



## Running Start Checklist for New Students

**Plan Early!** All paperwork must be submitted prior to meeting an advisor and enrolling in classes.

- Qualify for Running Start via Placement:** Demonstrate you are ready for college-level courses by completing placement. You must qualify for either college-level English OR math. The most common placement option is to send your high school transcripts for review to [placement@pencol.edu](mailto:placement@pencol.edu).

For all placement options and criteria, visit <https://pencol.edu/testing-center/placement-options>

**Please do not move forward until you are notified that you qualify for Running Start.**

- Complete an online Peninsula College application at [www.pencol.edu](http://www.pencol.edu)**  
Note: Select “Running Start” as your student type. Paper applications available upon request.

- Complete Running Start Enrollment Verification Form (RSEVF) + Planning Form**  
Fill out the student section of the RSEVF. Then, give it to your high school counselor. Your counselor will complete the other sections of the RSEVF + give you a PLANNING FORM. You send **both** the RSEVF + planning form to [rstart@pencol.edu](mailto:rstart@pencol.edu)

Be sure to **sign your RSEVF** or your paperwork will be delayed!

- Review the Running Start Handbook and sign the Running Start Agreement**  
You will receive an email with a link to the handbook and agreement form.

- Advise and Register**  
Once all the above steps have been completed (placement, application, RSEVF + planning form submitted to the college, signed agreement), then **you will receive an email** with directions to schedule your advising appointment and register for classes.

- Complete New Student Orientation – Mandatory**  
All students must complete orientation. Orientation is offered as an online course via Canvas. You will have access to Canvas/the course after you activate your student account.

- Pay fees and purchase textbooks**  
View fees owed in your ctcLink Student Portal. You can purchase books from the PC Campus Bookstore (The Bookaneer). Fee waivers and limited book assistance are available.

### Contact Running Start:

[rstart@pencol.edu](mailto:rstart@pencol.edu)

360-417-6341

Maier Hall, Port Angeles Campus