



Running Start Checklist for New Students

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

- ☐ **1. 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.

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

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

- ☐ **2. Complete an online Peninsula College application at www.pencol.edu**
Note: Select “Running Start” as your student type. Paper applications available upon request.

- ☐ **3. 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 the [RS Dropbox](#) or to rstart@pencol.edu

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

- ☐ **4. Complete and Submit the Running Start Orientation and the Running Start Agreement**
When you place into Running Start, **you will receive a “Placement and Next Steps” email** with a link to the RS Orientation and Agreement Form. Please watch for this after submitting your transcripts and follow all indicated steps.

- ☐ **5. Meet with Your Advisor and Register for Classes**
Once all the above steps have been completed (placement, application, RSEVF + Planning Form submitted to the college, completed RS Orientation, signed Agreement), then **you will receive a “Ready to Advise” email** with directions to schedule your advising appointment.

- ☐ **6. Attend the New PC Student Orientation – Mandatory**
All PC students must complete orientation. Orientation is offered in-person on Port Angeles campus or online. Check the [New Student Orientation](#) page on the PC website for current options.

- ☐ **7. 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

360-417-6524

Pirate Central (D Building), Port Angeles Campus