



# Running Start Checklist

Admissions & Student Resource Center  
College Services Building, Room 106  
[RStart@btc.edu](mailto:RStart@btc.edu) 360.752.8345

## ☐ Step 1: Attend an Information Session and Apply to Bellingham Technical College

Sign up for a Running Start Information Session at [www.btc.edu/RSEvents](http://www.btc.edu/RSEvents) to learn about Running Start at BTC.

- If you are unable to attend an information session, please call 360.752.8345 to schedule an appointment.
- Learn about programs and degrees at [www.btc.edu/Programs](http://www.btc.edu/Programs).

Apply online ([www.btc.edu/Applyonline](http://www.btc.edu/Applyonline)) and enter Running Start & your program under "intended major area of study". Look for your SID in your email, your default Personal Identification Number (PIN) is your 6-digit date of birth (MMDDYY).

## ☐ Step 2: Placement: Assess Your Starting Point

Students must determine their math and English starting points. Students may take the ACCUPLACER assessment at BTC. Placement may also be determined using most high school transcripts, previous college transcripts, Smarter Balance test scores, SAT scores, and more. Many courses and programs require certain placement scores as prerequisites.

- **ACCUPLACER Next-Generation:** No appointment necessary and it is **free for Running Start students**.
  - Students must bring photo identification and tell the assessment center staff that they are a Running Start student. Students should arrive at least 2 hours prior to closing, as the assessment typically takes 2 hours. Check out our website for study guides and helpful resources at [www.btc.edu/Assessment](http://www.btc.edu/Assessment).
  - The Assessment Center is located in H4, please visit their website for hours and contact information.

## ☐ Step 3: Running Start Paperwork

Complete/submit required forms to BTC's High School Relations Manager each quarter during your advising appointment.

- **Running Start Enrollment Verification Form (RSEVF)** ([www.btc.edu/RSEVF](http://www.btc.edu/RSEVF))
  - Required quarterly with the following signatures: high school counselor/district official, parent/guardian, student, and BTC's High School Relations Manager.
  - Please use the most current version, located at [www.btc.edu/RSEVF](http://www.btc.edu/RSEVF).
- **Running Start Contract** (Required Annually) ([www.btc.edu/RSContract](http://www.btc.edu/RSContract))
  - **The back of this form includes a Family Educational Rights and Privacy Act (FERPA) Release**
  - A FERPA release is recommended, not required:
- Running Start Tuition Fee Waiver (if applicable, required annually) supporting documentation is required: [www.btc.edu/RSWaiver](http://www.btc.edu/RSWaiver)
- Running Start Financial Assistance Request Form (if eligible for Tuition Fee Waiver, required quarterly)
- Book Loan Application (optional, required quarterly) [www.btc.edu/RunningStart](http://www.btc.edu/RunningStart)
- Program Application/Requirements (if applicable) some BTC programs have additional admissions requirements

## ☐ Step 4: Advising & Registration

Running Start students meet with the High School Relations Manager each quarter to submit paperwork and register.

- Set up your BTC email account: [www.btc.edu/email](http://www.btc.edu/email) (can be forwarded to your personal email account)
  - You will need to do a "computer and password reset" if you are attempting to login off-campus at first.
- Pay any balance by the tuition due date for the quarter (see College Calendar at [www.btc.edu/calendar](http://www.btc.edu/calendar)).
- Attend classes (double check your schedule and class locations through myBTCPortal at [www.btc.edu/mybtc](http://www.btc.edu/mybtc))
- Get your books and course materials (Visit [www.btc.edu/campusstore](http://www.btc.edu/campusstore) for required course material information)
  - Ask about our book-loan and bus pass programs!
  - Apply for the BTC Foundation Scholarship ([www.btc.edu/scholarships](http://www.btc.edu/scholarships)) (April-June for the next school year)

## ☐ Step 5: Orientation

New Student Orientation is designed for new students to make connections with students, staff, and faculty and learn about college resources.

- Attend New Student Orientation

