



Running Start Enrollment Packet

greenriver.edu/RunningStart • (253) 288-3380 • 12401 SE 320th St., Auburn, WA 98092

Check the box next to the quarter you will start at Green River College:

| | Winter 2025 | Spring 2025 | Summer 2025 | Fall 2025 |
|--------------------|-------------------|-------------------|---------------|--------------------|
| Registration Opens | November 18, 2024 | February 24, 2025 | May 19, 2025 | May 19, 2025 |
| Apply to GRC by | December 16, 2024 | March 14, 2025 | June 13, 2025 | August 28, 2025 |
| Paperwork Deadline | December 23, 2024 | March 21, 2025 | June 20, 2025 | September 12, 2025 |
| Quarter Starts | January 2, 2025 | April 1, 2025 | July 1, 2025 | September 22, 2025 |

Name: _____ GRC ctclink: _____

High School: _____ Grade When Starting RS: 10th* 11th 12th

RUNNING START ELIGIBILITY CRITERIA

- ✓ Be in **11th grade/Junior** or **12th grade/Senior** when you begin college classes.
 - ***10th grade/Sophomore** when you begin in Summer quarter.
- ✓ Be enrolled through a **public school district**. Students who are home schooled or attend a private school must contact their local public school district or high school for instructions on their enrollment procedures.
- ✓ **Meet minimum placement requirements**. Students must be eligible for college-level English (ENGL& 101).

STEPS FOR GETTING ENROLLED IN RUNNING START

Step 1: Apply for admission at greenriver.edu/ApplyNow.

- Under "I will be enrolling as a..." select 'First Year Student'. **Do not select Running Start.**
- Once you receive your ctclink ID Number:
 - Activate your ctclink account at myaccount.ctclink.us by clicking on 'Activate Your Account'
 - Update your communication preferences and *preferred name*
 - Retrieve your GRC student email: greenriver.edu/studentemail. All communication will go to your student email.

Step 2: Complete the Running Start New Student Online Orientation.

- Go to orientation.greenriver.edu
- Select Running Start - New or Returning
- Log in with your ctclink ID and Birth Date

Step 3: Determine ENGL& 101 eligibility.

Placement can be determined using any one of the following:

- High school transcript showing at least a 2.5 cumulative GPA or higher will place you into ENGL& 101
 - A cumulative GPA of 2.0 - 2.49 will place you into ENGL& 101 WITH ENGL 117
- Take the Directed Self-Placement (DSP) at greenriver.edu/assessments
- *Home school transcripts must show accurate, cumulative GPA*

Step 4: Upload your completed Running Start Enrollment Packet.

Only completed packets with the following will be accepted via our Secure Document Upload Tool at greenriver.edu/upload:

- Running Start Enrollment Packet: Cover Page and Student Responsibility Agreement - *completed & signed*
- Running Start Enrollment Verification Form (EVF) *completed & signed*
- Most recent unofficial high school transcript; must include GPA
- List of remaining high school graduation requirements (may be listed on EVF)
- If eligible, the Fee Waiver & Book Loan Application with documentation

Step 5: Attend a Running Start Advising and Planning (RAP) Session.

The RAP Session is the final step in our on-boarding process. Students will meet our advising team and learn about tools such as Navigate 360 and ctclink, and be able to enroll in classes. These sessions are offered virtually and in-person. You will receive an email to your Green River student email to sign up for the RAP Session after all your documents are processed.

Please set up your Green River student email at greenriver.edu/studentemail.

Updated 3/20/2025



RUNNING START STUDENT RESPONSIBILITY AGREEMENT

greenriver.edu/RunningStart • 253-288-3380 • runningstart@greenriver.edu

Student Name: _____ GRC ctcLink#: _____

Enrollment and Records

- **Quarterly Paperwork-** All returning students must submit a *completed* Running Start (RS) Enrollment Verification Form (EVF) *prior to enrollment each quarter.*
- **Email-** Green River College (GRC) provides all enrolled students with an email account. Students are responsible for checking their GRC student email on a regular basis. Students agree to read all correspondence sent by GRC.
- **Course Requirements-** Students are responsible for knowing which courses are required to complete their high school diploma, and college degree requirements, and will seek assistance from their high school counselor and their GRC RS Advisor to plan courses.
- **Records-** Enrollment and/or withdrawal from classes will follow GRC procedures and deadlines.
- **Permanent Records -** Taking college classes in RS starts a student's permanent college transcript and financial aid timeline.
- **FERPA-** Parents/guardians do not have access to a student's record, per the Family Educational Rights & Privacy Act (FERPA) of 1974.
- **Academic Calender-** GRC is on a quarterly academic calendar that does not align with the high school's semester based calendar.
- **Attendance-** Attendance is mandatory in all classes and absence may result in withdrawal from a class or negatively affect a student's grade. If an absence is anticipated, students must contact the instructor for potential arrangements.
- **Policies-** Students must comply with all GRC policies and procedures, and those outlined in GRC's Student Code of Conduct.
- **Duration-** Participation in the RS Program is limited to two academic years, beginning summer quarter before the student's junior year and ending spring quarter of a student's senior year; or upon completion of a HS diploma or AA degree, whichever occurs first.

Cost of Attending GRC College Through RS

- The following must be paid by published deadlines to avoid being dropped from classes or blocked from enrollment:
 - **Tuition** for any course below college-level, i.e. <100 level & READ 104, or that exceeds approved credit limit per the EVF.
 - **Student-voted and class fees.** These include matriculation, technology and student center fees.
- Books, supplies and transportation are the student's responsibility. See the last page regarding the **Fee Waiver and Book Loan Program**, eligibility, and steps to apply.

Grades and Academic Standards

- The GRC Academic Standards Policy requires satisfactory academic progress by maintaining at least a 2.0 **quarterly** and **cumulative** grade point average. Failure to meet academic standards will result in an enrollment block and requires a meeting with an advisor before enrolling in the next quarter.
- Dismissal from the RS Program will occur upon the third consecutive quarter of not meeting Academic Standards.
- Students with concerns about how their grade was calculated, or how course policies were applied should follow GRC's Instruction Student Complaint Process (*faculty are not permitted to share information with family members, or other non-GRC third parties*).
- Students are responsible for knowing their grades and academic status each quarter. Academic performance may have an impact on a student's ability to graduate from high school on time. Additionally, a college GPA below 2.0 may require an appeal form to receive financial aid after high school.

Student and Parent/Guardian Agreement

My parent/guardian and I understand that I am expected to participate fully in all course activities, including labs and field trips, and give permission to do so. I understand that a college course may give exposure to alternative viewpoints and may include material of an adult nature. Additionally, social interaction with individuals of all ages and backgrounds will occur. My parent/guardian understands that my records are protected by FERPA. If I wish for others to have access to my GRC records. I must sign a FERPA Release of Information Form authorizing the Running Start Office to release records to those named on the form. My parent/guardian and I agree to comply with the above guidelines required for participating in the RS Program at GRC.

Student Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____



RUNNING START FEE WAIVER AND BOOK LOAN PROGRAM APPLICATION

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Student Name: _____ Cell Phone: _____ GRC ctLink#: _____

The Fee Waiver and Book Loan Program is available to eligible Running Start (RS) students for the purpose of *assistance* with textbooks and waiver of student-voted fees during participation in RS. **Check the box next to the eligibility method that applies to you and submit documentation in bold.** *We cannot process applications without documentation. At least one box must be checked off before submitting.*

I do not qualify for any of the eligibility methods below.

I have been financially eligible for the Free and Reduced Meals Program in my school district within the last 5 years. NOTE: if meals are provided to all students, you must apply for benefits and provide your eligibility letter. **Submit evidence of school district eligibility.**

I am currently receiving public assistance from a state or federal program. **Attach a copy of evidence. Examples include a Medical Identification Card (medical coupon or Basic Health Plan), TANF benefits statement, Basic Food statement, HUD Housing Award Letter, WIC Coupon, DSHS approval letter (your name must appear on the documentation provided).** *Contact the RS office if you have something not on the list for us to consider.*

I am a Foster Youth or have McKinney-Vento status. **Provide a signed statement from your caseworker or high school counselor as documentation. Documentation must be on letterhead.**

I am a College Bound Scholarship student. **Provide certificate of approval.**

My family income is less than 200% of the 2025 Annual Federal Poverty Level published in the Federal Register and noted below. **Provide a copy of the first two pages of parent's/guardian's most recent tax return, e.g. IRS 1040 (your name must appear on the documentation provided).**

| Household Size | Gross Income |
|---|-------------------------|
| 1 | Less than 31,300 |
| 2 | Less than 42,300 |
| 3 | Less than 53,300 |
| 4 | Less than 64,300 |
| For each additional member of the household, | add 11,000 |

Student Agreement and Responsibilities

I am applying for the Fee Waiver and Book Loan Program for RS and have attached the required documentation (see bold above). I understand I will be notified via my ctLink preferred email if my application is approved, denied or incomplete, along with additional information regarding the details of the program and book assistance availability.

I understand the Fee Waiver and Book Loan Program covers only GRC student-voted fees and assistance with books. The Book Loan Program DOES NOT cover e-books or access codes.

I acknowledge will be responsible for optional books, supplies, and online access codes. I am also responsible for individual class fees and tuition for below 100-level classes.

Student Signature: _____ Date: _____

The deadline for submitting this form and documentation to RS is the Friday before the first day of the quarter. Please upload to greenriver.edu/upload. If received on or after the 10th day of the quarter, eligibility will go into effect the following quarter.

Submitting this form is not retroactive the previous quarters. Eligibility is valid for the duration of RS enrollment.