



# **Handbook for Students and Parents**

**Running Start Office  
Wells Hall, room 1070  
509.682.6920**

**STAFF**

**Program Director**

Maria Christina Monroe  
509.682.6848  
[mmonroe@wvc.edu](mailto:mmonroe@wvc.edu)

**Educational Planners**

Aracely Mendoza-Wenatchee  
509.682.6591  
[amendoza@wvc.edu](mailto:amendoza@wvc.edu)  
last name adviser A-L adviser

Mailari Muñoz-Wenatchee  
509.682.6855  
[mmunoz@wvc.edu](mailto:mmunoz@wvc.edu)  
last name adviser M-Z adviser

**OMAK CAMPUS ONLY**

**Administration Building**  
Naydelin Arevalo-Garcia  
509.442.7848  
[narevalo-garcia@wvc.edu](mailto:narevalo-garcia@wvc.edu)

**SCHOOL**

Wenatchee Valley College  
[www.wvc.edu](http://www.wvc.edu)

Running Start  
[www.wvc.edu/rs](http://www.wvc.edu/rs)

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**Non-Discrimination Statement**

Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam-era veteran, in accordance with state and federal laws.

Copies of the WVC affirmative action, discrimination and harassment policies and the procedure for resolution of discrimination or harassment complaints may be obtained from the WVC Director of Human Resources (509.682.6445) in Wenatchee, the WVC Dean of the Omak Campus (509.422.7800) in Omak, or the Director, Office of Civil Rights, U.S. Department of Health and Human Resources.

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Now that you are in college, you are in charge of your own learning. Learn to find and use the resources you need to enhance your education. Don't be passive. Don't wait for others to tell you what to do. If you seem to need some particular information, do your own research. In college, you are becoming an independent intellectual. Learn to think for yourself.

Stephen Berard, World Languages

## Overview of Running Start

**R**unning Start allows high school juniors and seniors to enroll in high school and community college at the same time, earning credits that apply to both institutions. Home-school students seeking a high school diploma from their local high school must enroll at the high school and be assigned a high school counselor.

Most Running Start students enroll in two or three college classes while still attending high school. Some students choose to take all of their classes at the college. In either case, the credits earned can meet both high school and college requirements; the term for this is "dual enrollment." The high school district pays for the college tuition with a basic education allotment from the state. The Running Start student pays all other consumable expenses, which include books, computer and lab fees, parking, and so on.

The high school and the college work together to establish what college courses meet high school requirements. However, the high school district, not the college, establishes high school graduation requirements. It is important that students know exactly what high school requirement will be met, if any, before enrolling in a college class. One 5-credit course in college earns 1.0 high school credit, whether it satisfies a requirement or not.

College credits earned through Running Start are transferable to state colleges, according to the guidelines of each specific institution. Course transfer to out-of-state colleges can never be guaranteed, but to date there have been few problems. Students should contact these colleges for their policies.

Mandatory Fall Orientation nights are held at the high schools each spring and on the college campus. These sessions are directed toward tenth and eleventh grade students and provide an excellent opportunity to ask questions. Attendance is required for any student who plans to enroll in Running Start anytime during the following school year. Parents cannot sit-in for the student, but are encouraged attend.

Students should give careful consideration to the appropriateness of this program before electing to participate. Running Start is the beginning of a student's college career, and he or she will be treated like a "regular" college student. Not everyone is ready for this program. Interested students should consult with high school and college officials, family, and other informed individuals before deciding. Maturity and the willingness to accept responsibility are essential for success.

It is important to know that the college record, as well as the high school transcript, will be required when the student applies for admission to any other school.

Running Start classes place an increased demand on students, so students and their parents should monitor the class load. A rule of thumb is that Running Start students should decrease their high school load by one-third for each college class taken.

## General College Information

### Level of Responsibility

Since Running Start students are college students, they must act responsibly, meet course deadlines, prepare for class, ask questions, and conduct themselves as adults during class. This means that cell phones should be turned off and put away at the

beginning of every class. Chatting with friends during class time is likewise inappropriate. Students who are having problems or need help must speak with the instructor or other college employees, most often outside of class. Instructors welcome questions, and students must develop the habit of asking them.

### Class Attendance

Although instructors may not take attendance, students should plan to attend class every day. As college students, those in Running Start are expected to be prepared for class and to meet all deadlines. Some classes may include attendance and participation as part of the grade, and the instructors may not accept late work. Students who must miss class should contact instructors in advance and arrange to submit work on time and to ask about assignments. Instructors will NOT repeat any missed instructions, so students will need to ask their classmates for information. Students should plan to attend class the first day. Instructors may drop absent students from the roster, and if the class is full, these students may not get back into the class.

### Class Pace

The speed at which classes are taught in college is much faster than in high school. For instance, **a high school class taught for 10 months in high school is taught in 10 weeks at WVC.** Faculty simply do not have time during class to review lessons for students who missed class or do not understand assignments. All instructors have office hours to meet with students outside of class time.

### Homework

Colleges estimate that for every hour in class, students will average 2 hours of homework outside of class. Some classes may require even more. That means that a 5-credit class normally requires 10 hours of homework each week. Homework may include a range of activities, such as reading, writing, researching, studying for exams, and/or working on group projects. Classes do NOT provide classroom time to complete homework assignments, so students must plan their schedule accordingly. Students who need extra help should consult with their instructors and use the Tutor Center as much as necessary for success.

### Class Participation

In college, participating in class discussions is expected. Classmates may range in age from 16 to 80 and include a range of opinions and materials. Showing respect for others by listening and responding thoughtfully is an integral part of the college experience.

### Costs

In college, Running Start students must pay for fees and textbooks. Students who meet free and reduced lunch requirements and provide documentation from their school may have some of their fees waived and, when funds are available, receive assistance with textbooks. They may also take additional course credits at no extra cost. All other students will be required to pay.

### Access to Student Records

All student educational records are maintained according to the Family Educational Rights and Privacy Act of 1974 (FERPA), which governs how student information may be disclosed. Only name, dates of enrollment, and degrees earned can be released without student authorization.

**This means that we are not allowed to give information regarding a student's attendance or progress to parents without the student's written permission.** In addition, faculty will not discuss the student's progress without written permission. If a student agrees to share his/her information with a parent or guardian, the student may obtain the required release form from the Running Start Office, complete, and have it filed in student's file folder.

The college may provide academic information to high school counselors or administrators if necessary. Maria Christina Monroe, at 509.682.6848, can answer questions about access to student information.

### **Grade Reports**

**At WVC, grades will not be mailed.** Students may access them at the end of each quarter by logging into their student portal and clicking on Transcript. To verify how a student is performing in a class before the end of the quarter, the student can speak with instructors directly or ask them to complete a progress report form available in the Running Start office.

### **Academic Records**

Running Start students who successfully complete WVC classes will earn both high school and college credit. At the end of each quarter (except summer), WVC sends copies of Running Start students' college transcripts to their high school. These grades will then be added to the students' permanent high school transcripts. Summer grades are sent at the end of fall quarter.

### **College Calendar**

College and high school calendars are different. WVC is on the quarter system, and most high schools follow the semester system. Spring breaks usually take place during different weeks, and students who miss the first week of spring quarter are likely to be dropped from their classes. Students may need to remind their parents not to schedule family vacations when college classes are held.

### **Campus Life**

Clubs, speakers, student government, and other extracurricular activities are available at WVC, including athletics, music, multicultural, faith-based, and science clubs. Students are encouraged to take advantage of the opportunities! Campus Life at 509.682.6860 in Wenatchee or 509.422.7810 in Omak can answer specific questions.

### **Running Start Expectations**

As regular college students, those enrolled in Running Start must meet all the classroom and school performance standards. The difference from high school is that the student, **NOT THE PARENT**, must deal with issues relating to college. Full-time enrollment in college is different from high school, and combined enrollment of a Running Start student should be carefully scheduled to make the student's experience successful. Three 5-credit classes per quarter, or 15 credits total, are considered full-time enrollment in college. Because college classes move much more quickly than high school, they require more out-of-class preparation. For instance, a college class generally covers in 50 days (a quarter) the same material that a high school class covers in 180 days (a school year). This leaves little time for classroom

review. Students who are absent from class for any reason must make up whatever they missed.

Attending college full time is similar to working full time. Since a 5-credit class meets 5 hours a week, the time commitment for that single class is about 15 hours a week (5 hours in class plus 10 hours of study). For 3 classes, the time commitment may reach over 40 hours a week. The instructor covers the material rapidly and expects students to be prepared for and participate in class.

College grading policies might be quite different from those of the high school and vary among instructors. Students should work closely with the instructor to eliminate any surprises in the grade at the end of the quarter. Students having problems are expected to seek out the instructor first; instructors are available during office hours to answer students' questions and address their concerns.

**The quarterly grade report is part of a permanent college transcript.** When applying to another college, the student should request that an official Wenatchee Valley College transcript be sent to that college. No information, including grades, will be released without the written permission of the student.

### **Getting Started- Qualifying for the Program**

Interested students should begin the Running Start process during the spring semester for entry in any quarter of the following school year. There is a significant difference between the students who follow the process and those who do not. The chances of success are greatly diminished for those who enter the program in the middle of the year without proper preparation.

1) **Interested students MUST attend a Mandatory Information Session** to learn about the program and have a chance to ask questions. This is also an opportunity for parents to hear what is expected of a Running Start student. These orientation meetings will take place at some of the high schools in Chelan, Douglas, and Okanogan counties, and on the WVC campus. Students should check the Running Start web site at [www.wvc.edu/rs](http://www.wvc.edu/rs) for video and more information.

2) Students planning to participate in Running Start must submit (one) qualifying document.

#### **We currently only accept:**

- \*Highschool transcript with a 2.5gpa or higher
- \*Smarter Balanced Assessment Consortium (ELA) score of 3 or higher.
- \*ACT English score of 20 or higher
- \*ACT Reading score of 21 or higher
- \*SAT score of 500 or higher
- \*Advanced Placement English score of 4 or 5 (students will receive English 101 credit).

Students will need to email or stop by the Running Start Office with a copy of one of the qualifying scores listed above.

## After Acceptance

After a student qualifies for Running Start, the Running Start staff will provide the following:

- An email with the enrollment steps as a Running Start student
- Running Start Enrollment Verification Form
- Running Start Calendar

Students must register for classes at their designated time using the computerized system.

All Running Start students should attend the fall orientation (College 101) at WVC.

All students who take classes at WVC are subject to the disciplinary guidelines of the college. Students should become familiar with college courses and policies/procedures.

The lines at the bookstore can be very long the first week of class, and Running Start students are encouraged to buy their books and any other supplies the week *before* classes begin. Students must pay all expenses for consumable supplies.

Students with outstanding financial obligations, such as unpaid computer lab fees, gym fees, and parking tickets, will be flagged, and they will be unable to access their grades or register for the following quarter.

## Registration

After applying for admission and receiving acceptance, **students register for college classes every quarter**. To remain in the Running Start Program each quarter, students should follow the steps below.

### 1. Complete the Enrollment Verification Form

RS students must complete an Enrollment Verification Form **each quarter**, have it signed by the high school counselor and a parent/legal guardian, and bring it to the Running Start office before their advising appointment. Until students turn in the signed Enrollment Verification Form they will be charged full tuition for courses. The signed form verifies that the students are correctly enrolled in a public, private or home school program and their course distribution between the high school and college. If students exceed their full time status between the high school and college (1.2 FTE) they are responsible for the remaining tuition that is due.

### 2. Select courses

Students should consider the following:

- High school graduation requirements
- College admission requirements
- Associate Degree requirements
- College major requirements
- Personal schedule (including travel and study time).

The WVC course schedule is available online at [www.wvc.edu](http://www.wvc.edu). Classes needed for high school graduation should be scheduled by fall or winter quarter of the senior year. Some high schools will not allow students to participate in high school commencement ceremonies if classes needed for graduation are taken in spring quarter, as spring quarter ends after most high school graduation dates.

### 3. Meet with a Running Start adviser

Students need to schedule an appointment to turn in their completed Enrollment Verification Form. This would also be an appropriate time to discuss any concerns about academic progress or ask about courses that will help meet long term academic goals.

**Running Start students will have their registration block removed each quarter after they have submitted an EV form and attended advising .**

### 4. Register for classes

After meeting with a Running Start adviser, students can register for their classes online, either at home or at one of the student computers on campus.

### 5. Pay consumable fees

At the Cashier's Office, the student should first identify him- or herself as a Running Start student. If any classes have fees associated with them, the cashier will ask the students to pay for any that are their responsibility or will waive any for which they are not responsible. Students can also call the Cashier's Office at 509.682.6500, students must have their WVC Student Identification number or pay their fees using the online system by going to <https://www.wvc.edu/apply/pay/tuition/how-to-pay-online.html>. This last step finalizes the registration process. Students with outstanding fees will be flagged in the system, which will prevent registration or retrieval of transcripts, and so on.

## Credit Load

How many credits should a student take? This is a personal choice. As students plan a schedule that is comfortable for them, they should keep these factors in mind:

1. Will the student be working? Recommended work/school loads:
  - ~ Part-time work up to 20 hours per week / 12-15 credits
  - ~ Part-time work 30 hours per week / 9 credits
  - ~ Full-time work of 40 hours per week / 6 credits
2. Will the student be involved in many other activities?
3. How demanding are family responsibilities or other obligations at the high school and at WVC?

Note: Running Start pays tuition for up to 15 credits.

If a student is taking 12 or more credits, then he or she is considered a full-time student. The average full-time student takes 15 credits a quarter (approximately 3 classes). At least 90 credits are required for most degrees and programs.

## Selecting Courses

Students must always make sure that their WVC courses meet their high school graduation requirements by keeping in close contact with their high school counselor. Every quarter, the student will be required to have a form signed by the high school counselor with high school equivalencies. Students must understand their high school graduation requirements, their academic performance, and the transferability of courses. Many high schools require that graduation requirements be completed by winter quarter of a student's senior year. Other considerations:

- Some students report that taking math and English the same quarter can be overwhelming.

- Students need a backup plan. What will the student take if the first choice for a class is full? What if the student does not like the class?
- Another important consideration is the student's level of responsibilities and commitments. Students should be realistic about how much time they have to spend in class, complete homework, and meet family commitments and work responsibilities. Students should never set themselves up for failure.
- As students look for classes to fulfill requirements, they should keep their eyes open for classes that inspire interest and may relate to a potential career. Students will do better and find the class easier if the subject is something they are interested in.
- Students should explore new subjects. The AAS degree requires that students take a broad range of classes to expand their knowledge base and help them develop as a well-rounded learner.

Students need to speak with their adviser about career interests and what will or might relate to them.

### If Classes Are Full

1. If a class is already filled, students can get on the waitlist, *or*
2. check for openings after the nonpayment and unmet prerequisite drop-date (after grades are posted), *or*
3. obtain an overload signature from the instructor after the second day of class. **If the class has a prerequisite, students should provide documentation for the instructor that they have met any such requirements.**

### Dropping a Class

If students decide that they no longer can or want to be enrolled in a specific class, they must **officially withdraw** via their ctcLink account. Before withdrawing, students are encouraged to talk to the instructor about their concerns. They should also talk with parents and talk to their high school counselor and Running Start adviser. If the class is required for graduation, the student will need to plan for an alternative course. If students drop a class after the tenth day of each quarter, their transcript will list a "W" for the class. Too many withdrawals may affect acceptance at some universities and financial aid opportunities.

If a student withdraws within the first 10 days of the quarter, the class will not appear on the transcript. If students withdraw from weeks 3 through 6, they may drop the class, but the "W" will appear on the transcript. This does not affect the GPA. After 30 days of instruction, a student CANNOT drop a class, so meeting the drop deadline is extremely important. If a student stops attending a class, he/she MUST officially withdraw from the course. Failure to do so generally results in an F.

### Grading System

Students at WVC will **not** receive a copy of their grades in the mail. **To access grades, students can log into the Student Portal with their SID and global password** (the 6-digit birthday) and select **Unofficial Transcript**. Grades are available about one week after finals.

WVC uses the following scale:

|    |     |
|----|-----|
| A  | 4.0 |
| A- | 3.7 |
| B+ | 3.3 |
| B  | 3.0 |
| B- | 2.7 |
| C+ | 2.3 |
| C  | 2.0 |
| C- | 1.7 |
| D+ | 1.3 |
| D  | 1.0 |
| F  | 0.0 |

The GPA is calculated by dividing the total number of grade points earned by the total number of credit hours completed. Here's an example: Class #1 = 5 credits. Grade is an A (value of 4.0). Grade points =  $5 \times 4 = 20$ . Class #2 = 4 credits. Grade is a B (value of 3.0). Grade points =  $4 \times 3 = 12$ . Class #3 = 5 credits. Grade is a C (value of 2.0). Grade points =  $5 \times 2 = 10$ . This results in a total of 14 credits and 42 grade points. The GPA would be 42 grade points / 14 credits, which equals a 3.0.

Students must remember that their grades follow them **FOREVER**. A college transcript is an important part of an individual's educational history, and colleges and graduate schools will require transcripts from every college that a student has attended when applying for admission. Some jobs may also require a transcript.

Running Start students must take all classes for a letter grade; they **may not audit** a class nor take a class pass/fail.

### Academic Standards

Running Start students are expected to maintain a minimum 2.0 GPA each quarter. If their cumulative GPA falls below 2.0, they will be placed on *academic warning*. If the GPA is below 2.0 for 3 consecutive quarters, the student will be suspended for 1 quarter. Before returning, the suspended students must submit a completed Petition for Readmission form to the student development office and complete a readmission interview with a WVC counselor.

**NOTE: Being on academic warning, probation, or suspension may affect a student's financial aid if he or she continues on as a "regular student" after high school graduation.**

| Occurrence  | Academic Action    | Consequence    |
|---|--------------------|----------------|
| Cumulative GPA falls below 2.0                                      | Academic Warning   | First Warning  |
| On Academic Warning status and <i>quarterly</i> GPA falls below 2.0 | Academic Probation | Second Warning |

|   |                     |                   |
|---|---------------------|-------------------|
| On Academic Probation status and <i>quarterly</i> GPA falls below 2.0 | Academic Suspension | Sit out 1 quarter |
|---|---------------------|-------------------|

### Retaking a Class

Students are encouraged (and may be required) to retake a class if they earn a low grade. The original grade will always be on the transcript. However, only the new grade will be counted in the GPA (even if it is lower than the original grade). Always check with your high school counselor regarding retakes.

### Online Classes

WVC offers a variety of instruction modes for classes. Students need to know the difference between **Online, In Person, Independent Studies, Optional Face to Face or Online, or hybrid** courses.

Composition: General | ENGL& 101

| SECTION         | DAYS | START    | END      | ROOM               | UNITS | INSTRUCTION MODE |
|-----------------|------|----------|----------|--------------------|-------|------------------|
| > 11-LEC (5044) | TuTh | 11:00 am | 11:50 am | Sexton Hall 600... | 5     | Hybrid           |
| > 2-LEC (5035)  | ARR  | -        | -        | Online             | 5     | On-line          |
| > 3-LEC (5036)  | ARR  | -        | -        | Online             | 5     | On-line          |
| > 4-LEC (5037)  | ARR  | -        | -        | Online             | 5     | On-line          |
| > 6-LEC (5039)  | TuTh | 9:00 am  | 9:50 am  | Mish-ee-twile 1... | 5     | Hybrid           |

**ONLINE:** Classes are *WVC Online* classes and are taught by local instructors.

**IN PERSON:** Classes are held on the college campus in person with other students physically attending with live instruction.

**INDEPENDENT STUDIES:** Classes must have instructor consent. Students independently complete the course assignments and requirements one on one with instructor guidance and deadlines.

**OPTIONAL FACE TO FACE OR ONLINE:** Classes are offered in a manner to better meet the student's schedule. The student has the option to chose to take the course face to face or completely online.

**HYBRID:** Classes may involve a few class meetings throughout the quarter, but typically consist of watching a set of videos, reading the text, and completing assignments. If a student is interested in taking a course, *he or she must take a look at the footnotes in the line schedule.*

As a first time Running Start student, students are **HIGHLY** encouraged to spend their first quarter on campus before enrolling in an online course. Please seek your Running Start Adviser for more information to see if online is a good option for you.

### Distance Learning Tips

- Footnotes on the back of the line schedule or Portal include dates and times of any required class meetings.

- Online courses require strong reading, writing, and research skills. A student should complete ENGL 101 before taking them.
- PEH 180 and 181 are good distance learning classes for beginners.
- Students indicate that ENGL 101 and MATH 107 are the most difficult courses to take online. Students who have English or math anxiety or a history of low grades should not take these courses online unless a WVC online section is available with local instructor support.

### Other Online Services

All WVC students have access to campus computers. To log onto campus computers, students will need their ctcLink login information.

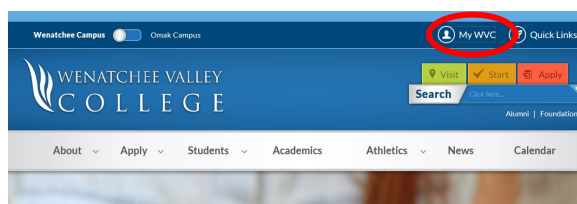
The account includes file storage, internet access, and a WVC e-mail account. The e-mail address is the student's first initial and last name (no space) and the last four digits of the student ID number, followed by *@student.wvc.edu*. Example: RSmith1234@student.wvc.edu.

To access an account from off-campus, the student can type in the following address: <https://mail.student.wvc.edu> and enter the log-in and password that he/she uses on campus (the *domain is student*). Students who have trouble logging onto their accounts or have questions regarding computer services can check with their instructor or a lab tutor.

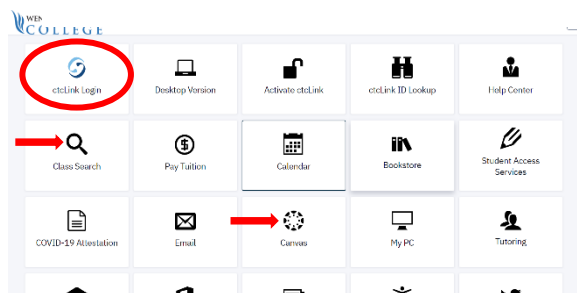
WVC offers students access to a **wireless network** that provides free internet in the library, Van Tassell, Batjer Hall, Wells Hall, and Wenatchi Hall.

Registering for classes, viewing grades, and printing class schedules are easy using the ctcLink system from the WVC home page:

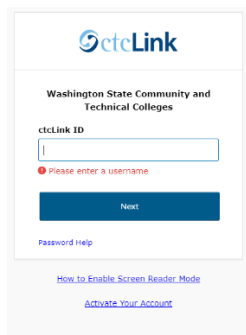
- Go to My WVC



- Select the item of interest. Example: ctcLink Login



3.) Enter your ctcLink Identification number and password.  
**For registration, view class schedule, or pay your quarterly fees, you will need to log into your ctcLink account on a quarterly basis.**



### Transferring Running Start Credits

Most colleges, both public and private, will accept college-level academic Running Start credits for transfer credit. For out-of-state colleges or private colleges and universities, students can check with the school.

To transfer their credits, students must request an official transcript. It is signed by the registrar and has the college seal placed over the signature. The transcript will be released only by a student's written request, accompanied by a signature.

When requesting a transcript, students must complete all the lines on the form, including either the WVC SID number or Social Security Number and a signature. Transcript requests may also be submitted via email if the student has the ability to scan the request form ([registrar@wvc.edu](mailto:registrar@wvc.edu)). WVC cannot process the request without the student's signature. An incomplete form may be returned and can delay processing the request.

The transcript may be withheld if a student has not met all financial obligations to Wenatchee Valley College. Transcripts are mailed within about a week of a written request. A processing fee of \$10.00 is charged per transcript copy at the admissions/registration counter. Picture ID is required if a student is picking up the transcript at the admissions/registration office. Transcripts cannot be released to a third party unless the college has written permission from the student.

Students can complete the transcript request at the admissions/registration counter or fax it to 509.682.6801. The request may be mailed to the following address:

Wenatchee Valley College  
Attn: Registration and Admissions  
1300 5th Street  
Wenatchee, WA 98801

For more information, students can call 509.682.6836.

Students may access their unofficial transcript through their ctcLink account. They will need the SID and password to get this information. Students may follow this procedure to check their grades every quarter at WVC.

### Low Income Students

Effective fall quarter 2009, Running Start students attending community and technical colleges must pay mandatory college and/or student-voted fees as established by the community and technical college. However, colleges must waive mandatory college and/or student voted fees for eligible low-income Running Start students. (Established by the Washington State Legislature: RCW 28A.600.310 as amended by Chapter 450, Laws of 2009, ESHB 2119.) This waiver also allows students to take up to 18 credits tuition free.

A Running Start student shall be considered low-income and eligible for a fee waiver upon proof that the student is currently qualified to receive free or reduced-price meals through the National School Lunch Program/School Breakfast Program administered by the K-12 public school district. To apply, students will submit a copy of the Free and Reduced Status Letter from the school district and obtain a signature verifying eligibility from the school district official.

Other acceptable documentation for fee waiver includes the following: 1) The student has been deemed eligible for free or reduced-price lunches in the last five years or 2) the student is a foster youth.

Students must supply waiver documentation and signature no later than the 10th day of classes and notify Running Start staff of family financial changes that may result in waiver eligibility. Students ineligible for the waiver **MUST** pay mandatory fees.

Please feel free to contact the Running Start Office for more information.

### Reapplying for Admission

If students take time off from college (**other than summer quarter**), they will need to reapply for admission before they can meet with their advisor and register for classes.

### Five Keys to College Success

#### →SHOW UP AND PAY ATTENTION.

Some instructors do not take attendance, but attending class is extremely important. The information that students miss will affect the success of a student's learning process. Teachers do not repeat lectures or lessons for absent students.

#### →BE ON TIME.

Showing up on time for classes and appointments shows respect for the instructor and helps make a good impression.

#### →KEEP THE SYLLABUS. CONSULT IT OFTEN.

*The syllabus is the student's connection with the instructor.* It includes instructor contact information, required course texts, class objectives, assignment deadlines, and grade information.

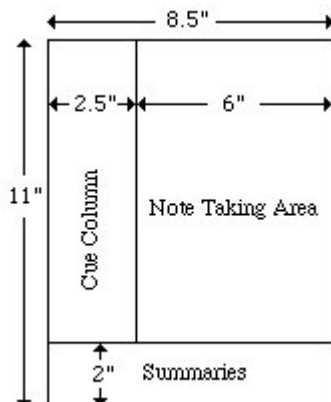
#### →BE PREPARED FOR THE CLASS.

Students should have the necessary supplies and textbooks for the class. They must be prepared to ask questions and engage in class discussions.



### → TAKE NOTES.

Students who need extra help learning to take good notes can ask their instructors or visit the Tutor Center in the library.



Students might try experimenting with Cornell notes, which help a student to organize and summarize lectures.

The page consists of three main parts: the "note taking area," where the student records the ideas expressed or demonstrated in a lecture or presentation; the "cue column," which includes

main topics, key terminology, or questions (i.e., concepts to help with review); and the summary section at the bottom, which includes a concise restatement of the main ideas on the page.

Dartmouth University offers these additional tips for taking notes:

Students should pay attention to the instructors. They will emphasize important points, often in one of the following ways:

- Material written on the blackboard.
- Repetition
- Emphasis (based on tone and amount of time)
- Word signals (e.g., "There are two points of view on . . . " "The third reason is . . . " "In conclusion . . . ")
- Summaries at the end of class.
- Reviews at the beginning of class.

Dartmouth offers students this additional advice:

- Make your notes brief: Never use a sentence where you can use a phrase. Never use a phrase where you can use a word. Put most notes in your own words. However, the following should be noted exactly: formulas, definitions, specific facts.
- Don't take notes just to be taking notes! Take notes that will help when you review them later.
- Use an outline form and/or a numbering system. Indention helps you distinguish major from minor points. Leave white space to add information later
- Date your notes. Number the pages.
- Don't keep notes on oddly shaped pieces of paper. Keep notes in order and in one place.
- **Review your notes regularly.**

### **Five Keys to College Failure**

#### → SKIP CLASS.

Students who often skip class tend to fail. They've been out too late the night before, or they just don't feel like going to school. They frequently schedule non-emergency appointments during class. They never inform their instructors when they'll be gone, and they don't ask their classmates for notes. They have no idea why they are in college and so lack motivation.

### → BE LATE TO CLASS WHEN YOU DO SHOW UP.

Late arrivals disrupt the class, annoying the instructor and other students. Arriving late and making a lot of noise is an especially effective way to create a negative impression with everyone in a class.

### → WHAT'S A SYLLABUS?

Failing students ignore the course syllabus and do not keep track of the instructor's expectations regarding attendance or performance. They do not purchase their textbooks or contact the instructor when they have questions.

### → NEVER BE PREPARED FOR CLASS.

Students who never bring assignments or their books to class fall into this category. They ignore the classroom schedule and the instructor's expectations for performance and are guaranteed to fail. Their study skills are poor, and they don't know how to manage their time.

### → NEVER TAKE NOTES.

Taking course notes is an important step in understanding and reviewing the content of any course. Students who doodle through class or spend time texting friends can expect to fail.

## **Student Services**

**ADMISSIONS/REGISTRATION:** request transcripts, change student information, pick up drop/add forms. **Wenatchi Hall, 1st floor, 509.682.6806.**

**BOOKSTORE:** buy textbooks, online via eCampus

**CAFÉ:** purchase meals, snacks, and drinks. **Van Tassell Center.**

**CAREER CENTER:** explore career resources. **Wenatchi Hall, 1st floor, 509.682.6858.**

**CASHIER:** pay tuition, buy parking passes and student insurance, pay testing and quarterly fees. **Wenatchi Hall, 1st floor, 509.682.6500.**

**CHILDCARE:** access care for children from 1 month to 5 years old. **WestSide Early Learning Center, 509.682.6633.**

**COMPUTER LABS, INTERNET ACCESS AND E-MAIL:** use labs in **Wenatchi Hall and Brown Library.**

**COUNSELING:** request personal counseling. For an appointment, **Wenatchi Hall, 1st floor, call 509.682.6850.**

**DISABILITY SUPPORT:** receive assistance with physical or learning disabilities. For an appointment, call 509.682.6854. **Wenatchi Hall, 1st floor.**

**FINANCIAL AID & SCHOLARSHIPS:** **Wenatchi Hall, 1st floor, 509.682.6810.** (Running Start students do not qualify Financial Aid)

**LIBRARY/MEDIA CENTER:** **Brown Library, 509.682.6710.**

**MULTICULTURAL AFFAIRS:** access academic assistance and leadership development. **Van Tassell Center, 509.682.6868.**

- **PARKING:** passes can be purchased at Cashiers, **Wenatchi Hall, 1st floor**, 509.682.6500.
- **CAMPUS LIFE:** explore personal interests, **Van Tassel Center**, 509.682.6860.
- **TESTING:** test for placement, GED completion; special accommodations available. **Wenatchi Hall, 1st floor**, 509.682.6830.
- **TUTORING CENTER:** access free tutoring in math, science, and Spanish. **Brown Library, 1st floor (Wenatchee)** 509.682.6863; **Student Resource Center (Omak)** 509.422.7810.
- **WRITE LAB:** access free tutoring in writing skills. **Sexton 6004**, 509.682.6586.

## Frequently Asked Questions

### 1. Can I take online courses?

We do not recommend online courses during a student's first quarter. Once a Running Start student has established academic success at the college level, obtains the high school counselor's approval, and meets any course prerequisites, online courses may be an excellent option.

### 2. Do grades automatically get transferred to the high school?

When a student takes courses paid for by Running Start, WVC Registration will send the grades to the high school for inclusion on the high school transcript. If a student pays for any courses, the student will have to submit those classes to the high school. This means that the student will request a formal transcript from WVC be sent to the high school registrar.

### 3. How are grades sent to the four-year colleges when I apply?

Students need to request formal transcripts from WVC Registration and provide a proper mailing address on the form.

### 4. I'm going on vacation with my family. Is it OK to miss a week of class?

No. Making up a full week's worth of assignments can be nearly impossible and may jeopardize a student's success.

### 5. Can Running Start students participate in sports?

Running Start students may participate on their high school sports teams, but they are ineligible for intercollegiate teams. However, they may join college intramurals, clubs, and organizations.

### 6. Do students have to pay for books and supplies?

Running Start students must purchase their own books, which can be quite expensive. However, WVC does have a book fund to assist students who qualify for free or reduced lunches at their high school and provide documentation of their status. Funds are limited, so students should plan to apply early.

### 7. May colleges charge fees to Running Start students?

Yes. Beginning in the fall of 2009, Running Start students must pay mandatory fees, which will be prorated based on credit load. Students who qualify for free or reduced lunches and provide documentation of their status may receive a fee waiver for non-consumable items.

### 8. Can parents access their students' grades?

Running Start students have the rights and responsibilities of any college student, and all student educational records are maintained according to the Family Education Rights and Privacy Act of 1974 (FERPA). Only a student's name, dates of enrollment, and degrees earned can be released without a student's permission. Students may sign a release form giving parents permission to access grade information.

### 9. How many quarters can a student enroll in Running Start?

All qualified students may enroll for a maximum of three quarters (fall, winter, and spring) during their junior and senior years, for a total of six quarters. Under special circumstances, previous Running Start students may enroll as a second-year senior. The Running Start office has more details on this option.

### 10. What happens if I just stop attending class?

Some students mistakenly believe that their instructors will withdraw students who miss class. They are wrong. Students must formally withdraw from classes in order to avoid failing. Before withdrawing from a class, students should first speak with their instructor, counselor, and advisor. To formally drop a class, the student may complete the process on the Student Kiosk or at Registration with a Course Change form.

### 11. How many credits can Running Start students take?

The Running Start program funds up to 15 credits of college work per quarter. If students want to enroll in more than 15 credits, they will also need to pay for the extra tuition. Students qualifying for free or reduced lunch can have tuition waived.

### 12. I did not test into college-level math, but I still want to take math at WVC. Can I do that?

Running Start funds only college-level courses (those numbered 100 and above). Students who do not test into a 100-level math class and decide to enroll in a course numbered below 100 will have to pay tuition for the class. Student should have a conversation with parents before registering for the class.

### 13. Can I take classes in the summer through Running Start?

No. Running Start students may enroll in summer quarter classes but will be required to pay for those classes themselves.

### 14. May home-schooled and private-schooled students enroll in Running Start?

Yes. Students seeking dual credit must enroll through their local high school and obtain junior or senior standing. The home-schooled or private-schooled student who uses this option does not have to attend classes in the public high school to participate in Running Start.

### 15. How is junior/senior status determined for private- and home-schooled students who want to participate in Running Start?

For students seeking dual credit, the school district must establish grade placement criteria. Age, prior learning experiences, and standardized achievement tests may be used when a student lacks adequate documentation of his or her education.

### 16. If a Running Start student does not pay his fees but completes his coursework satisfactorily, can the student be prevented from high school graduation?

No. Payment of fees is a separate issue from meeting course requirements and applying them toward high school graduation. In

the situation described, a student may receive high school credit, but not college credit.

*17. Can a school district or high school prevent a student from eligibility for valedictorian if the student enrolls in Running Start classes?*

No. Seniors in or out of Running Start are entitled to participate in a high school graduation ceremony. If GPA functions as the sole criterion for these honors, a Running Start student is eligible. If, however, a high school includes school-based activities, Running Start students may have more trouble qualifying.

## **Glossary**

*Academic standards* – a process for informing students about academic deficiencies and providing support. The first level is an “Academic Warning,” which occurs when a student’s cumulative GPA falls below 2.0. If a student on Academic Warning earns a quarterly GPA below a 2.0, that student is placed on “Academic Probation.” The third quarter that a student fails to meet the minimum GPA of 2.0 results in “Academic Suspension.” Running Start students on suspension will return to their high school for classes but may apply for readmission into the program.

*Adviser* – a designated staff member who helps students to clarify academic goals and select appropriate courses.

*Associate degree* – a 90-credit community college degree. WVC offers 4 transfer degrees, in addition to a range of professional/technical degrees and certificates.

- Associate of Arts and Sciences Degree fulfills most, if not all, general education requirements at state universities that recognize the direct transfer agreement developed by the Intercollege Relations Commission (ICRC).
- Associate in Business – Direct Transfer Degree is designed for students transferring in business administration who have not yet decided where they would like to transfer.
- Associate of Science – Transfer Degree is designed for students who want to focus on courses required for a major in science or engineering. This does not satisfy general education requirements nor does it guarantee admission for a specific major. Students interested in this degree will need an advisor from the natural sciences, engineering, or computer science.
- Associate in Applied Science - Transfer Degree (AAS-T) is designed to build upon the technical courses required for job preparation but also includes a college-level general education component, common in structure for all such degrees. In general, technical degree programs are not designed for transfer to other colleges and universities. However, several four-year colleges and universities have specific bachelor’s degree programs that accept AAS-T degrees

*Audit* – attending class as an observer without the obligation of completing the required course work and without receiving credit. Running Start students may NOT audit a class.

*Enrollment Verification Form* – a form completed by Running Start students every quarter and signed by the student, the student’s parent/guardian, and school counselor /and/or administrator. This form includes a list of the classes that the student plans to take and the equivalent high school classes. This form also indicates total FTE of high school and college credits.

*Global Personal Identification Number (PIN)* – a student’s password for accessing non-registration information on the Student Kiosk. The initial setting will be the 6-digit birthday. Students have the option of changing the global PIN through the Kiosk page.

*Office Hours* – specific times that instructors set aside to meet with students.

*Prerequisite* – requirements that must be completed before enrolling in a specific course. For example, English 201, 202, and 203 require English&101.

*Progress Report* – a form that allows students to track their course grades during the quarter. Running Start students may find this form helpful because student grades are not posted until after the quarter ends.

*Registration* – the official process of enrolling in a class. This is completed online via the Student Kiosk using the SID and registration PIN.

*Registration PIN* – the password assigned to Running Start students for online registration. This number changes quarterly and is required for adding or dropping a class.

*Student Identification Number (SID)* – a student’s unique identifier (usually beginning with 905) while attending WVC. The SID and global PIN are used to access records through the WVC web site, so they should be kept private.

*Syllabus* – a course outline given to students by the instructor, which includes an official description, contact information, office hours, and class requirements. Some syllabi may include a calendar of assignments.

*Transcript* – an official copy of a student’s academic record, including courses, grades, and credits earned.

*Withdrawal* – the official process of dropping a class. This is completed online via the Student Kiosk.

## **Finding Classes**

Take a walk around campus and find your classes BEFORE the quarter begins.

Study the syllabus continually, analytically, and minutely throughout the academic term, making —wherever possible—practical applications of the syllabus to your own academic situations. Gerald Tiffany, English. **Carefully read the course syllabus—it is the instructor’s contract with the student. The instructor will expect the student to be familiar with the information and policies that it contains.** Mary McIvor, Business Information Technology. Keep current with work; don't get behind. Ruth E. Allan, Art. The more contact you have with the reference librarian, the higher your GPA will be. Barbara Oldham, Reference Librarian. **Please drop the HS tendency to run in little packs. This is college, and it offers a chance to be accepted as being an adult.** Joseph Grantham, World Languages. Register early for classes and show up on time! Kate Wallace Johnson, English. If you have an idea of your future major and/or career, meet with a faculty advisor assigned to that area (business, nursing, science, etc.). We can save our Running Start students a lot of time and money by helping them choose math courses and other general ed courses that fulfill high school and AA requirements while furthering them in their future field. Angela Redmon, Mathematics. **As soon as possible, make contact with a faculty member who advises for your major and make sure your class schedule is putting you on the right track for your major. This is especially important for fall starts.** Bruce Unger, Physics. Students interested in majoring in the sciences MUST get started in year-long linked sequence classes of math, biology, chemistry, and physics as soon as possible if they want the necessary prerequisites met before they transfer to 4-year schools! Many of these linked-sequences begin ONLY in the fall. If these students miss the fall start for these linked science sequences, they put themselves a full year behind! Rob Fitch, Biology. Pay close attention to the sequencing of classes in the Art Department, especially with regards to Graphic Design. If students want to go through the Graphic Design sequence in two years, they have to plan well and begin taking courses in the first quarter. Failure to get into the flow of the courses at the beginning could result in an entire year's delay. Scott Bailey, Art. **For all students: Make sure you have all the prerequisites for any course. For science majors: Take as many of the year-long sequences for your major as possible at WVC. Or, at least, take the entire sequence at the same institution.** Richard Logan, Chemistry. Picture yourself as an adult taking your coursework seriously (as if your future depends on it), and then your appropriate classroom behavior and commitment level will follow. Vicki Turner, Counselor. **Do NOT take a class with a group of your HS friends because it might be fun. Sometimes the conflict of doing the work needed to succeed in the class and the peer pressure to have a good time while you are there result in students being unable to realize their potential.** Rae Dana, Art. Don't sit in the back row and do sit next to an older student... Janice Stutzman, Study Skills. Accept that all other students and your teachers have something to teach you. Be open to lessons that run counter to your own beliefs. Listen ten times more than you speak. Alex Taub, Anthropology. **The pace in college is much faster than high school. In math, for instance, we will cover one topic (or more) in one day, not three. And, if you miss that day (for any reason), we won't re-teach the topic to the entire class the day you return. It is the responsibility of the student who misses class to learn the material that was covered on the missed days.** Angela Russell, Mathematics. Warning: Automotive classes run from 8-12 on Monday-Friday, and they don't work well with a high school schedule. Blake Murray, Automotive Technology. Avoid texting during class (or checking their phones for text messages) – unless you are in the throes of a serious emergency, there is no reason to use their phones during class for any purpose at all; avoid talking or chatting in side conversations while the instructor is talking or while other students are answering questions or are engaged in class-related discussions; avoid delaying assignments until the last minute, particularly large group assignments – most people, including me, procrastinate somewhat, but submitting an individual's contribution to a group project late causes everyone's grade to suffer. Robert Cochran, Communications. **Get to know your instructors! Don't be shy!** Donna Henderson, English. Ask questions, and do not assume anything. There is no question too small. Vikki Mellenberger, Criminal Justice. 1) Don't assume that you know how to do math because you got a C or B in high school Algebra II. You are entering a faster-paced arena, which will assume you know the pre-requirements. 2) Keep track of your high school and AA requirements yourself. 3) If you are transferring after high school and not getting an AA at WVC, do you know if the courses you are taking will directly transfer to the college or university of your choice? You can find out by contacting them. 4) Tell your parents if you are not doing well in a class. In most cases, they will do what they can to help you or get you help. 5) Don't spend all your spare time chatting with friends. Find a quiet place to study (like in the library), form study groups (make sure you are studying, not just talking), and visit the tutor center (located in the library) for extra FREE help in math and other subject areas. Cheryl Niccum, Mathematics. **Be diligent and responsible. We don't chase you down on homework not done or on late assignments. This is one of the biggest differences my students have talked about. I explain that it's not that we don't care—we just don't have the time. Also, be careful about rehashing high school essays because our requirements are always different. So FOLLOW DIRECTIONS!** Niki Stewart, English. *First, Running Start Students need an attitude shift from high school to college. That attitude shift must begin by realizing—truly—that though they may still walk on the high school campus every day or every week, they are in college. College is not high school. College is paced much more rapidly than high school. Learning at college is deeper and broader than in high school. Learning in college is the students' responsibility. The professors devise and offer courses of study. Students must work—hard—to learn from those courses of study. At community college (different from RS at a baccalaureate campus), the professors care about individuals—but they care about their attitude toward learning and their work ethic and their level of personal responsibility. Few college professors see the minutiae (trivia) in their students' lives as important. What is important is the learning those students came here to do. Therefore few professors stay calm at RS students' excuses for lack of focus, lack of work ethic, and lack of personal responsibility for their own learning. The minutiae (trivia) of life are important to children. College professors teach adults. Professors define “adults” not by chronology, but by attitude, work ethic, and level of personal responsibility. The second point I want to make is that RS students are building their college transcript, one that will follow them to other institutions of high education and to every one of their future careers. It is a record of their attitude, their work ethic, and their level of responsibility. It is permanent. It does not go away.* Nancy Howard, English. **Be prepared to talk about real-life issues with a multi-age group. The mixed age range class is a unique environment. In such a mixed group, RS students can find themselves in rewarding friendships with older students and need to watch their older peers for clues about behavioral expectations in the college setting. The successful college classroom requires a balance of humor and seriousness. As Running Start students, they often find themselves suddenly freed from what may have seemed like stifling “high school” rules (no eating, no going to the bathroom without permission), but in reality, they are just being charged with enforcing reasonable rules themselves. So, have fun and share your true self, but chill a little bit on the goofing around. Maturity matters.** Rochelle Riling, English.