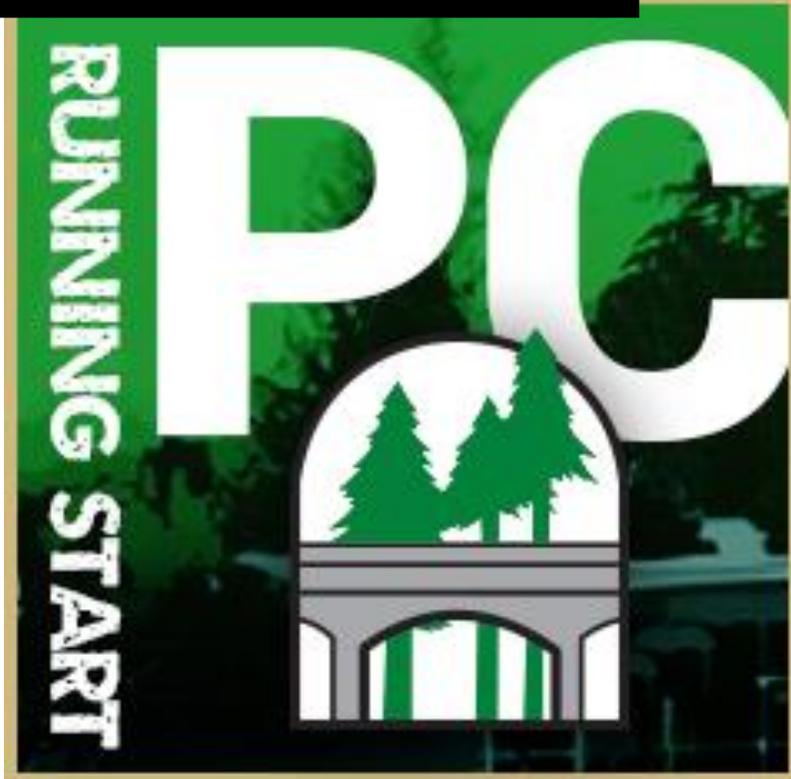


Information for Parents

A Guide to Helping Your Student Succeed



Being a Parent of a PC Running Start Student

Tips

Running Start is an exciting and challenging opportunity for students. As a Running Start parent, you play an essential role in helping your student make this transition from a high school student to an independent, savvy, and academically successful Running Start student. Here are some easy ways you can help guide your Running Start student.

- *Make sure they read all mail, emails and texts from PC & Running Start*
- *Help them block out time for study and homework every day*
- *Know the PC quarter start & end dates and holidays*
- *Encourage your student to use campus resources -Learning Center, library, faculty office hours, etc.*
- *Familiarize yourself with PC catalog, quarterly schedule, and Running Start handbook (all available online)*
- *Ensure they understand that daily class attendance is vital for student success*

The rest of this booklet contains more specifics about Running Start, PC policies, and more ideas about encouraging your student's successful transition from high school to college.

Access to Student Records

Frequent Questions Concerning Access to Student Records

Why is PC unable to tell me anything about my student?

According to federal law (FERPA), college students have the right to the privacy of all their education records including grades, financial information, and disciplinary records. Under this law, parents who want to gain access to a student's records can do so if the student signs a Release of Information form. Release of Information Forms are available on the website.

Unless a student makes other arrangements with us, we do not contact parents about his or her progress at college. It is the responsibility of the student to communicate with the parent and tell how things are going.

How can I get a copy of my student's grades?

The easiest and fastest way to obtain information about your child's grades or records is for the student to provide it for you.

Since I'm paying for my child's education, why can't I get a copy of his/her records?

FERPA requires that access to a college student's records must be released by approval of the student. However, parents can receive information about their student if they show proof that the student is financially dependent for IRS purposes. To do so, submit a copy of your tax records that show dependent status, to the Running Start Office. Please know that our staff may not be able to grant your request immediately as they are required to have permission from the Enrollment Services Office prior to releasing student records to anyone other than the student.

Student responsibility

At PC, we expect our Running Start students to take full responsibility for their education. While they are in the Running Start program, they are college students and are treated as such. We do not track attendance or class performance during the quarter, and students must be responsible for seeking help from instructors and college staff. Students are also responsible for their class schedule – they are the only ones permitted to make changes to their class schedules by meeting with an advisor.

Full time Running Start students should ask their high school about ways to stay informed about their school's timelines and deadlines for graduation, school events, and graduation requirements (senior projects, state testing, and the like).

Trying to arrange teacher conferences or making personal phone calls to the instructor to discuss your student's performance is inappropriate at the college

and university level. The High School Programs Manager can inquire for you if there is an emergent need and a release in place.

When the minor student is enrolled in a college class they are considered to be a responsible adult, as any other student. Students (regardless of age) are expected to take the initiative to address academic or personal problems that may interfere with their ability to succeed in a course. The college provides advisors, and counselors to assist students in overcoming academic difficulties, up to and including an appeal process if students feel they have been treated unjustly.

Program Costs

The Running Start program covers tuition up to 1.2 FTE between college and high school courses over the fall, winter and spring quarters. However, the program is not free. Students will need to pay for textbooks, course fees, and supplies. Please remind your student to purchase their books and pay their fees on time.

Some funds are available to assist eligible students with the purchase of their books. Students are required to provide verification of current free or reduced lunch eligibility from the School District once per academic school year.

Free lunch eligibility qualifies the student for both fee waivers (with the exception of consumables) and the Running Start Book Grant Program.

The RS Book Grant Program helps reduce the cost of books for qualifying students. Students may receive textbooks loaned out from the RS office and/or receive up to \$175.00* to purchase/rent books at the PC Bookstore. ALL BOOKS MUST BE RETURNED TO THE RUNNING START OFFICE (rented books must be returned to the bookstore) at the end of each quarter. *Current Funding allowed

Reduced lunch eligibility qualifies the student for fee waivers (with the exception of consumables)

Students who qualify for free or reduced lunch qualify for a waiver that covers tuition/fee costs above the 1.2 FTE funding limits (above 100 level courses only).

Adult learning environment

As an institution of higher education in pursuit of academic excellence, PC welcomes the expression of diverse and opposing views that foster learning in a collegiate setting. This adult environment includes potentially uncomfortable viewpoints that may challenge closely-held beliefs. Course materials are not censored. Instructors are not required to substitute assignments if the student chooses not to participate.

Grades

During the quarter: Students should keep track of their grade during the quarter by keeping all assignments and tests and using the course syllabus (provided by instructor on the first day of class). The syllabus will have grading policies and usually a calendar of assignments and tests. Students may also be able to view grades on Canvas.

At the end of the quarter: Students are responsible for checking their final grades online (Student Center) each quarter. College transcripts are mailed to the high schools each quarter for posting on the high school transcript. Grades are not mailed to students' homes. Your student should be sharing their grades with you each quarter and keeping you informed throughout the quarter.

Academic Progress

Running Start students must maintain a 2.0 (C) GPA to remain in good standing. If a student does not achieve a 2.0, they will be placed on Academic Alert for the following quarter. If the student does not achieve a 2.0 cumulative GPA for the next quarter that they are enrolled, they will be placed on Academic Probation. While on Academic Probation they will be required to meet with our Student Success Coach. If a student fails to earn a quarterly GPA of 2.0 the subsequent quarter, they will be placed on Academic Suspension.

Time Management

Managing their time can be one of the biggest challenges for RS students. While they may only be in college classes for 1-3 hours per day, each class can carry with it extensive homework (2-3 hours for each hour they are in class), group projects, library research, and other responsibilities. Students often have many other demands on their time: high school classes, part-time jobs, volunteer work, and family responsibilities. It is crucial to a student's success to be able to have enough time blocked out for homework and study time. You can help your student be successful by encouraging him to reserve time each day for studying.

Quarterly Advising & Registration

Your student will need to meet with and turn in a Running Start Enrollment Verification Form to the Running Start advisor each quarter before they can register. You can help make sure your student is able to register on time by reminding them of important dates and to schedule appointments with their high school and the Running Start office.

Students receive notifications via their email about advising, registration, important dates, and other information. These notifications are not sent to student homes. Please encourage your student to check their email daily.

Withdrawing from Courses

Running Start students are able to withdraw from courses by meeting with the Running Start advisor and filling out an Add/Drop form. Students may withdraw from a course without receiving a "W" during the first 10 days of the quarter.

Beginning the 11th business day and through the eighth week of the quarter (with the exception of summer quarter), classes formally dropped will post to the transcript with a withdrawal grade of "W." This grade does not impact GPA, but students should be careful about withdrawing from courses too frequently.

Students unable to withdraw by the end of the eighth week of the quarter due to extenuating circumstances (medical emergency, death of an immediate family member, military deployment or transfer, or other documented emergency beyond student's control), should fill out an Administrative Withdrawal Form available online. All administrative withdrawal requests are reviewed for approval by the Enrollment Services Office.

On-campus Resources

There are many academic, advising, and personal resources on the Peninsula College campus to help your student be more successful. All of PC's faculty and staff are willing to help, and it is the student's responsibility to seek out assistance. If students are unsure who to go to, they should talk with an advisor.

Advisors – Students can make an appointment to meet with an advisor, call, or email. We can answer questions about PC processes, available degrees and certificates, transferring to four-year colleges, career exploration, class selection, and any other issues your student might have.

Advising is mandatory each quarter. Students will meet with an advisor to choose classes and set up an academic two-year plan. Running Start students are also required to meet with an advisor to make any change to their class schedule.

Other Resources:

- **Maier Hall Learning Center services include:**
 - **Math Lab** – Part-time instructors and carefully chosen students who have been recommended by their instructor work in teams and are available for questions and assistance, and it's a great place to do math homework.
 - **Computer Lab** –IT specialists who are familiar with operating systems and applications provide one on one help. Services include Microsoft Office help, printing, Canvas help, and Laptop wireless connection help. There are open computer labs where students can work on school-related projects, papers, and research.
 - **eLearning Canvas Support** – Drop-in sessions for help with navigating CANVAS the online learning site and general technical help for students.
 - **Peer Tutoring** – Request a student tutor for any class, or become a student tutor for a class you excel in.
 - **e-Tutoring** – Get online help in any subject

- **Security** – PC Security staff is available to assist students with parking questions & hang tags, car lock-outs or jump-starts, and can escort students to their cars during evening hours.
- **Library/Reference Librarians** – Librarians are available to answer questions and to help students use the many research opportunities at the library.
 - **Writing Center** – Current and former English instructors with advanced degrees in English or related fields are available to help with all phases of the writing process for any writing assignment.
- **Career Exploration or Transfer Advising** – available in Student Services
- **Services for Students with Disabilities** - provides accommodation services support to students and faculty

Life after Running Start

Many Running Start students continue at Peninsula College to finish a program or complete an Associate Degree after graduating from high school. Students planning to earn an Associate Degree from Peninsula College must apply for graduation one quarter prior to the expected graduation date. The Degree Application Form is available online under the Student Center. Unofficial evaluations can be completed by using Degree Audit, an online tool available on the website under Student Center.

Running Start students enrolled at Peninsula College in the Spring Quarter of their senior year will automatically receive information about how to register for the following Fall Quarter. Students planning to continue at Peninsula College must reapply to the college, and follow the instructions for registration. Students not planning to continue at Peninsula College should ignore the registration information. Students do not need to retest unless they want to improve their scores in a certain area such as math.

Transfer Information

Associate in Arts- DTA (Direct Transfer Agreement)

The Direct Transfer Agreement (DTA) ensures that a student who completes the Associate in Arts degree will have satisfied all or most of the basic (general education) requirements at the university. This means generally, that transfer students can begin work on their specialized major area of coursework as soon as they transfer. **Some transfer institutions may require additional general education or preparatory courses for the major.**

The following colleges subscribe to the Direct Transfer Agreement:

Bastyr University, Central Washington University, City University, Cornish College of the Arts, Eastern Washington University, The Evergreen State College, Gonzaga University, Heritage University, Northwest College, Pacific Lutheran University, Saint Martin's University, Seattle University, Seattle Pacific University, Trinity Lutheran College, University of Washington (including UW Bothell and US Tacoma), Washington State University (including Tri-Cities and Vancouver), Western Washington University, and Whitworth College.

Associate in Arts Degree Transfer Information

Students who earn Peninsula College's Associate in Arts (DTA) degree will normally be able to transfer to most Washington colleges and universities with junior standing, having met most or all lower division general education requirements. The college endorses the Policy on Inter-College Transfer among Washington Public Colleges and Universities approved by the Higher Education Coordinating Board in February 1986.

Students who plan to transfer from Peninsula College to another college or university are advised of the following:

- Transferring students will be expected to meet the entrance requirements of the other institutions at the time they transfer. The transferability of courses taken at Peninsula College is determined by the institution to which

the student transfers. Many Peninsula College transfer courses are accepted by other institutions.

- **Running Start students should take either the SAT or ACT test, just as other high school students do, even if they will be earning an Associate Degree from Peninsula College.** Students may also have to meet the high school core course requirements for the State of Washington, depending on which university they attend. Students are encouraged to take math during their senior year. Some universities and some majors may require three years of a single foreign language as a graduation requirement from that university. It is recommended that students who are planning to take a complete series of Calculus, Biology, or Chemistry courses do so at one college, rather than taking some at Peninsula College and some at a four-year university.
- Career and technical education courses are not transferable to all institutions, but they may transfer to some selected four-year schools. Students should work closely with faculty advisors before attempting to transfer career and technical education coursework.
- Students may earn a total of more than 90 college-level credits at Peninsula College, but the total number of credits accepted for transfer is determined by the institution to which they transfer.
- Courses numbered below 100 will not transfer to any four year college.
- Students who transfer with an Associate in Arts (DTA) degree will generally be expected to declare a major within one quarter after transfer.

A student should follow the procedures given below to satisfactorily complete a transfer to a senior institution.

- Check out the transfer information available on the Peninsula College website <http://pencol.edu/transfer> .
- Research online the universities of choice and study the entrance requirements that are listed for freshman and sophomore level courses in the major field of interest.

- Confer with Peninsula College Transfer Advisor about transfer needs. Transfer guides from Washington and Oregon institutions are available on the websites of the transfer institutions.
- Confer, either by email or phone, with an admissions rep at the senior institution for information about curriculum and transfer regulations.
- Check carefully a quarter or two before transfer to be sure that all requirements will be met and all regulations observed to the satisfaction of the senior institution.
- Last-minute changes in a student's major field of study or choice of senior institution may create transfer problems. Such changes should be made only after consultation with advisors, both at Peninsula and at the transfer institution.

University Equivalency Guides

If you've ever wondered how a course transfers to a university and how it will be applied to your degree, you may benefit from equivalency guides.

Equivalency guides are a good way to see what courses transfer to a specific university and what requirements those courses meet. Because the school you intend to transfer to makes the final determination in what courses are accepted and how they count toward your bachelor's degree, it's a good idea to familiarize yourself with these guides.

Here are some online guides that will assist you.

Central Washington University

<http://www.cwu.edu/registrar/transfer-equivalencies-policies>

Select appropriate school year then Peninsula College Course Equivalencies.

Eastern Washington University

https://eaglenet.ewu.edu/PROD-DAD/ewudarsxgd.p_lookup_sbgi_code

Search by Port Angeles, WA. Select Peninsula College and click Get School Information. Browse courses by department or search for a specific course.

The Evergreen State College

<http://www.evergreen.edu/admissions/requirements/transferdegrees.htm>

Scroll down to Peninsula then click on the Transfer Guide.

University of Washington

<https://admit.washington.edu/apply/transfer/equivalency-guide/>

Click Peninsula College from the list of schools and then browse by department. PC's courses are listed on the far left and the UW equivalent in the next column.

Washington State University (Pullman and Vancouver)

<https://transfercredit.wsu.edu/>

Look up courses for WSU and Peninsula and see what general education requirements the courses meet.

Western Washington University

https://admin.wvu.edu/pls/wwis/wwsktcat.TE_Catalog

Select Peninsula College from the first dropdown menu and then select Course Equivalencies. Search by all courses in an academic department or by a single course.

**Note: Transfer guides are maintained by the universities, and Peninsula College cannot guarantee the accuracy of these guides. As always, please check with your intended transfer school for the most up-to-date information.*

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