

## Dear Running Start Parent/Guardian and student:

Your student is enrolled or planning to enroll in the Running Start program at Whatcom Community College. Running Start is a state-wide program in which qualified high school juniors and seniors enroll in college-level classes at a community or technical college. The cost of transportation, course and college fees, meals, books and supplies is borne by the student.

- Whatcom Community College follows federal requirements concerning access to student records. It is college policy that no information is released without the student's written permission. College staff and faculty do not provide information on student progress, attendance or grades directly to parents (see the WCC catalog: Student Records, Notification of Student Rights Under FERPA). However, if your student is placed on Academic or Disciplinary Alert, Probation or Suspension due to substandard performance (see the WCC catalog: Academic Standards, Academic Standards of Progress Policy), a condition of your student's continued enrollment in the Running Start program will be the release of his/her grades and other confidential information to you upon request. Please request this information from the Running Start office only.
- Running Start students are expected to participate fully in all course activities, including labs and field trips.
- Running Start students must officially withdraw from college through the Running Start office if they stop attending classes or decide not to continue in the Running Start program. Students should not depend on a parent or school counselor to do this for them. Withdrawals or changes should be done in person or by phone or email. Students **may not** drop online. Withdrawal deadline dates can be found online and in the schedule booklets.
- Running Start covers tuition for college-level courses up to and including 15 credits per quarter. Only courses numbered 100 or higher are included in Running Start funding. Students taking more than 15 credits per quarter and/or classes numbered below 100 must pay tuition. (Some high schools may not award full high school credit for classes numbered below 100.) While state funding covers up to 120% of a full-time combined high school/college course schedule, students will be charged college tuition for any amount over 120% of full-time. Detailed information is available at [www.whatcom.ctc.edu/runningstart](http://www.whatcom.ctc.edu/runningstart) and from the Running Start Office.
- Students may discontinue enrollment in the Running Start program at the end of any quarter. Students are not monitored for this and parents are not notified by the college when students have discontinued enrollment. Parents will want to establish an expectation of open communication with their student as a requirement for Running Start participation in order to better monitor progress in the program.

*The following section is an excerpt from the state-wide Running Start Enrollment Verification Form.*

### I understand that:

- The student is responsible for understanding when his or her 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 (see reverse), 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).
- Student is required to pay any class/lab fees charged for college classes.
- Enrollment in specific college courses cannot be guaranteed - even if the classes are needed to fulfill district high school graduation requirements.
- If the student begins Running Start in winter or spring quarter, eligibility for the previous quarter(s) that year is forfeited.
- To add or withdraw from a course, the student must complete the college Add/Drop process by the college deadline and notify their high school counselor.
- The student is responsible for ensuring that college courses completed as part of the Running Start program will meet high school graduation requirements.
- If the student plans to transfer; it is the student's responsibility to find out about admissions policies/deadlines and whether credits will transfer.
- The student gives permission for college staff to release his/her grades to the high school and to discuss various aspects of his/her program participation with the high school/district officials.

**I acknowledge that I have read, understand, and will comply with the conditions of Running Start participation and the expectations of college course enrollment. I acknowledge that my signature on this form gives blanket permission for my student to participate in Running Start during any quarter for which he/she is eligible.**

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
(Please Print)

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
(Please Print)

**Student: Bring the white copy to your WCC registration appointment or mail it to us using the envelope provided. Keep the yellow copy for future reference.**

If you have any questions about classes, or the Running Start program in general, please call our office at 360.383.3123. Questions regarding progress toward high school graduation should be directed to the high school counselor.

***Please sign, date and return the white copy of this form.  
Thank you!***

Dear Running Start Parent/Guardian:

Welcome to a new and exciting experience as your student enters the college environment. We are here to assist you as your student begins the transition from high school to college and takes on more responsibility and independence.

The Running Start office is staffed by experienced academic advisors who are happy to guide your student in degree and career planning. Please join us in encouraging your student to be in charge of appointment scheduling, decision-making and class selections. We maintain positive working relationships with the local high schools; grades are provided to the high school counselors at the end of each quarter.

**Our office is located in the Laidlaw Center, room 134. If you or your student would like to speak with an advisor, please call either 360-383-3126 or 360-383-3122 or e-mail [rstart@whatcom.ctc.edu](mailto:rstart@whatcom.ctc.edu).**

Sincerely,

The Running Start Staff:

Laine Johnston, director/advisor  
Sarah Pearson, associate director/advisor  
Tricia Wilson, educational planner  
Jessie Weimer, assistant

Running Start Funding Limit Table			
Enrolled High School		Tuition-Free College Credit	
Weekly Minutes**	FTE	Max FTE	Max Credits
0 - 307	0.00 - 0.20	1.00	15
308 - 412	0.21 - 0.27	0.93	14
413 - 502	0.28 - 0.33	0.87	13
503 - 607	0.34 - 0.40	0.80	12
608 - 712	0.41 - 0.47	0.73	11
713 - 802	0.48 - 0.53	0.67	10
803 - 907	0.54 - 0.60	0.60	10*
908 - 1,012	0.61 - 0.67	0.53	8
1,013 - 1,102	0.68 - 0.73	0.47	7
1,103 - 1,207	0.74 - 0.80	0.40	6
1,208 - 1,311	0.81 - 0.87	0.33	5
1,312 - 1,402	0.88 - 0.93	0.27	4
1,403 - 1,500	0.94 - 1.00	0.20	3

\*Students qualifying for 0.60 FTE college enrollment and registering for exactly 10 college credits will be granted a 1-credit waiver for the 10th credit.

\*\*Weekly Minutes based on high school bell schedule.