

LOWER COLUMBIA COLLEGE

Running Start Handbook



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Welcome to LCC

Running Start program information

We are excited about the upcoming school year at LCC and all the great new students who have become a part of the Running Start program! While the transition from high school to college may seem overwhelming right now, we want to assure you that the Running Start office and staff will be a resource to help you from start to finish. It may be scary to become more independent, but we ask that you take ownership of your responsibilities in the program whether it be making your own appointments, or simply asking us a question.

This handbook includes:

- Steps to register for classes.
- How to use the online schedule.
- How to make a schedule change.
- Important Registration Processes.
- Cost/Fees.
- Online Services.
- How to qualify for Math at LCC.
- General Information.
- How to communicate with our office.

Our processes are slightly different than regular non-running start students, so it is important that you follow the specific Running Start student procedures for your success. Please refer to this document throughout your time in the program.

Useful links:

- **Running Start home page** (lowercolumbia.edu/running-start/index.php)
- **Running Start Quarterly Registration Process** (lowercolumbia.edu/running-start/registration.php)
- **Frequently Asked Questions** (lowercolumbia.edu/running-start/faq.php)

Registering for Classes

Steps to register for classes

1. Select your classes by viewing the online **class schedule**.
2. Print the Enrollment Verification Form (EVF), available on the **Running Start forms webpage**.
 - a. Fill out the entire 'Student' section of the EVF form.
 - b. The College SID# is your LCC Student ID (900) number.
 - c. Have your parent/guardian sign the EVF.
3. Meet with your High school counselor to complete the EVF.
 - a. Your High school counselor will notify you of their meeting dates.
 - b. Home/private school students need to contact the public school.
 - c. Have your High school counselor sign the form.
4. Contact the Running Start Office to schedule your registration appointment: **(360) 442-2442**.
 - a. You will be registering for your LCC classes at your appointment.
 - b. You must meet with your high school counselor before your LCC appointment.
 - c. You must have all required signatures on your EVF.

If you show up to your appointment more than five minutes late or if your EVF is not filled out completely, including signatures, you will be asked to reschedule for a different day.

Useful links:

- Enrollment Verification Form, available on the **Running Start forms webpage** (<https://lowercolumbia.edu/running-start/forms.php>)
- **Online class schedule** (lowercolumbia.edu/classes/index)
- **Quarterly Registration Process** (lowercolumbia.edu/running-start/registration)

Class Schedules

How to use the Online Schedule

1. Go to lowercolumbia.edu and hover over 'Current Students,' then select 'Current Students Home.'
2. Click the 'Classes' icon.
3. Click 'Schedule – Online' for the quarter for which you are registering.
4. Click the subject you are considering (i.e.: ENGLISH):
 - a. Scroll through the page to find the course in which you are interested.
 - b. To view the class description, available seats, or pre-requisites, click on the 'Details' button.
5. Select the class(es) you want by putting the course ID and four digit item # on your EVF (for example: MUSC& 105 #2705).

How to make a schedule change

When a schedule change (add/drop) needs to be made, the following process **MUST** be followed:

1. Determine any deadlines related to adding/dropping classes.
2. Stop by the Running Start office to get a copy of the add/drop form, or find it on the **Running Start forms webpage**.
3. Meet with your high school counselor to discuss class schedule changes and complete the form.
4. Have your high school counselor sign and date the form.
5. Have your parent/guardian sign and date the form.
6. Student needs to sign and date the form.
7. Return the form to the Running Start office.
8. Check your class schedule online to confirm requested changes were made (log in to ctclink to check your schedule).

Changes that alter the course subject will not be made to the student's schedule based on emails, phone calls, text messages or voicemails from students, parents, counselors, or school district representatives. The state requires all changes to be documented with required signatures on forms.

The only exception to this process is when you make a lateral course change that is only impacting the instructor, day or time of the class, but not the subject.

For example: Your Algebra II class at the high school gets moved to 6th period, so now you need to take ENGL& 101 at 9:00am instead of ENGL& 101 at 1:00pm. This would not require you to go through the add/drop process, so the change could be made via email.

Useful links:

- **Running Start Forms** (<https://lowercolumbia.edu/running-start/forms.php>)
- **Online Services** (<https://lowercolumbia.edu/online-services/index.php>)
- **ctclink** (<https://lowercolumbia.edu/ctclink/index.php>)

Other Registration Processes

Waitlist

When a class has met its capacity during or after priority registration, a waitlist is started. The waitlist is a list of students who want in that class and are willing to wait and see if a spot opens. When enrolled students drop from the class, people on the waitlist are moved up on the list during the open waitlist period.

If you are on a waitlist and do not get on the class roster by the first day:

1. Attend the first day of class with a “pink slip” (available in the Running Start office).
2. Approach the instructor and ask to be added to the class. Tell them your position on the waitlist.
3. Once filled out and signed by the instructor, bring the “pink slip” to the Running Start office.
4. If they won’t sign you in, come to the Running Start office to set up an alternate plan.

Add/Drop/Withdrawal

- You can add and/or drop a class without having the class show on your transcript through 10th day of the quarter.
- After the third day of the quarter, you need instructor's permission to add any class.
- Everything you do after the 10th day will be included on your official college transcript.
- After the 10th day of the quarter, if you decide to not complete a class then you will need to withdraw. Withdrawing will show on your transcript as a “W” instead of a grade, but will not affect your grade point average (GPA).
- Each quarter there will be a published final date to withdraw in the class schedule. These dates are set by LCC and apply to all. If you miss the cutoff date you will receive the grade issued by your instructor.

Useful links:

- **Running Start add/drop form, available on the Running Start forms webpage** (lowercolumbia.edu/running-start/_assets/documents/Running-Start-Add-Drop-Form-2018-2019.pdf)
- **ctcLink** (<https://lowercolumbia.edu/ctcLink/index.php>)

Tuition and Fees

What does Running Start cost?

- The Running Start program covers the cost of tuition as long as you do not exceed the credit amount set by your high school. Running Start does not cover your fees, books, or supplies.
- Each quarter your high school counselor will determine (based on the classes you are taking at the high school) how many tuition free credits you can take at LCC, and they will note that information on the EVF. The more classes you take at the high school, the less you can take tuition free at LCC.
 - For example, if your high school determines you can take 12 credits at LCC, but you register for 15 credits, the cost of the three credit difference becomes the responsibility of the student/parent.
- Running Start only covers the cost of tuition for college level classes (classes numbered 100 and above).

Fees

- Running Start students must pay fees. Fees are similar to taxes and the amount charged to each student is determined each quarter based on your class schedule. You can find a breakdown of what fees are collected on the LCC website. You can also go to the LCC cashier and ask for a detailed receipt each quarter.
- Not all fees are the same. Distance education (online) classes or classes with labs (like sciences), have higher fees, because they require more materials or have operating costs that are higher than other classes.
- Any tuition/fees owed must be paid by the due date noted or you risk being dropped from your classes.
- If there is anything owing on your account, you won't be allowed to register for the next quarter and your grades and transcripts will be frozen.

I was billed tuition! WHY?

There are a few reasons that you may be billed for tuition:

1. If you decide to take more credits at LCC than your counselor determines you are eligible for, then you have to pay for the overage.
2. You decided to take a pre-college class like Math 88/89 or Nursing 90.

If you see tuition charges other than noted above, please contact the Running Start office for clarification.

Free/Reduced Lunch

- If your family is enrolled in the federal free/reduced lunch program through your school district then you are eligible for some assistance at LCC.
- To prove your eligibility you must fill out the free/reduced lunch form that is available on the **LCC Running Start forms webpage** and get it signed by a high school official; or you can bring in a copy of the official letter from the school district that states you qualify for free/reduced lunch.

Once your paperwork is turned in, your fees will be waived by LCC and you are able to take additional credits tuition free, and may also be eligible for our book loan winter and spring quarters.

Book Loan Program

- The Book Loan Program is available to those students who receive free/reduced lunch assistance. Once you have completed the paperwork noted above you will be able to print out a book loan application from the **LCC Running Start forms webpage**. Simply turning in your paperwork to show that you qualify for free/reduced lunch DOES NOT automatically make you eligible for the book loan. A separate application must be completed.
- If you meet the book loan qualifications and turn your application in by the designated deadline, you will be eligible for help with your books for fall, winter and spring quarter (the book loan may not provide all books needed).

Payments

LCC accepts cash, checks, Visa and MasterCard. Payments can be made in the LCC Cashier's office in the Admissions Center, over the phone, or online. There is a payment plan you can sign up for each quarter. More information is available on the Online Services page of the LCC website.

Useful links:

- **Online Services** (lowercolumbia.edu/online-services/index.php)
- **Payment options - including link to pay online** (lowercolumbia.edu/payment-options/index.php)
- **Running Start Forms** (<https://lowercolumbia.edu/running-start/forms.php>)
- **Tuition & Fees** (lowercolumbia.edu/tuition/index.php)

Online Services

The online services page on the LCC website has a number of resources to help students. The most common are:

- Checking your student schedule.
- Viewing your grades or transcripts (unofficial).
- Accessing your student e-mail.
- Ordering an official transcript.
- Making an online payment.

Running Start students are blocked from registering or making schedule changes online. Registration and schedule changes must be completed through the Running Start office.

To view your schedule online, grades/unofficial transcript, or to make an online payment, you will need your ctcLink ID number and password.

Useful links:

- **Online Services** (lowercolumbia.edu/online-services/index.php)
- **Official Transcript** (lowercolumbia.edu/transcripts/index.php)
- **Payment Options** (<https://lowercolumbia.edu/payment-options/>)
- **LCC Email (Gmail)** (accounts.google.com/signin/v2/identifier?continue=https%3A%2F%2Fmail.google.com%2Fmail%2F&service=mail&hd=my.lowercolumbia.edu&sacu=1&flowName=GlifWebSignIn&flowEntry=AddSession)
- **ctcLink** (<https://lowercolumbia.edu/ctcLink/index.php>)

Purchasing Books

Follow the steps below to view the necessary books needed for your classes:

1. On the **LCC homepage** hover over the 'Services' menu, select Bookstore.
2. Click '**Online Bookstore.**'
3. Click on '**PLACE YOUR ORDERS HERE!!**'
4. Choose the quarter, 'Select a Term' (i.e.: WINTER 2018).
5. Select the course subject from your class schedule (i.e.: ENGL – ENGLISH) and then click on the course number.
6. Click on the instructor with the correct section you are taking. The class will be added to the "Your Schedule" box.
7. Repeat steps 5 and 6 until you have selected all of your courses.
8. When you're done selecting all of your classes, click the 'Find Books' button.

Useful links:

- **Online Services** (lowercolumbia.edu/online-services/index.php)
- **Bookstore** (lowercolumbia.edu/bookstore/index.php)
- **LCC Homepage** (lowercolumbia.edu/)

Qualifying for Math

Follow one of the steps below to qualify to take a math class:

Those who are working towards a transfer degree at LCC will need to take a quantitative skills course (a math based class) to graduate.

All quantitative skills courses have a prerequisite that requires you to have mastery of intermediate algebra, which is demonstrated through completion of MATH 99 with a grade of C or better.

There are four ways that you can meet this pre-requisite:

1. Take the math placement test and earn a score that places you in college-level mathematics.
2. Take the placement test and if you place below MATH 099, begin taking pre-college math courses and work your way through MATH 099. **Pre-college math courses are not covered by the Running Start program.**
3. Use the math agreement and if you receive the qualifying grade at your high school, you can take a college level course.
4. Earn a score of 3 or 4 on the math portion of the Smarter Balanced Assessment (SBAC).

Useful links:

- **Placement Testing** (lowercolumbia.edu/placement/index.php)
- **High School Math Agreement** (lowercolumbia.edu/placement/hs-2college/math-transfer-agreement.php)
- **Smarter Balanced Assessment** (lowercolumbia.edu/placement/hs-2college/smarter-balanced-assessment.php)
- **Math Placement Test** (lowercolumbia.edu/placement/math/index.php)

General Information

Rights, responsibilities & Student Handbook

All students including Running Start are bound to Lower Columbia College's academic rights and responsibilities policies. For more information about plagiarism, academic grievance, and FERPA (Family Educational Rights and Privacy Act of 1974) please see the **Student Handbook** at lowercolumbia.edu/publications/student-handbook.

Student ID (SID)

- All students at LCC receive a ctcLink ID number and free ID card. The ID card is issued in the Admissions Center Building (ADC), Room 151, next to Advising. The ID gets you into plays, music concerts, and league sports on the LCC campus. It is also used in the Learning Commons and for tutoring services. There are several businesses who offer discounts to college students with their ID, so keep it with you and don't be shy to ask about student rates.
- Each quarter you must go to the One-Stop Center, Cashiering, Registration or Bookstore, show your current class schedule, and you will get a new sticker that proves that you are an active student for that quarter.
 - If you lose your student ID card there is a replacement fee for each new card.

Parking permits

- If you park in an LCC parking lot you must have a valid permit. Permits are available in Cashiering in the Admissions building. Your tuition and fees must be paid before parking permits are issued.
- You only receive one free permit per year. If you do not have a permit you will receive a \$40 ticket. If you get a ticket and it goes unpaid, you will be blocked from registering and will not be able to access your transcripts.
 - If you lose your parking permit there is a replacement fee for each new permit

Catalog

LCC publishes a new catalog every year. The catalog lists all of the degree programs at the College and the courses you need to complete those degrees. It also has the description of every class offered at LCC, as well as the prerequisite/s for the class. From the LCC homepage, hover over "enrollment" and select "catalog" from the drop down menu.

LCC Learning Commons/University Center

- Inside the Alan Thompson Library is the LCC Learning Commons (library), tutoring center, e-Learning department, and the University Center.
- The Learning Commons provides Library and tutoring services. For details go to the **library homepage** at lowercolumbia.edu/library/index and select services from the top menu; scroll down to Library or Tutoring Center to access services.
- E-Learning is where you get help with Canvas. On the Current Students homepage, go to Online Services. At the bottom is Online Tools and a link to CANVAS.

The University Center has advisors and representatives from CityU, Concordia, Warner Pacific, Washington State University-Vancouver, and more. They are great people who are ready and willing to assist you with transferring from LCC to their institution. On the current students homepage select Campus Buildings & Centers on the left menu. Choose University Center at the bottom of the list.

Useful links:

- **Catalog** (lowercolumbia.edu/publications/catalog-archive/index)
- **Student Handbook** (lowercolumbia.edu/publications/student-handbook)
- **LCC Library** (lowercolumbia.edu/library/index)
- **University Center** (lowercolumbia.edu/university-center/index)

Communication

How to communicate with our office

For appointments and general inquires, contact the front desk at 360.442.2442 or contact one of the Running Start Staff members directly:

Lupe Rodriguez, Manager
(360) 442-2444
grodriguez@lowercolumbia.edu

Carmilla Rollins, Ed Planner
(360) 442-2411
crollins@lowercolumbia.edu

Text messaging

Sign up to send/receive text messages through REMIND: Contact the Running Start office.

Please note: you should also sign up to receive emergency text messages from Lower Columbia College. To sign up for emergency twitter alerts, put 40404 in the "to" line of your text message and enter "Follow LowerCC_Alerts" in the body of the text message. See **Emergency Text Messages** in LCC's **Emergency Handbook** for more information.

Social media

Follow us on Twitter: @LCCRUNNINGSTART
twitter.com/LCCRRunningStart

Like us on Facebook:
facebook.com/LowerColumbiaCollegeRunningStart

Useful links

- **LCC Emergency Handbook** (lowercolumbia.edu/publications/emergency)
- **Emergency Text Messaging** (lowercolumbia.edu/publications/emergency/emergency-text-messages)

Clery Annual Security and Fire Safety Report Statement

Jeanne Clery Statement: Notice of Availability of Annual Security and Fire Safety Report: In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998, and as a part of the College's commitment to safety and security on campus, Lower Columbia College reports the mandated information about current campus policies concerning safety and security issues, the required statistics, and other related information for the past three (3) calendar years. Lower Columbia College's **Annual Security and Fire Safety Report** is available online at lowercolumbia.edu/CleryASFR.

To obtain a paper copy of the report, please visit the Lower Columbia College Safety & Security Department located on the first floor of the Student Center at 1600 Maple Street, Longview, WA 98632.

Non-Discrimination and Anti-Harrassment Statement

Lower Columbia College provides equal opportunity in education and employment and does not discriminate on the basis 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, or use of a trained guide dog or service animal. All Inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to Director of Human Resources & Legal Affairs, 1600 Maple Street, PO Box 3010, Longview, WA 98632, Phone number, (360) 442-2120, Phone number/TTY (800) 833-6388.

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LCC is an equal opportunity institution.