☐ 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 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.

Apply online (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**.
  - o 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.
  - o 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/ApplyOnline)
  - o Required quarterly with the following signatures: high school counselor/district official, parent/guardian, student, and BTC's High School Relations Manager.
- **Running Start Contract** (Required Annually) (www.btc.edu/RSContract)
  - o **The back of this form includes a Family Educational Rights and Privacy Act (FERPA) Release**
  - o A FERPA release is recommended, not required:
- Running Start Tuition Fee Waiver (if applicable, required annually) supporting documentation is required: (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
- 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 (can be forwarded to your personal email account)
  - o 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).
- Attend classes (double check your schedule and class locations through myBTCPortal at www.btc.edu/myBTC)
- Get your books and course materials (Visit www.btc.edu/CampusStore for required course material information)
  - o Ask about our book-loan and bus pass programs!
  - o Apply for the BTC Foundation Scholarship (www.btc.edu/Scholarships) (April-June for the next school year)

Bellingham Technical College is an Equal Opportunity Institution

Running Start Resource List

☐ Funding Options
- a. Tuition Fee Waiver (If eligible)
- b. Financial Assistance Request (If eligible)
- c. BFET (If eligible)
- d. BTC's Foundation Scholarship (When available - must also complete FAFSA)

☐ Library Support and Student Login Tools
- a. BTC Student Email
- b. Canvas
- c. myBTC Portal

☐ Understand Program
- a. Entry/Admissions requirements
- b. Curriculum and completion requirements

☐ Understand High School Equivalency Charts
- a. View Equivalency Charts at under the Register/Attend tab www.btc.edu/RunningStart

☐ College Calendar
- a. Access Times, withdrawal dates, campus holidays
- b. Tuition deadline date

To-Do List

☐ If eligible, complete/submit Tuition Fee Waiver – Admissions Office

☐ If eligible, complete/submit Financial Assistance Request – Admissions Office

☐ If eligible, apply for BFET – WorkForce Funding office

☐ Pay your Balance – Pay Cashier via phone, in person or online at www.btc.edu/pay

☐ If applicable, make appointment with Accessibility Resources – Admissions Office

☐ Check the Campus Store for required textbooks, supplies, etc. – CC Building

☐ Get your free Student ID card from the Student Center (Recommended) – CC Building

☐ Attend New Student Orientation – CC Building

☐ Know your deadlines – College Calendar

☐ Set up your BTC Email

☐ Make sure we have current contact information and be sure to set up and check your voicemail for important communications.

Notes and Personal Checklist

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