

# Handbook



**Peninsula College**

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## OVERVIEW OF RUNNING START

Running Start, a program created by the Washington state legislature, provides the opportunity for high school juniors and seniors to enroll in courses at Peninsula College (PC). The purpose of the program is to provide academically qualified students with an opportunity to take college courses while they still are in high school.

To become a Running Start student, you must be a high school junior or senior, under the age of 21, and qualify at college-level English and/or math on the placement test (or qualify through an approved alternative placement). Home-school students NOT seeking a high school diploma from their local high school must enroll in the district in which they live and may apply for a Washington State High School Diploma when they complete their two-year AAS, AA, or AS degree at the community college.

Classes taken at the college as part of the Running Start program are limited to “college-level courses” (courses numbered 100 or above). Students may enroll simultaneously in high school and college classes, or solely in college classes. The student receives both high school and college credit for successfully completed classes.

Once students begin attending the college, they will be considered “regular” college students. The faculty will expect the same level of classroom participation and quality of work as from adult college students. College instructors may present a wide variety of subject matter in the classroom, using college-level instructional materials.

### IS RUNNING START RIGHT FOR EVERYONE?



Parents and students should consider the appropriateness of this program before enrolling. High school and college staff are available to meet with parents and students to discuss the program as one of several options students have for accessing college credit.

## RUNNING START STRENGTHS:

- Students have the opportunity to take courses that may not be offered at their local high school.
- Academically qualified students have an opportunity to take advanced-level courses.
- Students have an opportunity to experience post-secondary education, including conducting research and special projects with faculty that is at a level which is usually reserved for upper-class or graduate university students.
- Students who find that the traditional high school is not fitting their needs often flourish in a different setting with a diverse group of students.
- Students can earn up to two years of college credits getting a “*Running Start*” on college without tuition expense.
- Running Start students who complete an associate degree may be awarded a state high school diploma from the college upon written request.
- Credits achieved while in Running Start usually transfer successfully to Washington state four-year public and most private colleges. Students are encouraged to work with their Running Start advisor to create an educational plan to meet a particular four-year institution’s requirements.
- Students are often considered freshmen for enrollment purposes at four-year colleges even though they have Running Start college credits. This allows them to compete for scholarships as entering freshmen. Following enrollment, Running Start credits are evaluated for advanced standing.

## OTHER CONSIDERATIONS:

- The pace of college courses is typically significantly faster than high school courses. The college environment requires independence and self-discipline. Students may be academically ready but may find the independence and the speed of college overwhelming and thus benefit from remaining at the high school.

- Socialization may be an issue with some students. High schools provide a social network that might not be available at the college.



- Transportation is the responsibility of the student. A free bus pass with Clallam & Jefferson County Transit is available for students. Students must have a SID card to obtain their bus pass sticker for the quarter. Students fill out a SID Card request form found online under Student Government (ASC).

Parking passes are available in the Campus Safety office. Students are responsible for paying all fees, supplies, books, and transportation. Fee waivers are available (except for consumable fees) for students who qualify for the free or reduced lunch program through their school district. In addition, limited book assistance is available for students who qualify for the free lunch program.

- The scheduling of college classes may conflict with high school classes or extracurricular activities.
- Peninsula College operates on the quarter system. Most high schools operate on a semester/trimester system. Holidays and vacation periods may be different. Students are expected to attend their classes at PC even though their high school is not in session. Careful planning must occur as this may create conflicts with family and school activities.
- The high school is the final authority on what is required for high school graduation. Participants must collaborate closely with their high school counselors to ensure high school graduation requirements will be met.
- Running Start students should always check with the receiving institution regarding the transferability of course credits. Peninsula College advising staff is available to assist with transfer planning.

## ACADEMIC ADVISING

Students must be enrolled in classes prior to the first day of the quarter. Students are required to see a college Running Start advisor prior to registering. Advisor teams are assigned to each student based on the high school that the student attends. Students will receive notification to schedule an appointment for advising each quarter. The earlier a student registers the better chance they have of getting their first choice of classes. Classes needed to satisfy high school graduation requirements will be a priority when selecting classes. The signature of a RS advisor is **required** to both add and drop classes. **If a student wants to drop a class, he/she is responsible for officially withdrawing by the deadline to withdraw from a class.** If a student does not officially withdraw, he/she will receive a 0.0 grade on their permanent college transcript. It is the Running Start student's responsibility to meet high school graduation requirements and for arranging college class schedules, so they do not conflict with high school schedules.

## COST



College classes offered are tuition-free to the student. However, students will be responsible for the following:

- Tuition/fees for non-credit classes, credit classes below 100 level, summer courses, and tuition for credits in excess of 15 if only registered at PC.
- Tuition for credits in excess of 1.2 FTE if enrolled in classes at both the high school & college (waivers are available for tuition & fees in excess of 1.2 FTE for students that qualify for the free & reduced lunch program)
- Tuition for credits in excess of 15 if registered at more than one community college.
- All mandatory fees, supplies, books, and transportation

Fee waivers are available (except for consumable fees) for students who qualify for the free or reduced lunch program through their school.

district at any time within the past five years. In addition, limited book assistance is available for students who qualify for the free lunch program. Students must provide the necessary documentation annually from their high school to qualify for book assistance.

A list of important dates (Academic Calendar) for each quarter is available on the campus website. It includes deadlines for refunds, withdrawing from classes, etc.



## BOOKS

Books may be purchased at the campus bookstore or ordered online. Book rental is also an option and information is available on the bookstore webpage. There are designated days at the end of each quarter during when the bookstore purchases back used books.

## ORIENTATION

Running Start Orientation is **mandatory** of all new Running Start students and provides an orientation to college life, faculty expectations, and campus resources.

## ACADEMIC RECORDS/CREDITS

Students who successfully complete classes under the Running Start program will receive both high school and college credit. The grade earned at Peninsula College will be part of the student's permanent high school and college transcripts. If a student wishes to apply to another college, he/she must list PC as a college attended and request that transcripts be sent to verify previous college course work.

Five credits at the college are equivalent to one high school credit. High school graduation requirements are established by each high school, and the student must consult with his/her high school counselor regarding these requirements. **Some high schools still require a senior culminating project. Check with your high school to see if you can complete the project at the college.**

## ACADEMIC STANDARDS

The college has a policy regarding student progress and academic performance which may impact a student's ability to continue in the Running Start program. College advisors will communicate regularly with the high school counselor about the student's performance in college-level courses. If it appears a student is not going to be successful at the college, Peninsula College will collaborate with the high school counselor to transition the student back to the high school.

## PARENTS' ACCESS TO STUDENT RECORDS

Peninsula College follows federal FERPA (Family Educational Right and Privacy Act) guidelines concerning access to student records. This means the college needs a student's written permission to share records with parents. For student protection, photo identification verification is needed prior to sharing student data. It is important for parents to talk to their students about how their studies are going at the college. Instructors cannot give out information about how a student is doing unless the student has signed a release of information.

## WITHDRAWAL POLICY

Students must meet with a Running Start advisor prior to withdrawing from a class. If a student wants to drop a class, he/she is responsible for **officially** withdrawing by the deadline to withdraw from a class. If a student does not officially withdraw, he/she will receive a 0.0 grade on their permanent college transcript. **The withdrawal and refund dates are listed on the "Dates to Remember" information given to students each quarter when they register.** Withdrawal deadlines may differ for condensed and early or late starting classes.

## GRADE REPORT

All Peninsula College courses will become part of the student's **permanent record**. Grades will be sent to the high schools at the end of each quarter. Students have on-line access to their college grades via their ctcLink Student Portal.

Following is a summary of PC's grading format:

<u>Grade</u>	<u>Points per</u>
<u>Credit A</u> .....	3.9-4.0
A-.....	3.5-3.8
B+.....	3.2-3.4
B.....	2.9-3.1
B-.....	2.5-2.8
C+.....	2.2-2.4
C.....	1.9-2.1
C-.....	1.5-1.8
D+.....	1.2-1.4
D.....	1.0-1.1
F.....	0.0

**P:** Pass. Completion of the course at the 2.0 level. No grade points calculated in grade point averages.

**S:** Satisfactory. Satisfactory completion of the course at the 0.7-1.9 level. No grade points calculated in grade point averages. For use in English or English as a Second Language courses below 100 level only.

**U:** Unsatisfactory. Student does not receive credit for the course; no grade points calculated in grade point averages.

**V:** Discontinued Attendance. The final grade issued if an instructor initiates an administrative withdrawal before the end of the quarter for a student that stops attending class. An instructor is under no obligation to grant an instructor-initiated administrative withdrawal. No grade points calculated, and no credits issued.

**W:** Withdrawal. Student initiated withdrawal prior to the 40<sup>th</sup> instructional day of the quarter. No grade points calculated, and no credits issued.

**N:** Audit. Class attendance permitted with instructor permission. Regular attendance is expected but students do not take examinations, receive grades, or earn credit.

**I:** Incomplete. Student initiated designation at

instructor's discretion. The student agrees to complete course requirements after the end of a current quarter due to circumstances beyond the student's control. The student must have completed enough coursework as determined by the instructor to request this designation. A designation of "I" will be added to the student's quarterly grade report when the instructor and student complete and sign a contract form that contains the specific requirements to be completed, the time allowed for completion (no longer than one year), and the grade to be assigned if the contract is not completed.

**R:** Repeated Course. Student initiated designation, indicates the student repeated the course. The grade from this course does not affect GPA. A course may be repeated two times. The R designator is placed next to the course with the lower GPA to indicate that it is not calculated into the GPA.

**\*No Grade Reported.** Indicates grade was missing at the time the course was added to transcript. The asterisk indicator remains on transcript until a grade is submitted. No grade points calculated in grade point averages.

**Note: Some high schools do not accept N, Y, U, V & I grades, or they may be converted to a failing grade on your high school transcript.**

## TRANSFERRING CREDITS



Credits from the college are transferable to other colleges and universities, according to the guidelines of the receiving institution. Students and parents are encouraged to contact those institutions for their transfer policies. A Transfer Advisor is available in the Student Development Office to assist you with transfer planning. Students who wish to obtain an official copy of their transcript need to fill out a transcript request form, available in the Enrollment Services Office.

## STUDENT RESPONSIBILITY

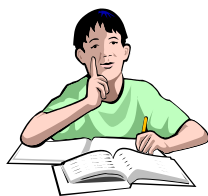
Running Start students have the same rights and responsibilities as any other PC student, except where rules and regulations specific to the Running Start program may take precedence. Full participation is expected of Running Start students in all course activities, including labs and field trips. A college course may give exposure to alternative viewpoints and may include material of an adult nature. Students will be expected to meet all class deadlines, be prepared for class, ask questions, and conduct themselves as responsible adults in accordance with Peninsula College's Student Rights and Responsibilities. Student Rights and Responsibilities can be seen on the college website and in condensed form in the Student Handbook. If students are having difficulty or need additional information, it is their responsibility to seek out the instructor or appropriate college personnel. Instructors have posted office hours when students can see them for help or discussion. Appointments may be made outside of office hours.

### CLASS PACE

The speed at which college classes are taught is much faster than at high school. For instance, a high school math class, which is usually taught in one year at the high school, is taught within 11 weeks at the college. However, faculty members encourage students to come to their offices for assistance.

### HOMEWORK

College classes may demand an average of at least two hours of homework for each hour of class. A five-credit class may have



approximately ten hours of homework each week. There will not be classroom time for homework. When a class meets two or three times a week, it does not mean the amount of homework required is less than that for a class meeting daily.

### CLASS SIZE

Classes can vary in size from 15 to 50 students, with an average class size of 25 students. This class size makes it possible for instructors to give individual attention to students who request

assistance.

### ATTENDANCE

Peninsula College views student attendance and participation as crucial to academic success. Therefore, an instructor may request a student be withdrawn due to non-attendance that compromises the student's ability to successfully complete the class. Withdrawal for non-attendance is not automatic.

To accommodate students waiting to register for a course, instructors may initiate a withdrawal for nonattendance. A student who fails to attend at least 50% of a face-to-face class or fails to login for at least 50% of online class activity during the first week of the quarter may be administratively withdrawn from the course.

Students who plan to remain enrolled but have attendance difficulties during the first week of the quarter should therefore contact their instructors immediately to request an exception to this procedure.

An instructor may assign a V grade for a student who discontinues attendance. When a V grade is issued, the grade is not computed in the student's GPA and no credits are issued. An instructor is not obligated to assign a grade of V for discontinued attendance. Note: The V is a discontinued grade given at the end of the quarter.

The faculty may or may not take attendance. It is the student's responsibility to be prepared each day for class and to meet all deadlines. Some faculty may give pop quizzes and expect all papers to be turned in on time with no makeup possibilities. It is the student's responsibility to contact instructors if he/she is going to be absent. Most instructors have an email address and campus phone number listed on their syllabus.



## CLASS PARTICIPATION

This is an integral part of college, and most faculty require students to participate in classroom discussions. The students in the classroom range in age from 16 to 80, and students need to be prepared for a variety of opinions.

## ELEARNING

Many classes have an online component which is an integral part of the class. To take an online class or a class with an online component, students must have a valid e-mail address. It is not recommended that new students take online courses until they successfully complete one or two quarters and the Online Classroom Success (Hum Dev 101) course. Some online classes operate off the Washington Online schedule and may begin prior to the first day of the Peninsula College quarter. Ask your advisor for the welcome letter and contact information for your online class when registering.



## PARKING

Students may park in the lot on Lauridsen Boulevard and must always display a valid parking hangtag when parking on the main campus. A \$16.00 fee is charged to each credit taking student to provide parking passes and bus passes with Clallam and Jefferson County Transit. Parking passes are available in the Campus Safety Office located in the PUB dining area (J-32). Free bus or parking passes are available for students that qualify for the free or reduced lunch program.

## ADDITIONAL RESOURCES

If a student is struggling with classes or personal issues, he/she is encouraged to come to the Student Development Center to see an advisor. The college has additional resources to help (tutoring, study skills courses, Learning Center, Math Lab). The Learning Center is open for student use in writing and printing papers and has a free writing response service. The Math Lab is available for additional assistance in math classes. In addition, e-tutoring (online tutoring) and free peer tutoring is available.

## SERVICES FOR STUDENTS WITH DISABILITIES

Peninsula College offers reasonable accommodations for students with disabilities based on each student's individual situation. The SSD staff collaborate with the high school to provide these services. It is the responsibility of students to request accommodations, and complete the steps laid out on the website.



## EXTRACURRICULAR ACTIVITIES

There are many opportunities to participate in extracurricular activities, including student government, intramural sports, campus newspaper and other publications, drama program, and more. Running Start students are eligible for support services, activities, and programs available to regular college students, apart from intercollegiate athletic participation. The gym and weight/cardio rooms are available during the hours posted for use by students.