

PENINSULA COLLEGE

RUNNING START

HANDBOOK



PENINSULA COLLEGE

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OVERVIEW OF RUNNING START

Running Start is a dual enrollment program established by the Washington State Legislature that allows eligible high school juniors and seniors to enroll in college-level courses at Peninsula College. The program provides academically prepared students with the opportunity to earn both high school and college credit simultaneously.

ELIGIBILITY & ADMISSION

To participate in Running Start, students must:

- Be registered as a junior or senior at a Washington state public high school
- Be under the age of 21
- Demonstrate college-level placement in English and/or math through placement, testing or approved alternative placement methods

Home-schooled students and Running Start 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, defined as courses numbered 100 or above. Students may take classes concurrently at their high school and Peninsula College or enroll exclusively at the college. Successfully completed coursework earns both high school and college credit, as determined by the high school.

Once enrolled, Running Start students are considered college students and are held to the same academic and behavioral standards as all Peninsula College students.





IS RUNNING START RIGHT FOR EVERYONE?

Running Start is not the best fit for every student. Families are encouraged to carefully consider academic readiness, independence, time management skills, maturity level, and long-term educational goals before enrolling. High school counselors and Peninsula College advisors are available to assist students and families in determining whether Running Start is an appropriate pathway for earning college credit.

RUNNING START STRENGTHS

- Access to college courses not offered at the high school.
- Opportunity to take advanced-level coursework
- Early exposure to college expectations and academic rigor.
- Ability to earn up to two years of college credit with reduced tuition costs.
- Opportunity to earn a Washington State High School Diploma upon completion of an associate degree.
- Credits that typically transfer to Washington public universities and many private institutions.
- Eligibility to apply as a freshman at many four-year institutions, while also allowing access to freshman-level scholarships.

IMPORTANT CONSIDERATIONS

- **Academic Pace:** College courses move at a significantly faster pace than high school classes. A five-credit college course completed in one quarter (11-12 weeks) covers the same content as a full-year high school course.
- **Independence:** Students must manage schedules, coursework, and deadlines independently.
- **Social Experience:** College environments differ from high school social settings and network.
- **Transportation:** Transportation is the student's responsibility.
- **Costs:** Students are responsible for fees, textbooks, supplies, and transportation.
- **Lunch:** Lunch is not provided by the college.
- **Scheduling Conflicts:** College schedules may conflict with high school classes and activities.
- **Academic Calendar Differences:** Peninsula College operates on a quarter system, while most high schools use a semester system, so breaks may not align.
- **High School Graduation Requirements:** The high school determines graduation requirements; students are responsible for understanding and meeting graduation requirements.

PREPARING TO ATTEND RUNNING START

ENROLLMENT PROCESS

Students need to complete the Running Start enrollment process and steps. We recommend to start early and to be aware of upcoming deadlines and quarter start dates. All of the information and dates can be found on the Peninsula College Running Start page.

[Running Start](#)

ACADEMIC ADVISING

Students are required to meet with an advisor during both the Spring and Fall quarters, each academic year, prior to the next quarter's enrollment date. Students can view their enrollment date in ctcLink. Advisors are assigned based on the student's high school. Advising ensures appropriate course selection, alignment with graduation requirements, and academic planning. Early registration increases access to preferred courses.

Students are responsible for managing their schedules between the high school and college and ensuring high school graduation requirements are met. If a student plans to drop out of a class, they should consult with their Peninsula College advisor and high school counselor to ensure it won't impact their graduation requirements.

[Enrollment Date in ctcLink](#)

BOOKS & COURSE MATERIALS

Books may be purchased at the Bookaneer Bookstore on campus or ordered online through the Bookaneer website. To place an order online, please select *Order Books/Materials Online* for instructions and financial aid payment options. Rental options are available on limited titles, and all purchasing and rental information is available on the bookstore website. Buyback opportunities may be available during designated days at the end of each quarter.

[Order Books/Materials Online](#)

ORIENTATION

Running Start orientation is mandatory for all new students and introduces college expectations, academic responsibilities, and campus resources. The link to the online Running Start orientation will be sent via email during the admissions and enrollment steps.

PARENTS' ACCESS TO STUDENT RECORDS (FERPA)

Peninsula College follows the Family Educational Rights and Privacy Act (FERPA), which protects student privacy and records. These records may include academic, billing, and account information. College staff and faculty may not share academic information with parents without written student consent. Parents are encouraged to communicate directly with their students regarding academic progress.

Students can fill out a Release of Information (ROI) form to release their student records to a parent or guardian. This can be found on Peninsula College's Forms and Documents webpage.

[Forms & Documents](#)

COSTS

WHAT RUNNING START PAYS FOR

- Tuition for courses that are 100-level and higher. The number of credits a student may take each quarter and annually depends on the academic year.
- The number of tuition-free credits you can enroll in at the college depends on the max credits allowed per your Running Start Enrollment Verification Form (RSEVF).

Students whose combined high school and college schedules exceed the full-time enrollment (FTE) limit for the current academic year during any college quarter are responsible for paying tuition on any additional credits.

WHAT STUDENTS/FAMILIES ARE RESPONSIBLE TO PAY FOR

- All mandatory fees, class fees, supplies, books, and transportation.
- Mandatory fees can be found on the Tuition & Fees webpage
- Class fees can be found in the class notes in the class schedule
- Peninsula College offers courses which are below the 100-level (like English 90 or Math 98). These courses are not paid for by Running Start, and students must pay tuition and fees for courses under 100-level.
- Students are responsible for the cost of books and supplies, which can vary per class and quarter. Textbook costs can range from free to \$320 per textbook. You can see which courses have zero-cost or low-cost textbooks in the class schedule.

[Tuition & Fees](#)

[Class Schedule](#)

WHEN TO PAY

Tuition and fees are due two weeks before the quarter start date. For exact dates, please review the Academic Calendar. If students have a remaining balance for the quarter they are starting, they will be dropped from their classes for non-payment by the 5th day of the quarter. As well, if students have any amount owed for the past quarter, it may cause a student to be dropped from classes for the following quarter and it may block registration for the following quarter.

[Academic Calendar](#)

HOW TO PAY

If you have a remaining or past-due balance, there are options on how to pay:

- Online through your ctcLink portal, click on the Financial Account tile. Follow the steps on how to make a payment in ctcLink. You need to be in the ctcLink full site and not the ctcLink Student Dashboard.
- In-person using cash, check, or money order at Pirate Central (Building D) or the Forks campus during business hours.
- By mail. Please include your ctcLink ID number and mail a check or money order to: Peninsula College, 1502 Lauridsen Blvd, Port Angeles, WA 98362.

Payment plans for the current quarter are available. Learn more about the payment plan schedule and details.

[Make a Payment in ctcLink](#)

[Payment Plan Schedule & Details](#)

FEE WAIVERS & TEXTBOOK ASSISTANCE

Fee waivers and textbook assistance are available for students who qualify for the free or reduced lunch (FRPL) program through their school district.

- Fee Waivers: Students who qualify for free or reduced lunch may receive fee waivers (consumable fees are not waived).
- Textbook Assistance: Students who qualify for free lunch may receive fee waivers and up to \$300 per academic year for qualified textbook purchases.
- All students who wish to receive this assistance must apply by completing the online Fund Your Future form, which can be found on the Running Start webpage under What are the Costs.

At the beginning of the school year, the high schools will send a list of their Running Start students and FRPL status. This is how Peninsula College determines your eligibility. If you start in Winter or Spring quarter, Peninsula College will request your FRPL eligibility lunch letter directly from the student for verification.

The Fund Your Future Form is due one week before tuition and fees are due. Review the Academic Calendar for important deadlines and dates for each quarter.

[Running Start](#)

[Academic Calendar](#)



GRADING & CREDITS

HIGH SCHOOL TO COLLEGE CREDIT CONVERSION

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 their high school counselor regarding these requirements.

ACADEMIC RECORDS

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.

SATISFACTORY ACADEMIC PROGRESS

The purpose of satisfactory Academic Progress is to identify and alert students with low academic achievement and to help them improve their academic performance. You must earn a grade point average (GPA) of 2.0 or above to be in good academic standing. Otherwise, the college will place you progressively on alert, probation, or suspension. Review the satisfactory Academic Progress webpage for more details. Students who are struggling academically may be transitioned back to full-time high school enrollment.

[Academic Progress](#)

WITHDRAWAL POLICY

If a student is considering withdrawing from a class, they should first consult with their Peninsula College advisor and high school counselor and how it impacts their high school graduation requirements. The student is responsible for officially withdrawing from the class. Students can withdraw from a class until the 40th instructional day of the quarter. The withdrawal and refund dates and deadlines are listed on the Academic Calendar. If a student does not officially withdraw, their grade will be on their permanent college and high school transcript.

[Academic Calendar](#)

TRANSFERRING CREDITS

Transferability of credits is determined by the receiving institutions. Many colleges and universities have a transfer equivalency guide on their institution's website. Students are encouraged to consult with their Peninsula College advisor, Peninsula College transfer advisor, and prospective college admissions representatives when planning coursework. When transferring from Peninsula College to another college/university, an official transcript will be required. An unofficial transcript can be reviewed and downloaded in the student's ctcLink account.

[Official Transcript Request](#)

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, so their grades will appear on their high school and college transcript. Review the Grading page in the College Catalog for more information. Please note that some high schools do not accept Y, U, V, and I grades, or they may be converted to a failing grade on your high school transcript. Students need to review their individual class syllabus for passing grades and percentages.

[Grading Webpage](#)



LETTER GRADE	NUMERICAL GRADE
A	3.9 to 4.0
A-	3.5 to 3.8
B+	3.2 to 3.4
B	2.9 to 3.1
B-	2.5 to 2.8
C+	2.2 to 2.4
C	1.9 to 2.1
C-	1.8 to 1.5
D+	1.2 to 1.4
D	1.0 to 1.1
F	0.0

LETTER GRADES
P = Passing (2.00 or higher GPA)
S = Satisfactory (1.00-1.99 GPA)
W = Withdrawal
I = Incomplete
U = Unsatisfactory
V = Discontinued attendance
R = Repeated course
Z = Continuous enrollment
* = No grade reported/invalid grade

EXPECTATIONS & RESPONSIBILITIES AS A RUNNING START STUDENT

STUDENT RESPONSIBILITY

Running Start students are expected to meet the same academic and behavioral standards as all Peninsula College students. This includes attending class regularly, completing coursework on time, participating in class discussions, and communicating professionally with faculty and staff. Be sure to review Peninsula College's Student Rights, Policies, and Procedures.

Student Rights, Policies & Procedures

ATTENDANCE & PARTICIPATION

Regular attendance and active participation are essential for academic success.

- It is the student's responsibility to add or drop classes. Instructors may administratively withdraw students for non-attendance, particularly during the first week of the quarter. Review the first week attendance policy on the Student Rights, Policies, and Procedures webpage.
- 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. Students are responsible for contacting instructors regarding absences.
- The students in the classroom range in age from 16 to 80, and students need to be prepared for a variety of opinions.

Add or Drop Classes

Student Rights, Policies & Procedures

ACADEMIC CALENDAR

Peninsula College's Academic Calendar provides key dates for each quarter: first and last day of class, tuition due date, end of refund periods, when registration opens, holidays and more. It's the student's responsibility to know and understand these dates.

Academic Calendar

RUNNING START ENROLLMENT VERIFICATION FORM (RSEVF)

The Running Start Enrollment Verification Form (RSEVF) is a required document for participation in the Running Start program and must be submitted for each quarter. Students are unable to register for classes without this form. It is the student's responsibility to turn it in each quarter.

The RSEVF must be completed and signed by the student, the high school counselor, and a parent or guardian if the student is under 18. Completed forms may be submitted through the student's Running Start Canvas course or emailed to rstart@pencol.edu.

LEARNING ENVIRONMENT & CLASS EXPECTATIONS

- College courses move at a faster pace than high school classes. A five-credit college course completed in one quarter (3 months) covers the same content as a full-year high school course.
- Students should expect approximately two hours of homework for every hour spent in class.
- Class sizes typically range from 15 to 50 students.
- If students are having difficulty or need additional information, it is their responsibility to seek out the instructor or appropriate college personnel. On the class syllabus, instructors have posted office hours when students can see them for help or discussion. Appointments may be made outside of office hours.

HIGH SCHOOL & BEYOND PLAN (HSBP)

Students are expected to maintain regular communication with their high school counselor and relevant school staff. Students pursuing a public high school diploma are responsible, with support from their high school, for completing all required High School and Beyond Plan (HSBP) activities. Required documentation must be uploaded into SchoolLinks to meet graduation requirements.

Students may take college courses, such as the College Success course (COLL 101) where they may complete an assignment or task that is similar to the HSBP required activities. Students can upload their college assignments into SchoolLinks to complete their HSBP requirement or activity. Students should confirm specific requirements with their high school counselor. Students earning a high school diploma through the college, private school, or home-based high school program may not be required to complete an HSBP.

ELEARNING & ONLINE COURSES

Whether the class is offered online or in-person, there is an online component of the class. Canvas is Peninsula College's online learning platform where you can access course materials, submit assignments, participate in discussions, and more. Peninsula College offers a variety of class instruction modes:

- Flexible (FL): Face-to-face or online instruction with meeting options described in class notes.
- Hybrid (HY): Face-to-face instruction on days and times listed and has an online component in Canvas.
- Individualized Instruction (IS): Class meeting days and times that are individually arranged.
- Online Asynchronous (OA): No scheduled meeting times and coursework is completed in Canvas.
- Online Scheduled (OS): Scheduled meetings on days and times listed that occur online with specific details provided in class notes.

TECHNOLOGY & MYPC

Students are expected to have access to technology, as every class has an online component. Many students use their high school issued Chromebook. Students should be aware that the high school limits content and websites that can be accessed. If students need to access a website that is blocked on their Chromebook, they should contact their high school to verify the website and unblock it.

After students register for classes for the first time, they'll receive a welcome email for myPC which gives you access to Canvas, Microsoft 365, and other online college resources. Microsoft 365, which includes Outlook (email), Word, Excel, PowerPoint, and OneDrive for cloud storage. Students are expected to use these tools to help stay organized, connected, and for class assignments. Students can only access the cloud-based version of Microsoft 365 on their Chromebook. The Technology Resources and Support page provides more information.

Technology Resources & Support

ADDITIONAL SUPPORTS & RESOURCES

College differs from high school in that students are expected to take an active role in seeking support and using available resources. While Peninsula College offers a wide range of academic, personal, and wellness services, it is the student's responsibility to initiate contact and request assistance when needed.

A full list of student support services is available on The Student Services webpage. Below are several resources frequently used by Running Start students.

Student Services

TUTORING & CANVAS RESOURCES

The Center for Equity, Teaching, and Learning (CETL) is based in the Library (B Building) on the Port Angeles campus. The Center offers a variety of services to support students in their classes, including the Library & Media Center, support for online learning, a computer lab, Writing Center, Tutoring and eTutoring, a podcasting studio, and the Math Center (located in Maier Hall). Services are available in person and online.

Tutoring & Canvas Resources

PARKING

Students may park in designated campus parking areas and must display a valid parking hangtag at all times. Hangtags are available through the Campus Safety Office located in the Pirate Union Building and at Pirate Central in the Student Services building.

Campus Safety

MENTAL HEALTH & ACADEMIC COUNSELING

Free, short-term counseling services are available during the academic year to support students' mental health, well-being, and academic success.

- Academic counseling focuses on strategies for time management, organization, motivation, study skills, and overcoming academic challenges.
- Mental health counseling provides support for stress, anxiety, emotional well-being, and personal challenges that may impact academic performance.

ACCESS SERVICES

High school 504 Plans and Individualized Education Programs (IEPs) do not automatically transfer to the college. Peninsula College provides reasonable accommodations based on individual student needs and documentation.

Students are responsible for disclosing disabilities that impact equal access to education and for requesting accommodations through Access Services. Early communication is encouraged to ensure appropriate supports are in place.

Access Services

EXTRACURRICULAR ACTIVITIES

Students are encouraged to engage in campus life through student government, clubs, intramural sports, campus publications, drama productions, and other activities. Running Start students may participate in most campus activities and support services, with the exception of intercollegiate athletics. The Port Angeles campus fitness center, including gym, weight, and cardio rooms, is available to students during posted hours.

Peninsula College reaffirms its policy of equal opportunity in education, employment, and college activities regardless of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, use of a trained guide dog or service animal, or any other unlawful basis. This policy applies to all programs and facilities, including, but not limited to, admissions, educational programs, and employment. Any discriminatory action can be cause for disciplinary action.

Discrimination is prohibited by:

- Presidential Executive Order 11246 as amended
- Washington State Gubernatorial Executive Orders 89-01 and 93-07
- Title VI and VII of the Civil Rights Act of 1964
- Washington State's Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations.
- Title IX of the Educational Amendments of 1972
- State of Washington Gender Equity in Higher Education Act of 1989
- Sections 504 and 508 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act and ADA Amendment Act
- Age Discrimination in Employment Act of 1967 as amended
- The Age Discrimination Act of 1975
- Vietnam Era Veterans' Readjustment Assistance Act of 1972 as amended
- The Violence Against Women Reauthorization Act
- Other federal and state statutes, regulations, and
- College Policy

To this end, Peninsula College has enacted policies prohibiting discrimination and harassment against members of these protected classes. Any individual found to be in violation of these policies will be subject to disciplinary action up to and including dismissal from the College or from employment.

Equal Opportunity compliance efforts at Peninsula College are coordinated by the office of Human Resources and Diversity, Equity, and Inclusion. For inquiries regarding non-discrimination or sexual misconduct policies, contact Title IX Coordinator and Human Resources Officer, Hanan Zawideh at hzawideh@pencol.edu, 1502 E. Lauridsen Blvd. Port Angeles, WA.

Peninsula College is committed to providing access, and reasonable accommodation in its services, programs, activities, education, and employment for individuals with disabilities. For information or to request disability accommodations contact:

STUDENTS

Matriculated & Non-Matriculated Students

Access Services

Email: ssd@pencol.edu

Phone: (360) 417-6373

Video Phone: 360-406-4759

Web: <https://pencol.edu/services/access-services>

EMPLOYEES

Current, Retired, Past Employees, Job Applicants & Members of the Public

Human Resources Office

Kelley Opdyke

Phone: (360) 417-7985

Email: kopdyke@pencol.edu

