



2011

Student/Parent Information & Application Packet

Event	Winter 2011	Spring 2011	Fall 2011
Information Session (optional)	Wed. Oct. 13, 2010 6:00pm - 7:00pm Cascadia Building Room CC1-110	Wed. Jan. 12, 2011 6:00pm - 7:00pm Room CC2-351	Wed. Mar. 30; 6:00pm Sat. April 9; 10:00am Wed. April 13; 6:00pm Room TBA
Application Deadline*	5:00pm, Wed. Nov. 10, 2010	2:00pm, Fri. Feb. 11, 2011	5:00pm, Mon. May 16, 2011
Orientation Dates (mandatory) <small>Dates/times/locations subject to change</small>	Tues. Nov. 16 or Wed. Nov. 17, 2010 3:30pm - 5:30pm Room CC1-230	Tues. Feb. 15 or Wed. Feb. 16, 2011 3:30pm - 5:30pm Room CC1-211 LIB 221	Tues. May 24, Wed. 25 or Thurs. 26, 2011 Time TBA Room TBA
Registration Session Dates <small>Dates/times/locations subject to change</small>	Tues. Nov. 30 or Wed. Dec. 1, 2010 4:00pm - 5:00pm Room CC1-230	Wed. March 2 or Thur. March 3, 2011 4:00pm - 5:00pm Room CC1- 211 230	Mon. June 13, Tues. 14, Wed. 15, Thurs. 16, Mon. 20, Tues. 21 or Wed. 22, 2011

*The Running Start Contract and COMPASS scores must be submitted *in person* by closing time of the quarterly deadline. Do not assume there will be time or space to take the COMPASS test on the day of the deadline.

Is Running Start for Me? Requirements & Considerations

Age/Grade Level

You must be a high school junior or senior and registered with a public high school, home school network or school district.

Eligibility/Duration

Running Start is limited to 6 quarters beginning fall of your junior year and ending spring of your senior year. Unused quarters do not accumulate. Students who repeat their senior year are not eligible for Running Start.

Academic Readiness - testing

You must take the *COMPASS* test and place into college level English 101 (Score 75 in Reading & 75 in Writing). Scores must be from a single assessment.

Maturity

Academic readiness is not the only pre-requisite for success. Students are expected to be fully responsible for their education and academic progress.

The Adult Environment: "College Life"

Students and parents need to carefully consider the appropriateness of the Running Start program at Cascadia. Some of the privileges and responsibilities you have in the K-12 environment will evolve to meet the expectations of learning in public higher education. Cascadia Community College is an adult environment where students are expected to positively engage in the community as adult learners.

Parent Access to Student Records & Faculty

Cascadia Community College adheres to federal guidelines concerning access to student records. Records information will be disclosed to parents only if a written consent by the student is received and on file at Enrollment Services. Faculty are not available to discuss student progress with anyone, except the student. Families may discuss the Running Start student's progress with their student and the high school counselor.

The COMPASS Placement Test

COMPASS is an un-timed computerized placement test to measure skill levels in the areas of reading, writing, and math. It is a tool used to help ensure student success based on their academic skill. All 3 sections – Reading, Writing, Math – are multiple-choice.

Questions cannot be skipped: an answer must be entered for each question. Students cannot return to a question later and change their answer.

The math assessment is adaptive. As the student answers questions correctly, they become more difficult; if answered incorrectly they become easier. Calculators are built into the program therefore no personal calculators are allowed. **MATH SCORES ON THE COMPASS TEST ARE VALID FOR 1 CALENDAR YEAR.**

The computer prints out the results immediately following the test. Students turn in the scores and their Running Start contract to the assistants at the front counter in the Kodiak Corner.

Students wanting to take math or science classes are placed into the most appropriate course based on skill level as measured by COMPASS. High school math courses are not used for placement.

Although there is no time limit, please allow 1-½ to 2 hours for the assessment, if taking both the math and English sections. If students do not finish, they may return later to finish the test. Scores must still be submitted by stated deadlines.

To become familiar with COMPASS, go online to:
www.act.org/compass/sample/index.html.

Important details about taking the COMPASS at Cascadia Community College:

- COMPASS is available on a walk-in basis whenever the Kodiak Corner is open. Check our current hours at www.cascadia.edu or call 425-352-8860.
- **Photo ID** and Cascadia SID (student identification number) are required to take the test or pick up scores.
- Testing Fee is **\$16.25**. Should you choose to re-take the test, you must wait until the next business day and then pay the \$16.25 again.
- Be sure to pay for parking at the kiosk near the parking garage elevators before entering the Cascadia building.
- Take a left at the top of the first flight of steps after entering the Cascadia building. Kodiak Corner is at the end of the hall. Simply check in at the counter and be sure to identify yourself as a potential Running Start student.

Please call 425-352-8860 with any questions.
*Test fees and hours of operation are subject to change.
Please confirm by calling 425-352-8860.*

Questions and Answers

Vision/Mission/Values

Students should become aware and understand the college's vision, mission and core values, which are available in the course schedule, catalog and web site. These are integral elements of our community and set the standard for expected outcomes at the college.

Diversity

Cascadia Community College strives to educate adult learners; therefore our students come from a variety of backgrounds and life experiences. Students need to be open to classroom discussions covering contemporary adult issues. Topics are not censored.

College Courses

As a public state institution of higher education, Cascadia welcomes the expression of diverse and opposing views and opinions that challenge and foster the expansion of student minds, often pushing the boundaries of comfort. The adult environment includes diversity of viewpoints expressed through language, course readings and material both in and out of the classroom. Instructors are not required to substitute assignments if students choose to not complete them. Students are encouraged to review previous course syllabi on file in the Student Learning office before enrolling in a course.

Coursework

The 11 week college quarter system moves quickly. Students are expected to successfully complete a year's worth of high school material in one quarter. Rarely is time given in class to complete homework assignments. Generally 2-3 hours of homework is required for every hour spent in the classroom.

Faculty

Cascadia embraces and respects the diversity reflected in our faculty. The role of the teacher may not be the same as your prior learning experience. Instructors are facilitators of learning and explore varying educational approaches to teaching. The faculty has autonomy and Cascadia protects their rights to academic freedom, which is a tradition and entitlement in public higher education.

Community

Students should be familiar with the student handbook, which covers policies and services applicable to students. Cascadia believes in supporting everyone's rights and the assurance of learning and teaching in a safe college environment. In addition, Cascadia expects appropriate student behavior. There are age, religion, disability, sexual orientation and race differences amongst our community members. Everyone works collaboratively to communicate, think, interact and learn from one another.

Q: What are the costs and mandatory fees I am responsible for?

A: *All non-tuition costs (books, course fees and supplies), tuition for credits in excess of 18 credits per quarter, tuition for courses below 100 level, transportation and parking. There is a waiver for mandatory fees for foster youth or students eligible for the free/reduced price lunch program through their school.*

Q: How do I select my classes?

A: *After the Running Start orientation make an appointment with your high school counselor to find out the classes you need to graduate. Your high school counselor will list these courses on your Running Start Quarterly Release Form under "High School Requirements." Then, independently, you should look through the quarterly class schedule to find courses that are interesting to you, will fulfill your graduation requirements and do not require prerequisites that you have not met. If needed, a Cascadia academic advisor can help you create a schedule.*

Q: What if I am unable to take the class(es) I need in order to graduate this quarter? For example, if a course has prerequisites that I haven't met or if the class is full.

A: *Because registration in particular classes cannot be guaranteed, you should make alternate plans in case a class is not available. Talk to your high school counselor about other ways to meet your graduation requirements if you are unable to do so through Running Start.*

Q: Will the grades and credits I earn through Running Start go on my high school or college transcripts?

A: *Both. Running Start classes will appear on your high school transcript and your permanent college transcript.*

Q: Is there a minimum GPA I must maintain at Cascadia to continue in the Running Start Program?

A: *Yes, you must maintain a 2.0 or above GPA to remain in good academic standing.*

Q: Can I still take part in my high school's activities, sports and classes?

A: *Yes. You are still a student in your high school, even if all your classes are here at Cascadia. Talk to your high school counselor about specifics regarding your eligibility for sports teams, etc.*

Q: What if I need disability support services while I attend courses at Cascadia?

A: *Students who require disability assistance should contact Disability Support Services at 425-352-8860 at least 4 weeks in advance to inquire about accommodations and required documentation.*

Q: Once I am accepted into the Running Start Program, will I need to complete another Quarterly Release Form?

A: *Yes. You must submit a new and completed Quarterly Release Form prior to every quarter if you wish to participate in the program. This allows the high school counselor and advisor to know that you are on track with your high school graduation requirements.*

Running Start in 5 Easy Steps

Eligible high school junior and seniors enrolled in a public school or district home school network may enroll in Cascadia's college-level courses tuition free up to 18 credits per quarter. To apply for the Running Start Program, follow these steps:

1. Apply for admission to Cascadia Community College.

You may apply in person at Kodiak corner (the Student Services Center) or online at http://www.cascadia.edu/programs/college_courses_high_school_students/running_start.aspx.

2. Take the COMPASS Placement Test at Kodiak Corner. (see box, page 2.)

You are eligible for Running Start if you place into English 101. Placement into English 101 requires a score of at least 75 in both Reading and Writing. You may retake the COMPASS test but qualifying placement scores must be from a single assessment. Scores cannot be combined from two sessions.

3. Submit eligible COMPASS scores and completed Running Start contract by the quarterly deadline as posted on the front cover.

These materials must be submitted to the front counter at Kodiak Corner (the Student Services Center) no later than the time and date posted on the front cover. You may then sign up for your mandatory orientation session. The Running Start Contract can be found at: http://www.cascadia.edu/apply_register/college_courses_high_school_students/running_start.aspx (Step 1).

4. Attend a New Running Start Student Orientation.

Orientation Sessions are mandatory. You will learn important details about being a college student as well as the special requirements of Running Start. You will have an opportunity to sign-up for your registration appointment at the orientation. Parents are welcome but not required to attend.

5. Register for classes at a Registration Session.

After you attend an orientation, review the course listing and meet with your high school or home school counselor to determine your classes, fill out and sign your quarterly release form and bring it to your registration session. *You will not be able to register without it.* The course listing is available in the quarterly schedule booklet or on-line at <http://classes.cascadia.edu/>.

Cascadia Community College's Running Start Quarterly Release Form:
This form must be completed and signed by a public high school or home school counselor prior to registering each quarter.

The image shows a sample of the Cascadia Community College Running Start Quarterly Release Form. The form is titled "CASCADIA COMMUNITY COLLEGE" and "RUNNING START" with a "Quarterly Release Form" stamp. It contains various fields for student information, course selection, and counselor approval. The form is tilted and appears to be a scan of a physical document.

Cascadia Community College is an equal opportunity institution and does not discriminate on the basis of race, color, religion, gender and/or sex, disability, national origin, citizenship status, age, sexual orientation, veteran's status, or genetic information. All Cascadia materials are available in alternative formats and can be requested by contacting the Human Resources office.