

# How to Submit Your RSEVF in PC Harbor

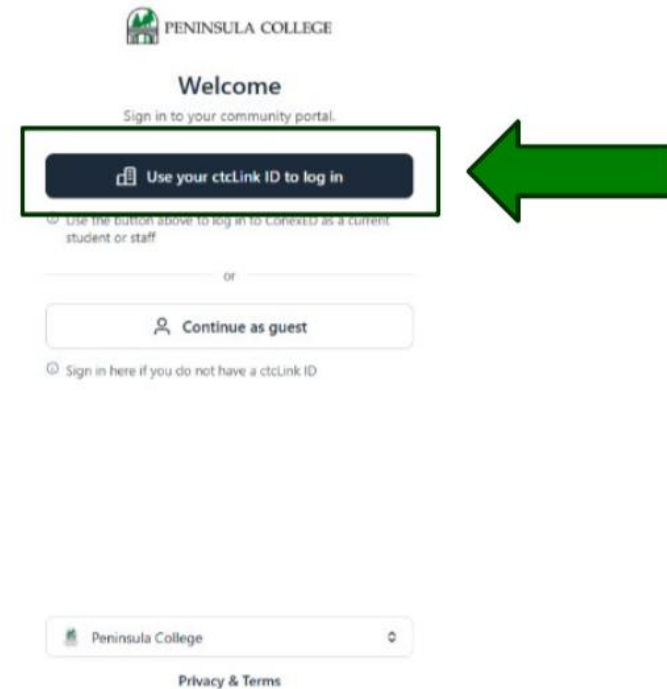
This guide will show you how to submit your RSEVF in PC Harbor.



PENINSULA COLLEGE

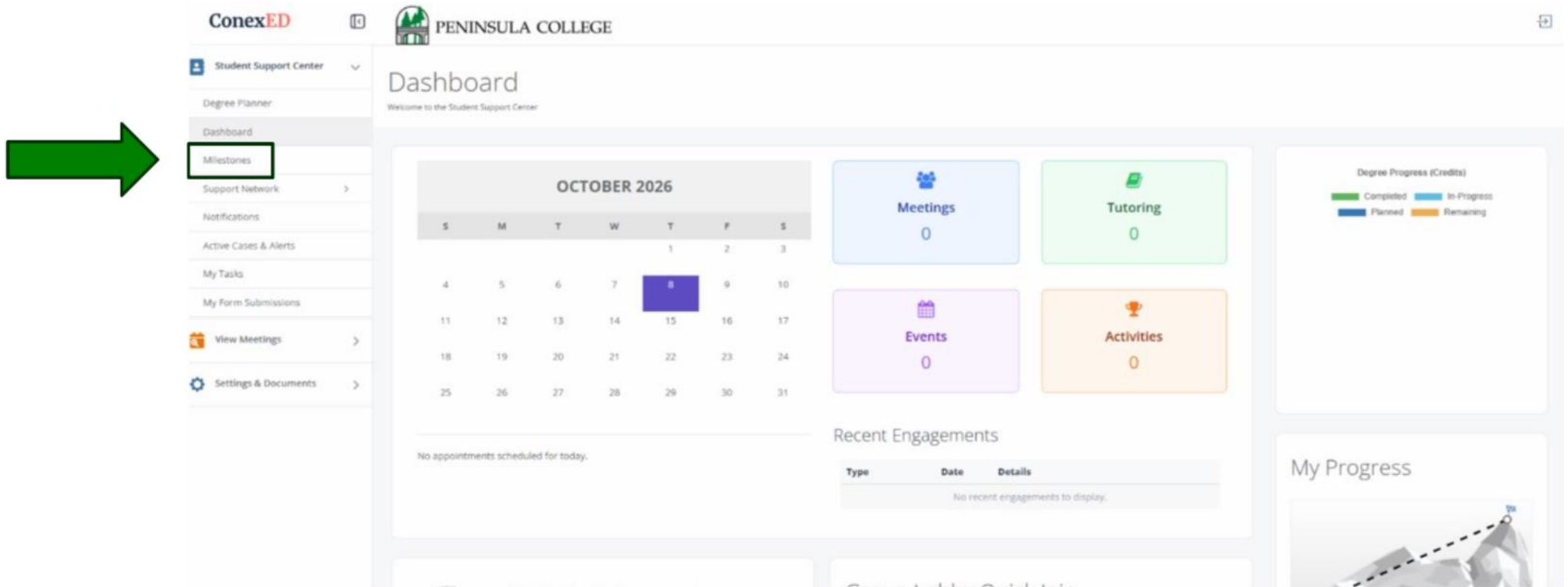
# Log in to PC Harbor:

1. Go to PC Harbor at [pencol.craniumcafe.com](https://pencol.craniumcafe.com). Log in using your ctcLink ID and password.



# Go to Milestones:

2. Once you reach your student dashboard in PC Harbor, click **Milestones** in the menu on the left.



The screenshot shows the 'ConexED' interface for Peninsula College. On the left is a navigation menu with items: Student Support Center, Degree Planner, Dashboard, Milestones, Support Network, Notifications, Active Cases & Alerts, My Tasks, My Form Submissions, View Meetings, and Settings & Documents. A large green arrow points to the 'Milestones' item, which is highlighted with a black border. The main dashboard area is titled 'Dashboard' and 'Welcome to the Student Support Center'. It features a calendar for 'OCTOBER 2026' with the 8th highlighted. To the right of the calendar are four colored boxes: 'Meetings' (blue, 0), 'Tutoring' (green, 0), 'Events' (purple, 0), and 'Activities' (orange, 0). Below these is a 'Recent Engagements' section with a table header (Type, Date, Details) and a message 'No recent engagements to display.' On the far right, there is a 'Degree Progress (Credits)' section with a legend for Completed, In-Progress, Planned, and Remaining, and a 'My Progress' section with a line graph.



# Start Your Submission:

3. Click **Submit Completion Request**. You must submit an RSEVF for each quarter you are attending Peninsula College.

The screenshot displays the ConexED interface for Peninsula College. On the left is a sidebar menu with options: Student Support Center, Degree Planner, Dashboard, Milestones (selected), Support Network, Notifications, Active Cases & Alerts, My Tasks, My Form Submissions, View Meetings, and Settings & Documents. The main content area is titled 'Milestones' and features a 'View Submitted Completion Requests' button in the top right. Two milestone cards are visible, each with a green arrow pointing to a 'Submit Completion Request' button. The first card is for 'Submit the Running Start Enrollment Verification Form (RSEVF) for Winter 2027 | Running Start : Running Start Current Fall 2026'. It includes a link to download the RSEVF form, a list of instructions (team effort, use guide, submit fully, incomplete forms not approved), contact information for Bre Olason, and a due date of Nov 13, 2026. The second card is identical but for 'Spring 2027'.

ConexED PENINSULA COLLEGE

Student Support Center

Milestones

View Submitted Completion Requests

Submit the Running Start Enrollment Verification Form (RSEVF) for Winter 2027 | Running Start : Running Start Current Fall 2026

Download the [Running Start Enrollment Verification Form \(RSEVF\)](#)

- Completing the RSEVF is a team effort and requires information from you, your parent/guardian, and your high school counselor. Be sure each person completes the sections assigned to them and that all required signatures are included.
- [Use this guide to see who is responsible for completing each section of the RSEVF.](#)
- Once the form is fully completed, submit it using the [Submit Completion Request](#).
- Important: Incomplete RSEVFs cannot be approved. If any required information or signatures are missing, you will be asked to submit a corrected form before it can be processed.

Questions? Contact Bre Olason, Director of High School Programs at [rstart@pencol.edu](mailto:rstart@pencol.edu) or call (360) 417-6341

Due: Nov 13, 2026

Discuss this milestone

Submit the Running Start Enrollment Verification Form (RSEVF) for Spring 2027 | Running Start : Running Start Current Fall 2026

Download the [Running Start Enrollment Verification Form \(RSEVF\)](#)

- Completing the RSEVF is a team effort and requires information from you, your parent/guardian, and your high school counselor. Be sure each person completes the sections assigned to them and that all required signatures are included.
- [Use this guide to see who is responsible for completing each section of the RSEVF.](#)
- Once the form is fully completed, submit it using the [Submit Completion Request](#).
- Important: Incomplete RSEVFs cannot be approved. If any required information or signatures are missing, you will be asked to submit a corrected form before it can be processed.

Questions? Contact Bre Olason, Director of High School Programs at [rstart@pencol.edu](mailto:rstart@pencol.edu) or call (360) 417-6341

Due: Nov 13, 2026



# Upload your RSEVF:

4. Attach your Running Start Enrollment Verification Form (RSEVF). Then click **Submit Request**.

The screenshot shows the ConexED portal interface for Peninsula College. On the left is a sidebar with navigation links: Student Support Center, Degree Planner, Dashboard, Milestones, Support Network, Notifications, Active Cases & Alerts, My Tasks, My Form Submissions, View Meetings, and Settings & Documents. The main content area is titled 'Milestones' and displays two milestone entries. The first entry is 'Submit the Running Start Enrollment Verification Form (RSEVF) for Spring 2027 | Running Start : Running Start Current Fall 2026', with a due date of Nov 13, 2026. A green arrow points from the 'Submit Request' button in the dialog box to the 'Submit Request' button in the milestone entry. The dialog box itself is titled 'Send Completion Request' and contains a 'Message' field with the text 'Optional.', an 'Attachments' section with a 'Choose Files' button and the text 'No file chosen', and a 'Submit Request' button. The background is slightly dimmed to highlight the dialog box.

ConexED PENINSULA COLLEGE

Student Support Center

Milestones

Submit the Running Start Enrollment Verification Form (RSEVF) for Spring 2027 | Running Start : Running Start Current Fall 2026

Access the form online and then upload through this milestone

[Running Start Enrollment Verification Form](#)

Due: Nov 13, 2026

Discuss this milestone

Send Completion Request

Submit a request to mark this milestone as complete.

Message: Optional.

Attachments: Choose Files No file chosen

Optional. Select multiple attachments if necessary.

Submit Request Cancel



## Success:

5. Done! You submitted your RSEVF.

Once you've submitted your RSEVF, it will be approved or rejected. If your RSEVF is approved, you will receive an email and your RSEVF hold in ctcLink will be removed. If your RSEVF is rejected, you will also be notified and you will need to correct or complete the form and resubmit it.



## Questions about the RSEVF?

Contact Bre Olason, Director of High School Programs at [rstart@pencol.edu](mailto:rstart@pencol.edu) or (360) 417-6341.



If you have any questions or need further assistance, contact the IT Help Desk at (360) 417-6565 or [helpdesk@pencol.edu](mailto:helpdesk@pencol.edu)

