Running Start
at Bellevue College

Information Session

runningstartnewstudent@bellevuecollege.edu
https://www.bellevuecollege.edu/runningstart

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Join Running Start at Bellevue College!

Email us at runningstartnewstudent@bellevuecollege.edu

Visit our website: https://www.bellevuecollege.edu/runningstart

What is Running Start?

- Running Start was created by the *Learning by Choice* bill in 1990. This bill determined that:
  - High School students can earn college credits.
  - School districts pay for the tuition for the approved amount of college credits (for 100 and 200 level courses) for Running Start students.
  - Running Start students are responsible for all class and student fees, so the program is not completely free.
- Running Start is available at all Washington State community colleges
- Bellevue College Running Start has around 2,800 students enrolled

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Running Start is a Dual Enrollment Program

- **Dual Enrollment** is when a student is enrolled at both a high school and a college.
- Running Start students are earning both high school and college credits at the same time.
- Classes taken through Running Start can be used for high school graduation requirements, associate's degree requirements, as well as other degree programs such as bachelor's degrees.
- **1 High School credit = 5 Bellevue College credits**
- Use your **Course Equivalency** sheet from your school district to know exactly what classes at Bellevue College will meet your specific high school graduation requirements. Students can obtain this sheet from their high school counselor.

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Running Start Enrollment Options

- Running Start students can enroll as **full-time** or **part-time** students.
  - **Full-time** students typically take 15 credits (three 5-credit courses) per quarter.
- Running Start students can take any course at Bellevue College as long as they meet the **prerequisites** for the course.
  - **Prerequisites** are requirements that students need to meet in order to enroll in a course. Requirements are often having completed a specific course with a certain grade or placement into the course or a specific course level.
  - For example:

ENGL& 101 English Composition I • 5 Cr.

Prerequisite: Placement by assessment or ENGL 092 or 093 with a C- or better.

Enrollment in specific courses at Bellevue College is never guaranteed even if the course is needed for a high school graduation requirement.

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Running Start is only during Fall, Winter, and Spring quarters.

This is subject to change.

Students are allowed to take classes over the summer if they would like, however, they currently are responsible for the tuition as well as class and student fees.

Please email your questions to runningstartnewstudent@bellevuecollege.edu

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Running Start Eligibility

To participate in the Running Start program students must be both of the following:

- A high school junior or senior
- Enrolled in a public high school in Washington state.

If home school or private school student , the student will need to be enrolled in their local public high school or with the their local school district as a enrolled non-attending student.

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Characteristics of Successful Running Start Students

Ready for college level academics

Ready for more independence and responsibility

Able to manage their time well

Able to track their high school graduation requirements

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FERPA and Parent Involvement

- The **Family Educational Rights and Privacy Act (FERPA)** is a federal law that any educational institution administered by the U.S. Secretary of Education must follow. This act is about protecting student privacy by not releasing grades or other personal information to anyone but the student.
- Under FERPA, **instructors cannot communicate with anyone but the student about the student's course work or grade**s. This is a federal law to which Bellevue College must legally adhere. It does not matter if the student is a minor and a Running Start student; **all students taking college courses are considered adults and FERPA applies to all.**
- Parents cannot schedule conferences with the instructor, file a grade appeal on a student's behalf, or communicate details about a grade appeal or complaint**. The student is responsible for all communication regarding course work, grades, and appeals or complaints.**

Learn more at: https://www.bellevuecollege.edu/ferpa/reference-library/

Running Start Academic Policies

Important policies to guide Running Start students toward success.

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Required ‘C’ Average

- Grades earned through Running Start will be permanent on a student’s college transcript.
- In order to support our students to be successful college students and to protect them from negatively impacting their college transcript we required that students maintain a ‘C’ average.
- Low grades can indicate that a student is not ready for the college environment, the new independence and responsibilities, or for the rigor of college level courses.
- Earning low grades can even impact a students ability to receive financial aid in the future.

Academic Resources for Students

Different resources on campus that Running Start students should know about.

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The Academic Success Center (ASC)

- The ASC offers free tutoring and learning services for all Bellevue College students.
- They provide
  - One on one virtual tutoring
  - Writing, Reading, and Math labs
  - Workshops
  - Online Resources

Webpage: https://www.bellevuecollege.edu/asc

Email: asc@bellevuecollege.edu

Disability Resource Center (DRC)

- If Running Start students have an IEP or a 504 plan at their high school they may be eligible for accommodations at Bellevue College through the DRC.
- The accommodations must be arranged through the DRC by the student and updated each quarter.
- High school accommodations are different from college accommodations. Meet with the DRC to learn more about what your accommodations could be.

Webpage: https://www.bellevuecollege.edu/drc

Email: drc@bellevuecollege.edu

Placement and Testing Services

- All Running Start students must complete English placement as part of our admissions steps.
- Math placement will be needed if the student plans to enroll in any math or science courses, and if they plan to complete an associates degree.
- Students need English and Math placement in order to register for classes that have English and Math prerequisites.
- To complete placement students can take a placement test or use their high school transcripts, AP exam scores, Smarter balance test scores, and more. See the placement and testing webpage for more information regarding placement.

Webpage: https://www.bellevuecollege.edu/testing

Placement Documents: Request English and Math Placement :: Student Central Forms (bellevuecollege.edu)

Running Start Advising and Educational Planning

- At Bellevue College, we has advisor/s specifically for Running Start students. Advising is available via email, phone calls, or video meetings.
- Students can meet with an advisor to plan how to meet their high school graduation requirements, plan how to earn an associates degree, find resources on campus, discuss their plans for after high school, and more.
- Before meeting with an advisor students must:
  - Complete all admissions steps and be cleared to register for classes.
  - Meet with their high school counselor to confirm their remaining high school graduation requirements and obtain their districts course equivalency sheet to determine which courses at Bellevue College will fulfill those requirements.

Webpage: https://www.bellevuecollege.edu/runningstart/navigation/advising-educational-planning/

Program Costs

The Running Start program covers the tuition for the approved number of credits determined by the student's high school on their Enrollment Verification Form.

Cost Simplified

- **Running Start students are responsible for class and student fees as well as any books or materials required by their classes**.

- **Running Start students are responsible for tuition if they:**
  - Enroll in a **below college level course** (any course below level 100).
  - Enroll in **more credits than approved** for by their high school counselor on their Enrollment Verification Form. The student is then responsible for the tuition for the credits above the approved amount.

For more information about cost of tuition and student fees please visit https://www.bellevuecollege.edu/tuition/

Cost Simplified Example

A Running Start student is approved for 15 credits at Bellevue College. The student then enrolls in 18 credits at Bellevue College. Running Start will only cover the tuition for 15 credits.

How many credits of tuition is the student responsible for?

The student is responsible to pay for 3 credits of tuition, plus any class and student fees.

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Running Start Fee Waiver Petition Form

- Running Start students may be eligible for our Fee Waiver if any of the following applies to them:

Free/Reduced Priced Lunch	**TANF Benefit Recipient**	**Foster Youth**
Medicaid Recipient	**Basic Food Recipient**	**Other State and Federal Supported Programs**

- The Fee Waiver Petition form is available on our webpage https://www.bellevuecollege.edu/runningstart/navigation/forms/
- Students need to email this form and required documentation to chsprograms@bellevuecollege.edu no later than the 5th day of the quarter.

Time Management

Running Start students should understand the time commitment they are making when they enroll in classes at Bellevue College. Enrolling in 15 credits of classes is about the same amount of time as a full time job each week: 30-45 hours.

- 1 credit at BC = 1 hour of class + 1-2 hours of homework/studying
- 15 credits at BC = 15 hours of class + 15-30 hours of homework/studying

Running Start Enrollment

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Enrollment Verification Form

- This form is required each quarter in order for the student to enroll in classes. Students need to submit a new version of this form each quarter.
- The Enrollment Verification form indicates how many college credits a student is approved for by their high school/district.
- Students should keep a copy of their Enrollment Verification Form in case our office asks students to resubmit the form.
- Our office is only able to process this form if it is filled out completely and correctly with the required signatures.

At this time we are only accepting digital copies of Enrollment Verification Forms.

The form is available for download at
https://www.bellevuecollege.edu/runningstart/navigation/forms/

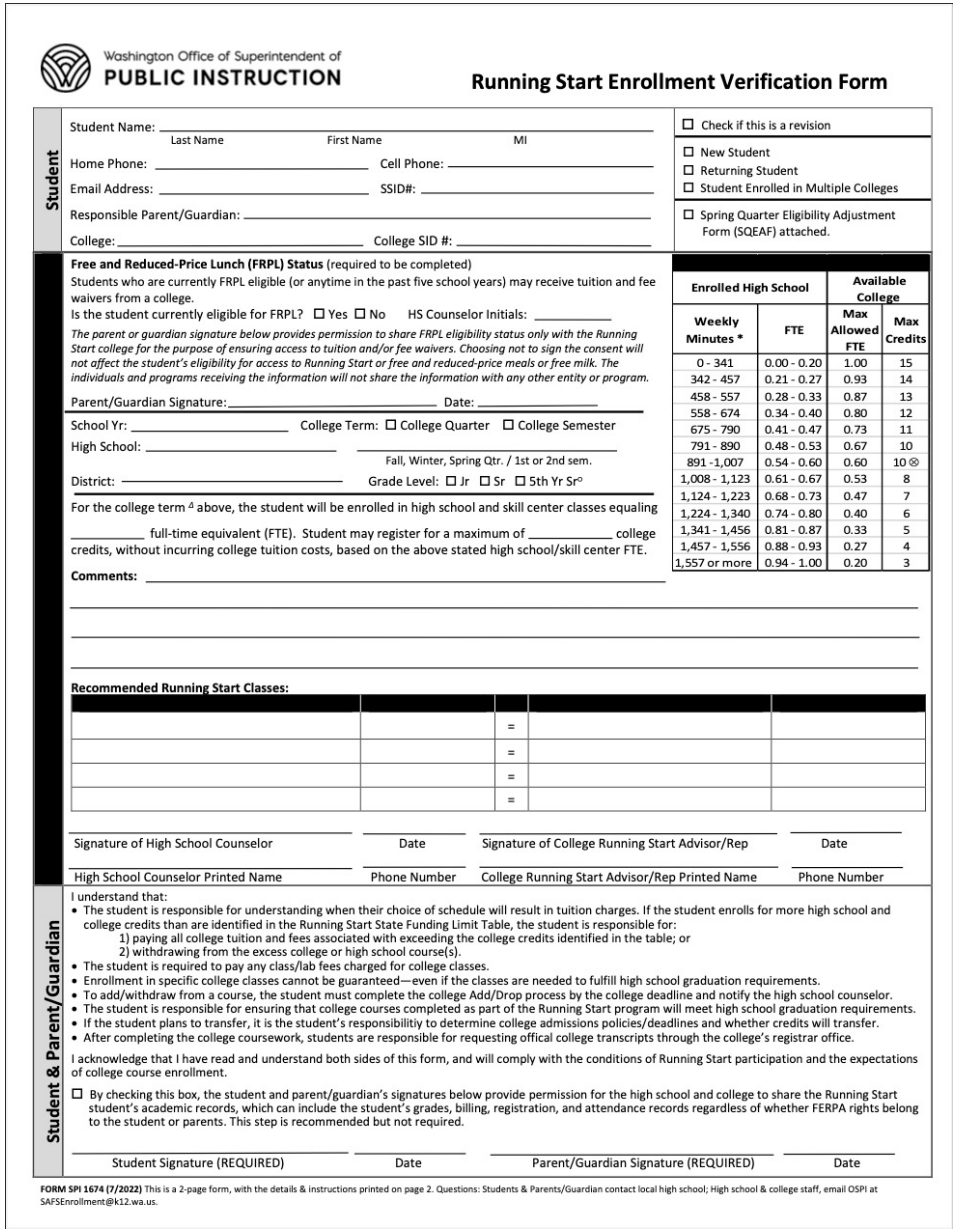
Enrollment Verification Form

Section 1: Student Information

Section 2: High School Counselor

Section 3: Parent/Guardian and student signatures

All signatures are required except for the College Running Start Advisor/Rep. Our office will sign there.



Washington Office of Superintendent of PUBLIC INSTRUCTION

Running Start Enrollment Verification Form

Student

Student Name: _____ (Last Name / First Name / MI)

Home Phone: _____ Cell Phone: _____

Email Address: _____ SSID#: _____

Responsible Parent/Guardian: _____

College: _____ College SID #: _____

☐ Check if this is a revision

☐ New Student
☐ Returning Student
☐ Student Enrolled in Multiple Colleges

☐ Spring Quarter Eligibility Adjustment Form (SQEAF) attached.

Free and Reduced-Price Lunch (FRPL) Status (required to be completed)

Students who are currently FRPL eligible (or anytime in the past five school years) may receive tuition and fee waivers from a college.

Is the student currently eligible for FRPL? ☐ Yes ☐ No HS Counselor Initials: _____

The parent or guardian signature below provides permission to share FRPL eligibility status only with the Running Start college for the purpose of ensuring access to tuition and/or fee waivers. Choosing not to sign the consent will not affect the student's eligibility for access to Running Start or free and reduced-price meals or free milk. The individuals and programs receiving the information will not share the information with any other entity or program.

Parent/Guardian Signature: _____ Date: _____

School Yr: _____ College Term: ☐ College Quarter ☐ College Semester

High School: _____ _____ (Fall, Winter, Spring Qtr. / 1st or 2nd sem.)

District: _____ Grade Level: ☐ Jr ☐ Sr ☐ 5th Yr Sr°

For the college term [d] 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 above stated high school/skill center FTE.

Comments: _____

Enrolled High School		Available College	
Weekly Minutes *	FTE	Max Allowed FTE	Max Credits
0 - 341	0.00 - 0.20	1.00	15
342 - 457	0.21 - 0.27	0.93	14
458 - 557	0.28 - 0.33	0.87	13
558 - 674	0.34 - 0.40	0.80	12
675 - 790	0.41 - 0.47	0.73	11
791 - 890	0.48 - 0.53	0.67	10
891 -1,007	0.54 - 0.60	0.60	10 ⊗
1,008 - 1,123	0.61 - 0.67	0.53	8
1,124 - 1,223	0.68 - 0.73	0.47	7
1,224 - 1,340	0.74 - 0.80	0.40	6
1,341 - 1,456	0.81 - 0.87	0.33	5
1,457 - 1,556	0.88 - 0.93	0.27	4
1,557 or more	0.94 - 1.00	0.20	3

Recommended Running Start Classes:

		=		
		=		
		=		
		=		

Signature of High School Counselor | Date | Signature of College Running Start Advisor/Rep | Date

High School Counselor Printed Name | Phone Number | College Running Start Advisor/Rep Printed Name | Phone Number

Student & Parent/Guardian

I understand that:

- The student is responsible for understanding when their choice of schedule will result in tuition charges. If the student enrolls for more high school and college credits than are identified in the Running Start State 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).
- The student is required to pay any class/lab fees charged for college classes.
- 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 responsibilitiy to determine college admissions policies/deadlines and whether credits will transfer.
- After completing the college coursework, students are responsible for requesting offical college transcripts through the college's registrar office.

I acknowledge that I have read and understand both sides of this form, and will comply with the conditions of Running Start participation and the expectations of college course enrollment.

☐ By checking this box, the student and parent/guardian's signatures below provide permission for the high school and college to share the Running Start student's academic records, which can include the student's grades, billing, registration, and attendance records regardless of whether FERPA rights belong to the student or parents. This step is recommended but not required.

Student Signature (REQUIRED) | Date | Parent/Guardian Signature (REQUIRED) | Date

FORM SPI 1674 (7/2022) This is a 2-page form, with the details & instructions printed on page 2. Questions: Students & Parents/Guardian contact local high school; High school & college staff, email OSPI at SAFSEnrollment@k12.wa.us.

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https://www.bellevuecollege.edu/runningstart

Things to Consider before joining Running Start

Benefits of Running Start

- Almost free college tuition
- Variety in course selection
- Flexible schedule
- Students develop independence, self-advocacy, responsibility
- New social environment and diverse community
- Opportunities to explore career options through course selections
- Earn college credits to use towards a degree program
- Exposure to the college experience
- Rigorous academics

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Challenges of Running Start

- Cost of student and class fees as well as books
- Rigorous and fast pace academics
- Monitoring your high school graduation requirements
- Time management
- New social environment, independence, and responsibilities
- Potential harm to your college and high school transcripts if not able to do well in classes
- FERPA – parents do not have access to student educational records or instructors
- Course content not adjusted to meet high school level student
- Conflicting schedules with BC and your high school activities
- Students do not check their Bellevue College email consistently and miss important deadlines and information
- Students missing payments for classes and their classes being dropped

Is Running Start right for you?

- Participating in Running Start should be a decision made with the student and their family.
- When considering participating in Running Start ask yourself these questions:
  - Are you comfortable in a college level class room with students of all ages?
  - Can you be assertive and ask for help when you need it?
  - Are you self-sufficient? Are you able to seek out resources on campus?
  - Have you done well in your classes in H.S.?
  - Are you ready for the rigor of college level academics?
  - How important are high school activities to you?
  - Are you able to miss certain events if you have classes or exams at BC at the same time?

How to Apply for Running Start @ Bellevue College

https://www.bellevuecollege.edu/runningstart/navigation/admissions

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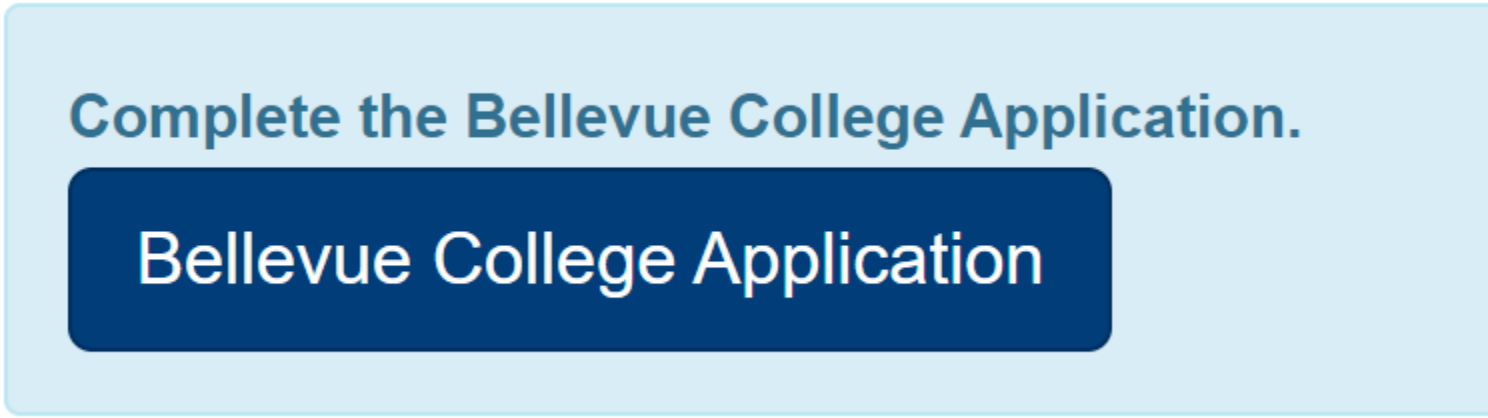
1. Complete **Bellevue College SBCTC Application**

Bellevue College Application



https://www.bellevuecollege.edu/runningstart/navigation/admissions

https://apply.ctc.edu/register

READY FOR WHAT'S NEXT?

Career training and university transfer at a fraction of the cost

COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

Create Username *

Create a Username and Password

Password *

Confirm Password *

Title

First Name *

Middle Name

Last Name *

Name Suffix

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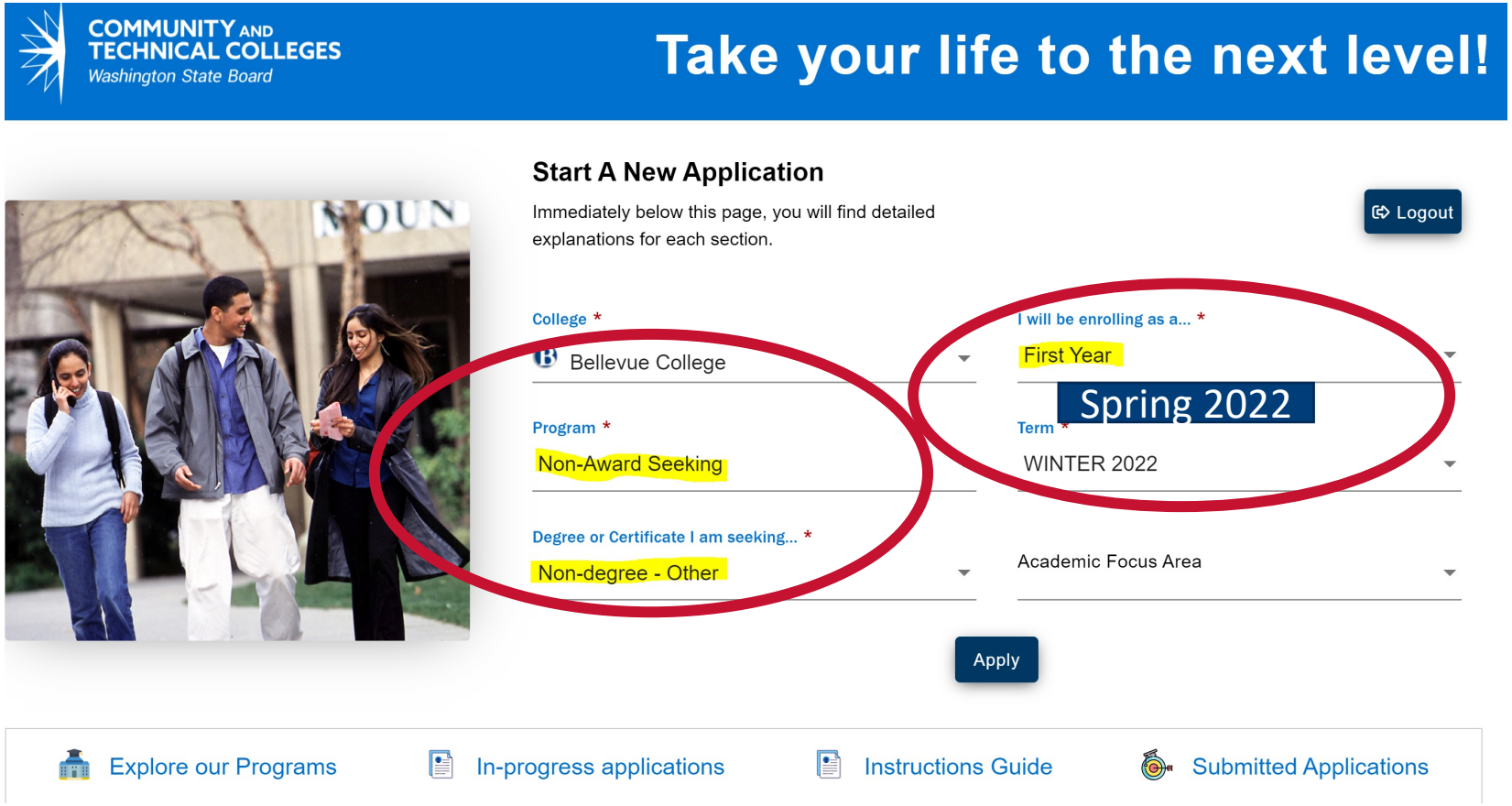
DO NOT CHOOSE Traditional Studies this program is an inaccurate and will cause a DELAY in your RS Admissions.

Be sure you choose Undergraduate then one of the following: Academic, prof-tech or non-award seeking.

SBCTC Application Example

When the student Applies to Running Start…….



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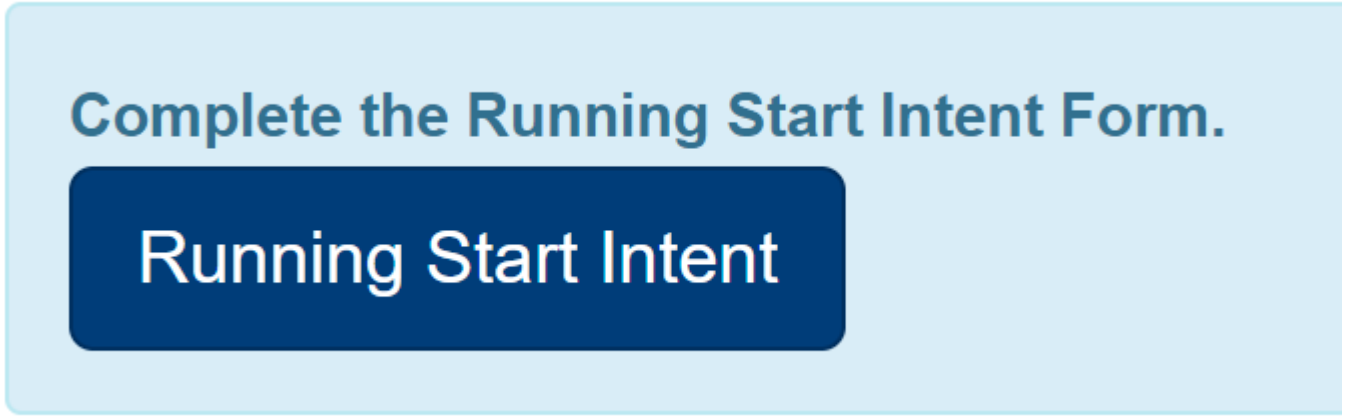
https://www.bellevuecollege.edu/runningstart

The student will receive an email from Enrollment Services when their SBCTC Application has been processed.

*ctcLink Student Number will be included in Acceptance letter via email

Complete the **Intent for Running Start Form** (This is the Running Start Program Admissions Form)

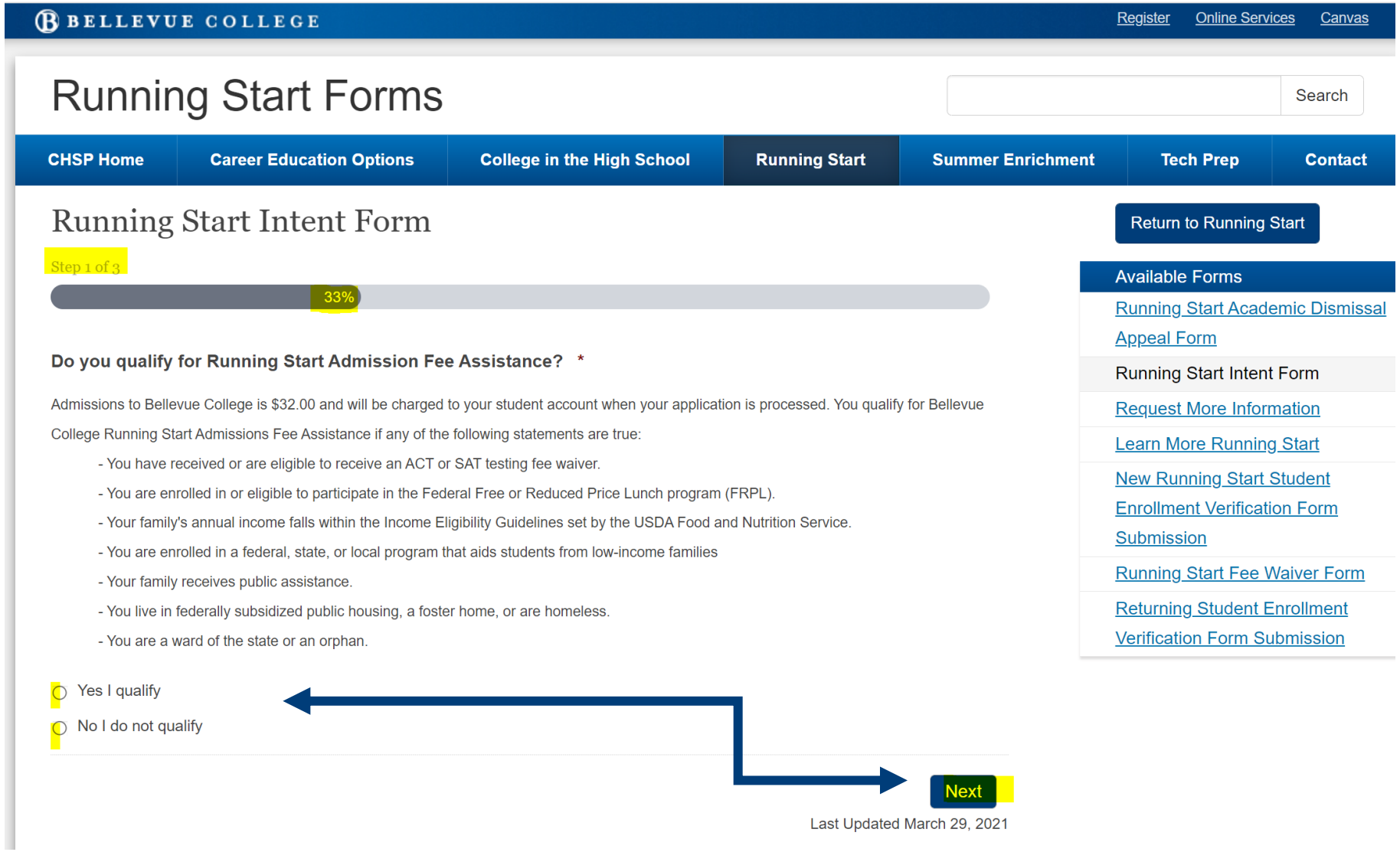
Running Start Intent Form



https://www.bellevuecollege.edu/runningstart/navigation/admissions

1.

Running Start Intent Form Active Link



Create your Bellevue College Email Account (NetID)

Your NetID gives you access to e-mail, computer labs, Canvas and more. It can take up tp 24 hours for your Bellevue College (NetID) email account to be activated

More about NetID...Create Account
Create a Bellevue College NetID account and email address using your ctcLink ID

Need Help?
Visit the Technology Service Desk

The student will receive an email from runningstartnewstudent@bellevuecollege.edu with steps to complete Admissions for the Running Start Program.

*ctcLink Student Number Included Again.

Applying Best Practices

- **Admission Completion Deadline: December 22, 2022 by 5pm – Academic Calendar**
- Be sure to check your BC and personal E-mail often – allow time for the processing to happen – Deadlines are communicated via E-mail and our website.
- It's encouraged to use your legal name that will match the High School Records.
- Email Runningstartnewstudent@bellevuecollege.edu with any questions, concerns, compliments; we will call to action!

ctcLink: A Single Sign On Is Here Now!

Manage and track your Bellevue College experience through a single portal.

ctcLink is a single sign on and Student Homepage where you register for classes, handle financial aid, pay tuition and fees, and more.

This change is part of a statewide effort to update student, faculty, and staff information systems and provide you with a better, more simplified student experience.

Explore this page for more details or use the navigation (left on desktop, above if on mobile) to get more information and support at ctcLink for Students (bellevuecollege.edu).

BC Vaccination Attestation (Confirmation)and Exemption Requirements and Information to protect the health and safety of the Bellevue College campus community and the public, the College requires all faculty, staff and students to be fully vaccinated against COVID-19 with an authorized vaccine unless an individual receives an authorized exemption.

BC Student COVID-19 Vaccination Attestation (Confirmation) Form (tfaforms.net)

All new students will have a Vaccination Attestation hold until they complete that task; before any registration.

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Running Start Voices Video

https://player.vimeo.com/video/588038373

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https://www.bellevuecollege.edu/runningstart

Thank you for watching!

We appreciate you taking the time learn more about our program and we look forward to working with you!

Due to COVID-19

- For updates related to COVID-19 and Bellevue College please visit this webpage: https://www.bellevuecollege.edu/covid19/

Email us at **runningstartnewstudent@bellevuecollege.edu**

Visit our webpage: **https://www.bellevuecollege.edu/runningstart**