



River Ridge High School

Running Start Guide



FAQ

What is Running Start?

Running Start is a dual enrollment program allowing high school juniors and seniors to attend college while still in high school. Running Start offers college courses that may award college credit upon successful completion.

Who can do Running Start?

Juniors and seniors are both eligible for Running Start. However, students must qualify for or have taken English 101. While any junior or senior may be eligible, not everyone is a good fit for Running Start.

What are the benefits of Running Start?

Running Start allows high school students to earn college credit, tuition free. Running Start may help students meet basic college prerequisites before transferring to a university. It is also possible for students to earn their associate degree.

What are the student responsibilities with Running Start?

Running Start students are treated as college students and are subject to the standards and discipline of both the college and the high school. They are eligible for support services, activities, and programs available to regular college students, apart from athletic participation.

Students will be expected to meet class deadlines, be prepared for class, ask questions, and conduct themselves as responsible adults. Students are responsible for the information regarding academic standards and grading policies that can be found in the college catalog. Any failed classes at the college remain permanently on both the college and high school transcripts and could jeopardize high school graduation or influence a grade point average. Students must maintain a GPA of 2.0 or above and complete all courses. If a student falls below academic standard, they are placed on a series of warning, probation, and then suspension from the program.

Where is Running Start?

South Puget Sound Community College (SPSCC). SPSCC has a Lacey and Olympia campus.

What's the timeline look like for getting into Running Start?

SPSCC updates a calendar with important dates and timelines. Students who are interested in Running Start need to apply for admissions in the early Spring and complete all steps before the end of the school year. Students who do not complete all steps will likely not be able to complete everything necessary to start Running Start in the Fall. The complete calendar can be found on their [website](#).

How do I join Running Start?

SPSCC has a very clear outline of steps needed to enroll in Running Start. The steps can be found on their [website](#).

If I miss joining in the Fall, can I join Winter or Spring quarter?

It is possible, but not recommended. SPSCC is on a quarter system and RRHS is on a semester system. Starting or withdrawing from Running Start in the middle of the school year impacts how many credits may be earned and may result in being credit deficient. It is best to start Running Start in the Fall of Junior or Senior year.



How many classes can I take at River Ridge/SPSCC?

Classes at River Ridge	Credits at SPSCC
0	Up to 19*
1	Up to 16
2	Up to 14
3	Up to 11
4	Up to 8
5+	Up to 6

Students who wish to take more than the allotted number of credits each quarter are required to pay for tuition. Students who take less than 15 credits at SPSCC may not be on track to receive an Associate degree. Please speak with college academic advisor to confirm.

*For spring quarter only & under 1.27 AAFTE after the Winter term – 20 credits

SPSCC CONTACT INFORMATION

Assessment Center

360-596-5770

assessment@spscc.edu

SPSCC One Stop

360-596-5241

enroll@spscc.edu

SPSCC Academic Advising – Tracy Moore

360-596-5461

tmoore@spscc.edu

Schedule an appointment through Compass Account or via email



River Ridge High School Running Start Agreement

As a Running Start student and parent/guardian, you are acknowledging the following:

- Student must meet all NTPS graduation requirements including graduation pathway, credits, HSBP, WA State History.
- River Ridge staff and parents/guardians do not have access to college grades or attendance. Student may give permission to their parents/guardians by submitting the Release of Records Form found on SPSCC's website.
- Running Start students are responsible for checking their college grades, calendar, email, and college degree requirements.
- If student delays college registration, student risks not getting into classes needed for graduation.
- College classes must not interfere with high school classes. High school classes will not be changed to accommodate college classes after the first three days of the high school semester.
- Students who drop out of Running Start midyear risk not earning full credit and may result in delayed graduation.
- Students must plan to complete all high school graduation requirements by the end of winter quarter of your senior year. Failure to do so may jeopardize the ability to participate in graduation ceremony.
- We understand that River Ridge staff cannot assist with college degree pathway or college systems. Students must speak with the college regarding degree requirements and accounts.
- River Ridge/Running Start students are not allowed to be on River Ridge campus outside of their scheduled class time or appointments.
- Running Start students must make an appointment with their counselor to sign their RSEVF. **No walk-ins allowed.**

Student Name: _____

Student Signature: _____

Parent/Guardian Signature: _____

Your Fall quarter RSEVF will not be signed until this form is returned.

WHAT KIND OF STUDENTS DO WELL AT RUNNING START?

Top Traits of Successful Running Start Students

HAVE GOOD GRADES AND BE AN INDEPENDENT LEARNER GOING IN

An A student with the occasional B grade is a good indication you may be a good fit. Many successful Running Start students have a GPA of 3.6 and higher before entering the program. College classes go very fast and are challenging. You must be able to be resourceful and maintain a good work ethic throughout all classes.



HAVE GOOD TIME MANAGEMENT AND ORGANIZATIONAL SKILLS



College classes typically require completing more assignments and tests than high school classes. Being unprepared is the biggest downfall and is hard to recover from. Being on top of assignments, class times, test dates, and deadlines is key to success. Students must also balance sports and activities. Plan college classes accordingly each quarter.

WILLING TO ASK QUESTIONS OF STAFF AND FACULTY

Professors and support staff are not as readily available as teachers and counselors at River Ridge. You must go out of your way to initiate communication.



HAVE RELIABLE TRANSPORTATION



There is no district transportation to SPSCC. You must either have a reliable vehicle or use other modes of transportation. Keep in mind that you are likely to have to take classes at the SPSCC Olympia campus located roughly 20 minutes from RRHS by car. You cannot guarantee that all Running Start classes will be online.

BE READY TO MOVE ON FROM HIGH SCHOOL

Many students want to earn college credit but also want the high school experience. If that is the case, we encourage you to learn how to do that at RRHS. If you would like to be more disconnected and be a more independent student, then Running Start might be a good option.



Speak with your counselor if you have questions.



Running Start Steps to Enroll

- 1. Attend Running Start Orientation** | spscc.edu/admissions/running-start
 - > Running Start Orientation (RSO) is required for all new Running Start students before you register for classes. Learn the admissions steps and resources to help you through the process!
- 2. Apply to SPSCC** | spscc.edu/apply
 - > Submit a free admissions application online using a personal email address (not your high school email address). It can take up to 10 business days to process your application.

Starting Quarter	Fall	Winter	Spring	Summer
Recommended to Apply to SPSCC	previous April	previous October	previous January	previous April

- 3. Activate Your Student Accounts** | spscc.edu/admissions/activate-accounts
 - > When your application has been processed, you'll receive an acceptance email with your ctcLink ID. Use your ctcLink ID to activate your two student accounts: your ctcLink account and your ClipperID (SPSCC email address).
 - ctcLink number: _____
 - ClipperID: _____
- 4. Get Placed** | spscc.edu/admissions/placement
 - > To be eligible for Running Start, you must place into (or have completed) English 101. Complete the English Guided Self Placement (GSP) or submit an English SBA score of at least 3 to qualify.
- 5. Complete the Running Start Enrollment Verification Form (RSEVF)**
 - > Meet with your high school counselor or school district representative to discuss your graduation requirements and fill out the RSEVF with you.
 - > Your high school counselor or district representative needs to sign the RSEVF before you submit it to SPSCC. If you are under 18, your parent/guardian will need to sign as well.
- 6. Submit the RSEVF**
 - > You must turn in the RSEVF every quarter for SPSCC to adjust your tuition and fees. If submitted by the RSEVF Priority Deadline, it will be processed before registration opens.
- 7. Get Registered** | spscc.edu/running-start/class-registration-orientation
 - > If you would like in-person assistance signing up for classes, attend Running Start Class Registration (RSCR). You'll learn how to use the online registration system and select your first quarter classes.
- 8. Pay Fees or Complete Fee Waiver** Due by: _____
 - > Fees and the costs of books and supplies are not covered through the Running Start program. Fees must be paid by the tuition due date each quarter. Students with a qualifying financial need can participate in the Fee Waiver & Book Borrow Program (spscc.edu/running-start-fee-waiver).

Remaining High School Graduation Requirements	Number of HS Credits Needed
English	
Math	
Science	
Social Sciences	
Art/Language/CTE/PPR	
Electives	

Notes: _____

Campus Resources



Visit spscc.edu/hours-contact for current hours

Food Pantry | spscc.edu/campus-life/food-drink/food-pantry

Free, fresh, and non-perishable food items, hygiene kits, and children’s books to SPSCC students.

> Building 27 | 360-596-5212 or studentlife@spscc.edu

Disability and Access Services | spscc.edu/services-support/access

Get support or accommodations for a diagnosed condition based on your needs and classes, including textbooks in alternative formats, real-time captioning, and more.

> Building 22, Room 260 | 360-596-5306 or access.services@spscc.edu

Personal Support Services | spscc.edu/services-support/personal

If you find yourself struggling with financial, family, or mental health challenges, the Personal Support Center can connect you with both college and community resources that you need.

> basicneeds@spscc.edu

Mental Health Counseling Services | spscc.edu/services-support/counseling

Offers scheduled appointments, walk-in sessions, crisis intervention services, and workshops.

> Building 22, Room 260 | 360-596-5306 or counseling@spscc.edu

Tutoring & Learning Support Centers | spscc.edu/lss

One-on-one and small-group tutoring.

- > LSS East (Math, Sciences, and Computer Science & OFTEC) Building 22, Room 110
- > LSS West (Writing & Language Tutoring) Building 22, in the Library

Academic Advising | spscc.edu/act-center

Academic planning, preparing to transfer to a university, career exploration, and more.

> Building 22, Room 210 | 360-596-5267 or advising@spscc.edu

Tech Support | spscc.edu/services-support/tech-support

For any college computer, phone, or technology-related support, including account login difficulties.

> Building 22, Room 132 | 360-596-5544 or helpdesk@spscc.edu

Key

- ∞ Students pursuing a diploma from a public school district, charter or tribal school, or reengagement program must ensure their college courses meet state and local credit requirements for graduation. Aside from seniors in schools using SchoolLinks for the first time, all students must complete required HSBP tasks in the SchoolLinks platform or upload/transfer in the same information.
- ◇ Per [RCW 28A.600.310](#), school districts must provide documentation of a student's low-income status or free and reduced-price lunch (FRPL) eligibility directly to colleges. Typically, the RSEVF is the mechanism by which that is accomplished. If that information is not readily available to high school counselors, they must contact their Child Nutrition Services office to request it or establish a process by which it can be shared directly by Child Nutrition Services.
- * Colleges may limit the total number of college credits students can enroll in each term. Contact the college for maximum term credit policies.
- △ For the fall college quarter and students enrolled in a high school with a trimester schedule, use the student's first trimester schedule. For the winter college quarter and students enrolled in a high school with a semester schedule, use the student's second semester schedule.
- Continuing Running Start students in a fifth year or beyond are limited to earning credits to meet district, charter school, or tribal compact school's graduation requirements only, and may enroll in no more than 58 college credits for all 12th grade academic years combined ([WAC 392-169-055](#)). Students may not enroll in Running Start for the first time in a fifth year or later. These requirements also apply to students who do not intend to graduate from the district or school.

PURPOSE: The RSEVF ensures that a student's monthly enrollment does not exceed the allowable combined 1.30 full-time equivalent (FTE) limitation. This form provides the college the FTE available for Running Start enrollment, provides the high school with the enrolled colleges classes, and notifies the student and their parents/guardians if tuition charges will occur. A different form (the Summer RSEVF) is used for the summer quarter.

The RSEVF is required to be completed each college term for each student enrolling in college classes through the Running Start program, including home-based and private school students. Students attending more than one college for any college term are required to have a separate RSEVF for each college. When a student will be attending multiple colleges, the appropriate box in the upper right-hand corner of the RSEVF must be checked and the name(s) of the college(s) provided. If the student's high school or college enrollment changes during the college term, a revised RSEVF must be completed and the appropriate box in the upper right-hand corner of the RSEVF must be checked.

FTE and Annual Average FTE (AAFTE) Limitations: Running Start students may not be claimed for a combined high school and college enrollment that exceeds 1.30 FTE for any month except in limited cases for December and January. Additionally, based on the student's AAFTE after March, a student may qualify to enroll in 20 credits for the spring term and be claimed for up to a 1.33 FTE. The high school cannot exceed 1.00 FTE, except for students enrolled in a high school and skill center. The college can exceed 1.00 FTE, subject to college enrollment limits.

When a student is enrolled in both a high school and a skill center and claimed for more than a combined 1.0 FTE, the available Running Start enrollment is limited to a 0.30 FTE. When a student's combined high school and skill center enrollment is less than 1.0 FTE, the standard Running Start calculation applies.

This 1.30 FTE limitation applies to the annual average FTE (AAFTE), where a Running Start student may not be claimed for a combined high school and college enrollment that exceeds 1.30 AAFTE for the school year. High school and skill center AAFTE is the 10-month average of the FTE reported for the months September through June. Running Start AAFTE is the 9-month average of the FTE reported for the months October through June.

Students who exceed the 1.30 FTE or AAFTE may be charged tuition by the college for the credits in excess of this limitation.

EXCEPTIONS WHEN A STUDENT'S MONTHLY FTE CAN EXCEED 1.30: For high schools on a trimester calendar, when the high school second trimester and the college fall quarter overlaps in December, a Running Start student can be claimed for more than a 1.30 FTE for the month of December only. When planning for the fall college quarter, counselors should use the first trimester to determine the available FTE for fall quarter.

For high schools on a semester calendar, when the high school first semester and the college winter quarter overlaps in January, a Running Start student can be claimed for more than a 1.30 FTE for the month of January only. When planning for the winter college quarter, counselors should use the second semester to determine the available FTE for winter quarter.

When a student who is claimed for more than a 1.30 FTE in either the month of December or January for the reasons above, the student may be subject to a reduced FTE or to paying tuition for the spring college quarter, if the 1.30 AAFTE would be exceeded. Completion of the Spring Quarter Eligibility Adjustment Form (SQEAF) will identify students at risk of exceeding the 1.30 AAFTE and will calculate the reduced available FTE for the spring quarter. For students whose spring quarter available FTE is reduced, a completed SQEAF must be attached to the spring quarter RSEVF and the appropriate box in the upper right-hand corner of the RSEVF must be checked. Students attending more than one college for the spring quarter must have the SQEAF attached to each college's RSEVF.

Students interested in enrolling in 20 college credits for the spring quarter must also have a completed SQEAF demonstrating the student has available AAFTE to be claimed for a 1.33 FTE for that quarter only.

For more information on the 1.30 Running Start FTE/AAFTE limitation, refer to the [Running Start Technical Guide](#).

INSTRUCTIONS FOR COMPLETING THE RSEVF

STUDENT SECTION (Top Left): RSEVF completion begins with the student who provides:

- Their name, phone number, and email.
- Their high school and school district.
- Their high school identification number. If unknown, the school counselor or main office staff can assist.
- The college name and college term (quarter or semester). Contact the college to determine if it is on a quarter or semester schedule.
- Their college student identification number. If unknown, refer to an earlier completed RSEVF or contact the college.
- Acknowledgement of whether the student intends to earn a high school diploma through the school district or public charter or tribal school.
- The college classes and number of credits the student intends to register for. Students who are unsure of what to take should work closely with school counselors and college advisors to select the appropriate courses, ensure they align with their High School and Beyond Plan and/or degree requirements, and maximize Running Start eligibility.

SCHOOL COUNSELOR OR HS/DISTRICT ADMINISTRATOR (Top Right): The high school counselor or authorized administrator completes the following:

- **The upper right-hand boxes**, indicating whether:
 - The RSEVF is a revision.
 - The student is over 18.
 - The student is new or returning to Running Start.
 - The student is homeschooled or attends a private school.
 - The student intends to enroll in more than one college and the other college(s) they may be attending this term.
 - An SQEAF is attached.
 - The student was FRPL eligible ◇ in the past 5 years.
- **For each requested college class**, the high school equivalency fields and number of high school credits.
- **The Available College FTE/Credits section**, indicating:
 - The FTE that will be claimed by the high school/skill center. FTE in high school and skill center classes is calculated based on a class's weekly enrolled minutes and eligible passing time. 1.0 FTE equals 1,665 weekly minutes. Refer to the high school and skill center master bell schedule available at the registrar or business administration office for the exact weekly minutes and the FTE for each class. Add the FTE for each enrolled class to determine the student's total high school and skill center FTE.
 - The maximum number of college credits the student may enroll for using the Running Start Funding Limit Table.
 - The student's grade level for the forthcoming Running Start term.
 - Any additional information pertaining to the student's plans (e.g. remaining HS requirements, anticipated courses at other colleges, etc.) that would be helpful for college advisors in the lines available.
 - Counselor or authorized administrator's signature, title, and contact information.

COLLEGE RUNNING START ADVISOR/REPRESENTATIVE: The college Running Start advisor or representative should review the form for accuracy and provide their signature, title, and contact information. When there are incomplete fields or apparent errors, college advisors/representatives are encouraged to work with the student or school counselor to correct them before or in lieu of returning the form to the high school.

STUDENT & PARENT/GUARDIAN ACKNOWLEDGEMENT SECTION (Bottom): The student and parent/guardian should review the completed form for accuracy and understanding, then sign and date the acknowledgement at the bottom of the form. Students 18 and older are not required to provide a parent/guardian signature.

DISTRIBUTION OF RSEVF AND RECORDS RETENTION: Copies of the completed form should be retained by both the high school and college. The original form is kept by the student and their parent or guardian.



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SPSCC High School Documents Placement Guide

Students applying to Dual Credit programs or graduates who have completed high school testing or classes may be eligible to use high school documents or score sheets for placement into pre-college or college level English and Math courses. Please use the grids below to find the appropriate placement and documentation needed.

PLACEMENT FOR ENGLISH 101

All course completion requires a "B" or better averaged grade for 1.0 high school credit

All exam score minimums are listed next to the exam

Course completion options:	Exam score options:
12th grade English/Language Arts Course Completion	SBA 10th grade ENGLISH score of "3" or "4"
AP English Course Completion	AP English Lit. or Language Comp score of "3"
IB English Course Completion	IB English A Literature or Lang/Lit. score of "4"
CI English Course Completion	CI English A or Language/Lit or Lit. score of "E"
SBA Bridge to College English Course Completion	SAT READING/WRITING score of 470 or higher
	ACT READING/ENGLISH score of 19 or higher (on ea.)

PLACEMENT FOR ENGLISH 102


All exam score minimums are listed next to the exam

AP English Language & Comp. score of "4" + or IB English A: Lang. & Lit. (SL or HL) score of "5"+

DOCUMENTATION TIME LIMITS

National Exams & College Transcripts		High School Courses & Tests	
Advanced Placement Exam	No expiration	Bridge 2 College Math	2 yrs from date completed
Int'l Baccalaureate Exam	No expiration	Bridge 2 College English	3 yrs from date completed
Cambridge Int'l Exam	No expiration	HS Math Course Completion	2 yrs from date completed
RS/CiHS College Transcripts	No expiration	HS English Course Completion	3 yrs from date completed
SAT English	3 yrs from date completed	HS Chemistry Course Completion	3 yrs from date completed
ACT English	3 yrs from date completed	Smarter Balance 10th Math	2 yrs from 10th grade completion
		Smarter Balance 10th English	3 yrs from graduation
		WA State MATH Agreement	2 yrs from 10th grade completion
		WA State English Agreement	3 yrs from graduation

For all placement, an unofficial high school transcript or unofficial score sheet will be accepted. For AP, IB & CI only: If you score high enough to receive credit from SPSCC, you must submit an **official score sheet** for credit review.

See back for math, chemistry & physics placement options 

PLACEMENT FOR MATH, CHEMISTRY & PHYSICS

Course completion requires "B" or better aver. grade for 1.0 HS credit | Exam score minimums are listed next to the exam

College Level Course Options: These classes are tuition paid through the Running Start program

Pre-College Level Course Options: These classes are **NOT** covered by Running Start funds or fee waiver and students must pay full **tuition** when enrolled. Please speak with the Assessment Center or ACT Center before enrolling in these courses. These classes might be a great way to keep you going toward your college level math, however we want to make sure students understand the financial commitment and the path to college level math based on your career and pathway goals.

<p>Algebra I Integrated I</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note: Please speak with the Assessment Center or ACT Center before enrolling in any Pre-College Level course option or MATH 101 or BUS 104. These are potentially non-transferable math courses and will not be recognized for math completion at four year colleges and universities.</p> </div>	<p>Places you into....</p>	<p><u>College Level Course Options</u></p> <p>MATH 101 (5 cr.) Technical Mathematics</p> <p>BUS 104 (5 cr.) Business Math</p> <p>OCEA& 101 (5 cr.) Introduction to Oceanography</p> <p><u>Pre-College Level Course Options (Student Pay)</u></p> <p>AMATH 097 (7 cr.) Corequisite Intermediate Algebra</p> <p>CMATH 107 (5 cr.) CLIPPERS Math In Society</p> <p>CMATH 146 (7 cr.) CLIPPERS Introduction to Statistics</p>
<p>Geometry Integrated II</p>	<p>Places you into all college courses above PLUS...</p>	<p><u>College Level Course Options</u></p> <p>MATH& 107 (5 cr.) Math In Society</p> <p>BOT& 101 (5 cr.) Introduction to Botany</p> <p>PHYS& 110 (5 cr.) Physics for Non-Science Majors w/ Lab</p>
<p>SBA Bridge to College math course AP Statistics (course or score "3") SBA 10th grade MATH score "3" IB Mathematics (SL or HL) score "4" IB Math: App & Interp. (SL) score "4+" IB Math: Analysis & Appr (SL) score "4-5"</p>	<p>Places you into all college courses above PLUS...</p>	<p><u>College Level Course Options</u></p> <p>MATH& 146 (5 cr.) Introduction to Statistics</p> <p>CHEM& 121 (5 cr.) Introduction to Chemistry with Lab</p> <p><u>Pre-College Level Course Options (Student Pay)</u></p> <p>MATH 098 (5 cr.) Algebraic Methods</p>
<p>Algebra II or Honors Algebra II (no precalc) Integrated III (no precalc) SBA 10th grade MATH score "4"</p>	<p>Places you into all college courses above PLUS...</p>	<p><u>College Level Course Options</u></p> <p>MATH& 147 (5 cr.) Precalc. for Business/Social Science</p> <p>CHEM& 139 (5 cr.) General Chemistry Prep (no Lab)</p> <p><u>Pre-College Level Course Options (Student Pay)</u></p> <p>AMATH 141 (8 cr.) Corequisite Precalculus I</p>

More math, chemistry & physics placement options



PLACEMENT FOR MATH, CHEMISTRY & PHYSICS, cont'd.

Course completion requires "B" or better aver. grade for 1.0 HS credit | Exam score minimums are listed next to the exam

Advanced Algebra II (w/precalc) Accelerated Integrated III (w/precalc) Precalculus	Places you into all college courses above PLUS ...	<u>College Level Course Options</u> MATH& 141 (5 cr.) Precalculus I PHYS& 114 (5 cr.) General Physics I with Lab
AP Precalculus (course or score "3") IB Math: App & Interp. (HL) score "4-5" IB Math: Analysis & Appr (SL) score "6-7"	Places you into all college courses above PLUS ...	<u>College Level Course Options</u> MATH& 142 (5 cr.) Precalculus II MATH& 148 (5 cr.) Calculus for Business/Social Science CHEM& 161 (5 cr.) General Chemistry with Lab I*
* Note on CHEM& 161 Course: Enrollment in CHEM& 161 has two parts– completion of MATH& 141 AND completion of 1 year of HS Chemistry or CHEM& 121 or CHEM& 139. Both conditions must be met to enroll in CHEM& 161.		
Calculus AP Pre-Calculus score "4-5" AP Calculus AB IB Mathematics (SL or HL) score "5-6" IB Math: Further (SL or HL) score "4" IB Math: App & Interp. (HL) score "6-7" IB Math: Analysis & Appr (HL) score "4-5"	Places you into all college courses above PLUS ...	<u>College Level Course Options</u> MATH& 151 (5 cr.) Calculus I PHYS& 221 (5 cr.) Engineering Physics I with Lab <i>(must be concurrently enrolled or complete MATH 151)</i>
AP Calculus BC AP Calculus AB score "3+" IB Mathematics (SL or HL) score of "7" IB Math: Further (SL or HL) score of "5+" IB Math: Analysis & Appr (HL) score "6-7"	Places you into all college courses above PLUS ...	<u>College Level Course Options</u> MATH& 152 (5 cr.) Calculus II
AP Calculus BC score "3+" CI Mathematics or Further A Level "E"+	Places you into all college courses above PLUS ...	<u>College Level Course Options</u> MATH& 153 (5 cr.) Calculus II

High School Documentation FAQs

What if I'm a home school student? What does my transcript need to include? Home school students can submit a transcript for placement in Math or English with the following information: 1. Full name, address and phone number of the student. 2. Name of textbook or course materials used (if any) including publisher, year and edition. 3. List of concepts/content covered in the course. 4. Grade received for two semesters or one year of study. 5. Designation of two semesters (.5 cr each) or one year (1.0 cr) of credit earned. 6. Signature of teacher, tutor, parent, guardian or other qualified individual who taught the course content to the student. Transcript needs to include Math and/or English completion information only. A full transcript of all coursework completed is not required.

What if I haven't finished my high school class, but the college is registering for the next quarter? For summer/fall quarter registration only: If you are currently in progress in a Math or English course at the high school you can submit an unofficial transcript showing completion of first semester with a "B" or better and a copy of your second semester schedule showing enrollment in the course. **You must then submit a final transcript showing completion of second semester no later than the last business day in June. If you do not submit a final transcript you will be dropped from your classes by the start of the quarter.** In progress enrollment is not an option for current high school students during winter or spring quarter registration and is not an option for high school based test completion. You must have a final score sheet to submit for placement off test completion.

What if I completed an AP math class, but didn't take the AP Exam? Students who have completed an AP, IB or CI math course but did not take the exam still have an opportunity for math placement with a grade of "B" or better in the class. See the tables for placement level.

What if I feel I can do higher math than where I've been placed with my high school course completion or test scores? Students have the ability to take the WAMAP Math placement exams for potentially higher math placement up through MATH& 151. Testing is free and we will always use your highest placement option. If you do not score higher than your original placement, the original placement will stand. Students also have the option to reach out to the instructor teaching the course they wish to enroll in and ask for instructor permission to enroll. If granted permission to enroll, the student must go through Enrollment Services for processing.

Do I have to bring official (sealed) transcripts or score results? If you would like to receive transcribed credit for AP, IB or CI eligible scores, you will need to submit an official report with a Transfer of Credit application. An unofficial score report can be used for placement during registration while you are waiting for the official report to be sent. High school transcripts and SBA scores are used for placement only and do not need to be official.

What if my SBA results aren't yet on my high school transcript? If you have a copy of your score report from completing the SBA, we can use that for placement. If you do not yet have a score report your high school Counselor or Registrar can email assessment@spscc.edu and include score information along with your full name and date of birth. *SBA scores are only valid from the 10th grade testing year.*

What if I take the placement test but then get a better grade in class or higher score on SBA? SPSCC will always use your highest placement option. For example, if you take WAMAP MATH 107/146 exam and do not place but then receive a "3" or "4" on your SBA Math exam, then we will use the SBA results for placement into MATH 107/146.

What if I'm not planning on taking Math or English courses right away at the college? Do I need to submit my high school documentation? There are time limits on how long your scores or grades are good for placement. Please see the Documentation Time Limits Table included with this document. We recommend that you work with an Educational and Career Planner to see how the time limits might impact your progression at the college.

NORTH THURSTON PUBLIC SCHOOLS SPSCC Course Equivalencies 2025-2026

Students should check with their high school Counselor for the specific credits they need to complete. Course equivalency is set by the high school. Failure to meet with your high school counselor on a regular basis could result in not meeting high school graduation requirements. High school credit is granted at a rate of 5 college credits to 1 high school credit.

High School Requirement	Needed HS Credit	Equiv. College Credit	SPSCC Course Options
English			
Junior	1	5	ENGL& 101+ or CMST& 101+ (except CMST&102)
Senior	1	5	ENGL& 101+ or CMST& 101+ (except CMST&102)
Social Studies			
World History	1	5	ECON& 201, 202 or HIST& 126, 127, 128, 204 or IIS 125, 129, 130, 131, 145 or HUM& 121, 140, 240
US History	1	5	HIST& 146, 147 or 148
Civics/Government	1	5	POLS& 101, 202 or 203
Math			
3rd Math Credit	1	5	MATH 101+
<i>Note: Students are encouraged to completed Algebra II before attempting to place for college math. MATH 101 is a non-transferable quantitative course to four year schools. CMATH 107, CMATH 146 and AMATH 141 are tuition paid by the student. High school 3rd math credit is only awarded if credit earned from A/CMATH is transcribed as MATH 107, 146 or 141. Check with SPSCC for more information.</i>			
Science			
Lab Science	1	5	Any course in the SPSCC Natural Science Distribution with a LAB designation
3rd Science Credit	1	5	Any other course in the SPSCC Natural Science Distribution (including additional lab science) excluding NUTR& 101 and MATH courses
Health	0.5	3	PE 180, 185, 187, NUTR&101 or PSYC 270
Fitness	1.5	8	PE 100+
Fine Arts	1	5	ART 101+, DRMA 101+, FILM 116+, MUSC 100+
World Language	2	10	ASL& 121+ (excluding ASL 250), CHIN& 121+, FRCH& 121+, GERM& 121+, JAPN& 121+, SPAN& 121+
Career and Technical Education	1	5	ACCT 201+, ASL& 121+, AUTO 100+, AEC 101+, BUS 100+, CAP 101+, CCS 101+, CIS 145+, CJ 101+, CMT 105+, CNA 100+, CS 142+, ECED 100+, ENG 235, LGL 111+, MED 101+, FLMP 110+, OFTEC 100+, WELD 101+
Washington State History	NA	5	HIST&214
<i>Note: Washington State History is a non-credit graduation requirement, credit will be applied in Electives</i>			
High School & Beyond Plan			
<i>High School & Beyond Plan (HSBP) is a non-credit graduation requirement that must be completed in SchoolLinks. Running Start students who plan to earn an Associate Degree by graduation must take CCS 101 at SPSCC within the first two quarters of enrollment. CCS 102 or 103 is recommended to be taken the same quarter as CCS 101. The course content from the CCS classes supports the required tasks in SchoolLinks for the HSBP. Please see your High School Counselor for more information about HSBP requirements. Please see your Educational Planner for more information about the CCS courses. Non-degree seeking students must apply for a CCS waiver at SPSCC or they will be blocked from registration after their first two quarters.</i>			
Elective	varies	varies	any course the student meets the prerequisite for at SPSCC

Notes: