student is required to pay any college/lab fees charged for college classes.
- The signature below acknowledges the need to share FRPL eligibility only with the college to ensure access to tuition/fee waivers. Choosing not to disclose income status (see checkbox in "Student" section) will not affect eligibility for Running Start or free and reduced-price meals. Individuals receiving the information will not share it with any other entity or program.
- Enrollment in specific college classes cannot be guaranteed—even if the classes are needed to fulfill high school graduation requirements.
- To add/withdraw from a course, the student must complete the college Add/Drop process by the college deadline and notify the high school counselor.
- The student is responsible for ensuring that college courses completed as part of the Running Start program will meet high school graduation requirements.
- If the student plans to transfer, it is the student's responsibility to determine college admissions policies/deadlines and whether earned college credits will transfer.
- After completing their college coursework, students are responsible for requesting offical college transcripts through the college's registrar's office.

Per the U.S. Department of Education, "If a student is attending a postsecondary institution - at any age - the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parent[s] [or guardian(s)] still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school. Additionally, the postsecondary institution may

ISSAQUAH SCHOOL DISTRICT 411

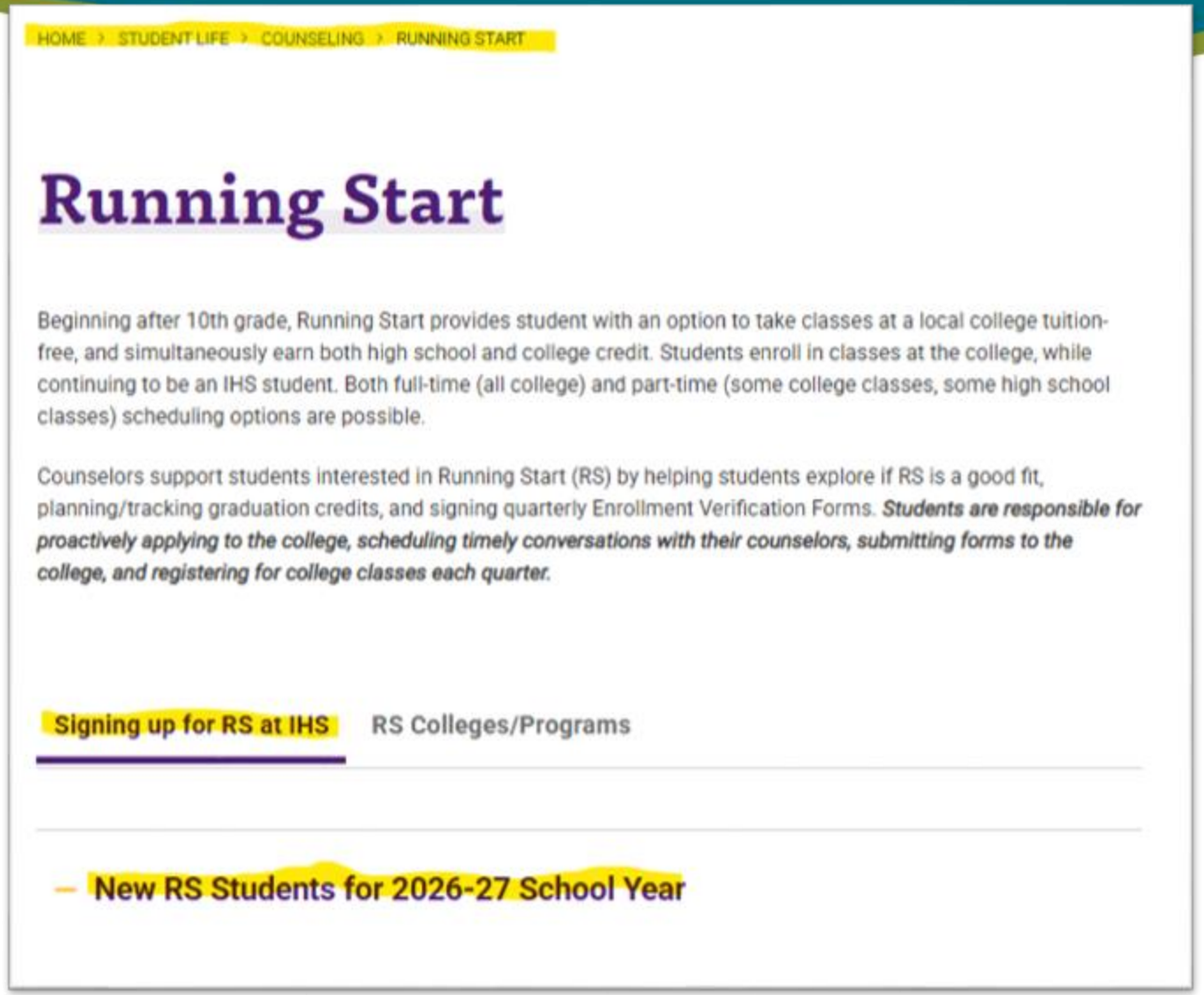
IHS form to request Counselor appt – opens April 1st

1. Complete the steps we have just discussed, allow plenty of time for BC to process each step (READ YOUR EMAILS)
2. Fill out these forms with family:
   - Enrollment Verification Form **(this is the form in Step 4)**
     - Fill out top left box + student/guardian signatures **only**
   - Participation Agreement
   - WIAA Eligibility (for IHS Sports only) - only if you will be in IHS athletics
3. Submit the New to Running Start Request form (opens April 1st) to get cleared for an Enrollment meeting with your counselor. Wait to hear from Ms. Lipsen about your appt time. (You will upload forms.)
4. Complete BC English and Math placement reqs - soon as you can, ideally BEFORE registering in May.
   - Bellevue College - English and Math Placement
5. Meet with Counselor (April/early May) - will discuss all schedule options, adjust requests, sign RSEVF
6. Upload RSEVF to BC, then enroll at appointed time (mid to late May)

ISSAQUAH SCHOOL DISTRICT 411

IHS website

- IHS Website has all steps and required forms.
- **Now**: request 7 credits at IHS in March.
- **Next**:
  - **March/April:** complete college application steps
  - **April**: submit IHS form, uploading all required documents
  - **April**: Ms. Lipsen will clear and schedule you for your counselor appt
  - **April/May**: meet with counselor to sign form
  - **May**: register for classes.



ISSAQUAH SCHOOL DISTRICT 411



After Your Counselor Meeting (you do in May)

- **Enroll in classes**
  - *At your appointed time, earliest opportunity*
- **Check BC email regularly:** *this is how they will notify you of any issues*
- **Pay Fees**! (*You will be dropped from classes if you don't*)
- **Mark your calendar**: *You will not be reminded about when classes start. Familiarize yourself with drop deadlines, etc.*





https://www.bellevuecollege.edu/current-students/student-central/calendar/

ISSAQUAH
SCHOOL DISTRICT 411

Want help? Here's how!

- Attend Flex Q & A with us next week
- Attend a BC information session
- Review BC's Running Start website
- Schedule appointment with IHS College & Career Center

Save individual scheduling and counselor questions for counselor appt in late April/early May

ISSAQUAH
SCHOOL DISTRICT 411

Running Start Questions

Have a general question you would like to see answered next week?

Scan and submit!

ISSAQUAH
SCHOOL DISTRICT 411

Thank you!

Start applying, and come back next week with questions.

