



LCC Running Start New Student Orientation Handbook



Welcome to LCC!

I am excited about the upcoming 2015-16 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, I 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 I 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 provides snapshot information that can help you with the procedures at LCC and the Running Start program. Our processes are slightly different than regular students, so it is important that you follow the specific Running Start processes for your success. Please refer to this document throughout your time in the program.

How to Register

The registration process is the same each quarter. You will receive a detailed e-mail and a letter in the mail telling you it's time to register. The e-mail is only sent to your my.lowercolumbia.edu address and it will have a fillable PDF of the Running Start Enrollment Verification Form (EVF). We will also notify you when the online schedule will be available.

Running Start Priority Registration

Priority registration is when students who have earned college credits at LCC are allowed to register for classes. Each student is assigned a registration date and time based on the number of credits they have earned at the College. The more credits you've earned, the earlier you are allowed to register.

We register before the College's priority registration begins. Since we start so early, our staff can only fill a class up to 25% of the roster with Running Start students. For example, a 20 seat English 101 class can only have 5 Running Start students enrolled before the College's priority registration begins. If that 25% is reached when you register during Running Start priority, then our office has to wait until your assigned LCC priority date and time.

Steps to register for classes:

1. Open the fillable Enrollment Verification Form (EVF).
 - Fill out the EVF all the way to the college term section. If you already know your classes include them (leave the FTE lines blank, your counselor will fill this in for you).
 - The College SID# is your 900#.
 - The SSID is your state school ID # - **NOT** your social security # please leave that line blank.
 - Print the form and have your parent/guardian sign.

****The EVF is also available at lowercolumbia.edu on the Running Start page (under Forms & Information).**

2. Call **360-442-2442** to schedule a 15 minute registration appointment.
 - If no one answers leave a voicemail with your name and number and we will call you back.
 - If you think you might need more help ask for 30 minutes.
3. Meet with your high school counselor to prepare their portion of the EVF.
 - Your high school counselor will notify you of their meeting dates.
 - Home/private school students need to contact the public school.
 - Have the high school counselor sign your EVF.



4. Meet with Kami or Lupe at your scheduled LCC registration appointment. You must have your EVF.
 - We will be registering you for your LCC classes at your appointment.
 - You must meet with your high school counselor **BEFORE** your LCC appointment.
 - You must have all required signatures on your EVF.

If you show up to your appointment more than 5 minutes late or if you have not filled out your portion of the EVF you will be asked to reschedule for a different day.

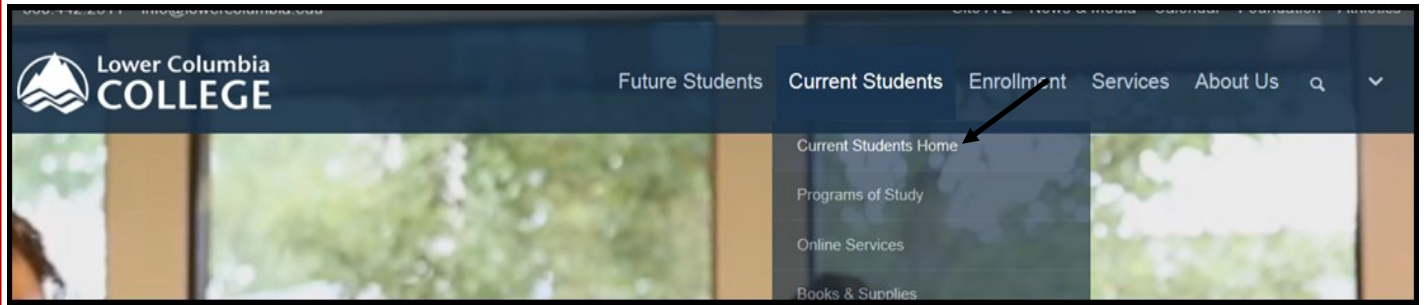


Running Start Enrollment Verification Form

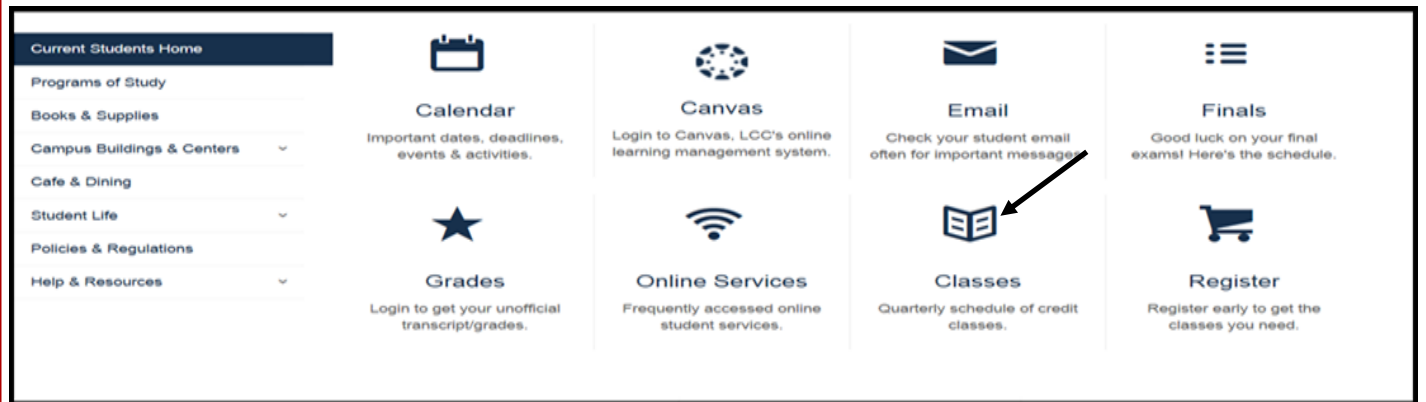
Student	Student Name: <u>Awesome</u> Student <u> </u> <small>Last Name First Name MI</small> Home Phone: <u>360-555-1212</u> Cell Phone: <u>360-442-2352</u> Email Address: <u>studenta@my.lowercolumbia.edu</u> SSID#: <u> </u> Responsible Parent/Guardian: <u>Mama Awesome</u> College: <u>Lower Columbia College</u> College SID #: <u>900-15-0000</u>	<input type="checkbox"/> Check if this is a revision <input type="checkbox"/> New Student <input checked="" type="checkbox"/> Returning Student <input type="checkbox"/> Student Enrolled in Multiple Colleges <input type="checkbox"/> Spring Quarter Eligibility Adjustment Form (SQEAF) attached																																																															
	School Yr: <u>2015-16</u> College Term: <input checked="" type="checkbox"/> College Quarter <input type="checkbox"/> College Semester <u>Winter</u> <small>Fall, Winter, Spring Qtr. / 1st or 2nd sem.</small> High School: <u>Kelso</u> District: <u>Kelso</u> Grade Level: <input checked="" type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> 5 th Yr Senior - <small>Available for meeting district graduation requirements only (WAC 392-169-055(4)).</small> For the college term ^a above, the student will be enrolled in high school and skill center classes equaling <u>.20</u> full-time equivalent (FTE). Student may register for a maximum of <u>1.0</u> college credits, without incurring college tuition costs, based on the above stated high school/skill center FTE. Comments: <u> </u> <u>These boxes are filled out by the high school counselor</u>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4">Running Start Funding Limit Table</th> </tr> <tr> <th colspan="2">Enrolled High School</th> <th colspan="2">Tuition-Free College Credit</th> </tr> <tr> <th>Weekly Minutes *</th> <th>FTE</th> <th>Max FTE</th> <th>Max Credits</th> </tr> <tr><td>0 - 307</td><td>0.00 - 0.20</td><td>1.00</td><td>15</td></tr> <tr><td>308 - 412</td><td>0.21 - 0.27</td><td>0.93</td><td>14</td></tr> <tr><td>413 - 502</td><td>0.28 - 0.33</td><td>0.87</td><td>13</td></tr> <tr><td>503 - 607</td><td>0.34 - 0.40</td><td>0.80</td><td>12</td></tr> <tr><td>608 - 712</td><td>0.41 - 0.47</td><td>0.73</td><td>11</td></tr> <tr><td>713 - 802</td><td>0.48 - 0.53</td><td>0.67</td><td>10</td></tr> <tr><td>803 - 907</td><td>0.54 - 0.60</td><td>0.60</td><td>10 **</td></tr> <tr><td>908 - 1,012</td><td>0.61 - 0.67</td><td>0.53</td><td>8</td></tr> <tr><td>1,013 - 1,102</td><td>0.68 - 0.73</td><td>0.47</td><td>7</td></tr> <tr><td>1,103 - 1,207</td><td>0.74 - 0.80</td><td>0.40</td><td>6</td></tr> <tr><td>1,208 - 1,311</td><td>0.81 - 0.87</td><td>0.33</td><td>5</td></tr> <tr><td>1,312 - 1,402</td><td>0.88 - 0.93</td><td>0.27</td><td>4</td></tr> <tr><td>1,403 or more ***</td><td>0.94 or more ***</td><td>0.20</td><td>3</td></tr> </table>	Running Start Funding Limit Table				Enrolled High School		Tuition-Free College Credit		Weekly Minutes *	FTE	Max FTE	Max Credits	0 - 307	0.00 - 0.20	1.00	15	308 - 412	0.21 - 0.27	0.93	14	413 - 502	0.28 - 0.33	0.87	13	503 - 607	0.34 - 0.40	0.80	12	608 - 712	0.41 - 0.47	0.73	11	713 - 802	0.48 - 0.53	0.67	10	803 - 907	0.54 - 0.60	0.60	10 **	908 - 1,012	0.61 - 0.67	0.53	8	1,013 - 1,102	0.68 - 0.73	0.47	7	1,103 - 1,207	0.74 - 0.80	0.40	6	1,208 - 1,311	0.81 - 0.87	0.33	5	1,312 - 1,402	0.88 - 0.93	0.27	4	1,403 or more ***	0.94 or more ***	0.20
Running Start Funding Limit Table																																																																	
Enrolled High School		Tuition-Free College Credit																																																															
Weekly Minutes *	FTE	Max FTE	Max Credits																																																														
0 - 307	0.00 - 0.20	1.00	15																																																														
308 - 412	0.21 - 0.27	0.93	14																																																														
413 - 502	0.28 - 0.33	0.87	13																																																														
503 - 607	0.34 - 0.40	0.80	12																																																														
608 - 712	0.41 - 0.47	0.73	11																																																														
713 - 802	0.48 - 0.53	0.67	10																																																														
803 - 907	0.54 - 0.60	0.60	10 **																																																														
908 - 1,012	0.61 - 0.67	0.53	8																																																														
1,013 - 1,102	0.68 - 0.73	0.47	7																																																														
1,103 - 1,207	0.74 - 0.80	0.40	6																																																														
1,208 - 1,311	0.81 - 0.87	0.33	5																																																														
1,312 - 1,402	0.88 - 0.93	0.27	4																																																														
1,403 or more ***	0.94 or more ***	0.20	3																																																														
High School Counselor/Running Start Advisor	Recommended Running Start Classes: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>College Course (Dept. & Number)</th> <th># of College Credits</th> <th></th> <th>High School Equivalency</th> <th># of HS Credits</th> </tr> <tr> <td>ENGL 101 4965</td> <td>5</td> <td>=</td> <td></td> <td></td> </tr> <tr> <td>ART 100 3880</td> <td>5</td> <td>=</td> <td></td> <td></td> </tr> <tr> <td>HIST 130 2570</td> <td>5</td> <td>=</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>=</td> <td></td> <td></td> </tr> </table>			College Course (Dept. & Number)	# of College Credits		High School Equivalency	# of HS Credits	ENGL 101 4965	5	=			ART 100 3880	5	=			HIST 130 2570	5	=					=																																							
	College Course (Dept. & Number)	# of College Credits		High School Equivalency	# of HS Credits																																																												
ENGL 101 4965	5	=																																																															
ART 100 3880	5	=																																																															
HIST 130 2570	5	=																																																															
		=																																																															
Signature of High School Counselor <u> </u> Date <u> </u> Signature of College Running Start Advisor <u> </u> Date <u> </u> High School Counselor Printed Name <u> </u> Phone Number <u> </u> College Running Start Advisor Printed Name <u> </u> Phone Number <u> </u>																																																																	
Student & Parent/Guardian	I understand that: • The student is responsible for understanding when his or her choice of schedule will result in tuition charges. If the student enrolls for more high school and college credits than are identified in the Running Start State Funding Limit Table, the student is responsible for: 1) paying all college tuition and fees associated with exceeding the college credits identified in the table; or 2) withdrawing from the excess college or high school course(s). • The student is required to pay any class/lab fees charged for college classes. • Enrollment in specific college classes cannot be guaranteed – even if the classes are needed to fulfill district high school graduation requirements. • If the student begins Running Start in winter or spring term, eligibility for the previous term(s) that year is forfeited. • To add/withdraw from a course, the student must complete the college Add/Drop process by the college deadline and notify the high school counselor. • The student is responsible for ensuring that college courses completed as part of the Running Start program will meet high school graduation requirements. • If the student plans to transfer, it is the student's responsibility to determine college admissions policies/deadlines and whether credits will transfer. • The student gives permission for college staff to release his/her grades to the high school and to discuss various aspects of his/her program participation with the high school/district officials. I acknowledge that I have read, understand, and will comply with the conditions of Running Start participation and the expectations of college course enrollment.																																																																
	Student Signature (REQUIRED) <u> </u> Date <u> </u> Parent/Guardian Signature (REQUIRED) <u> </u> Date <u> </u>																																																																

How to Use the Online Schedule

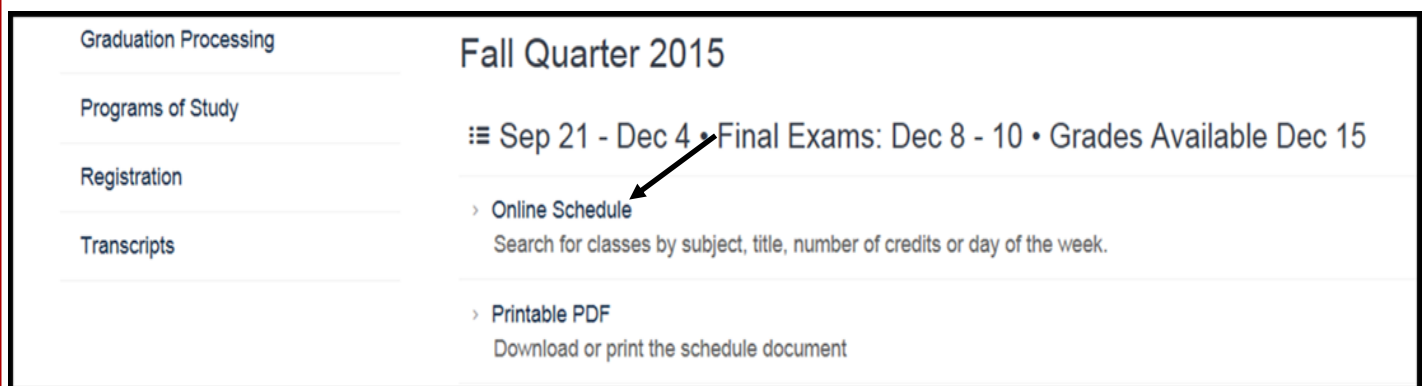
1. Go to www.lowercolumbia.edu and hover over Current Students, then select Current Students Home.



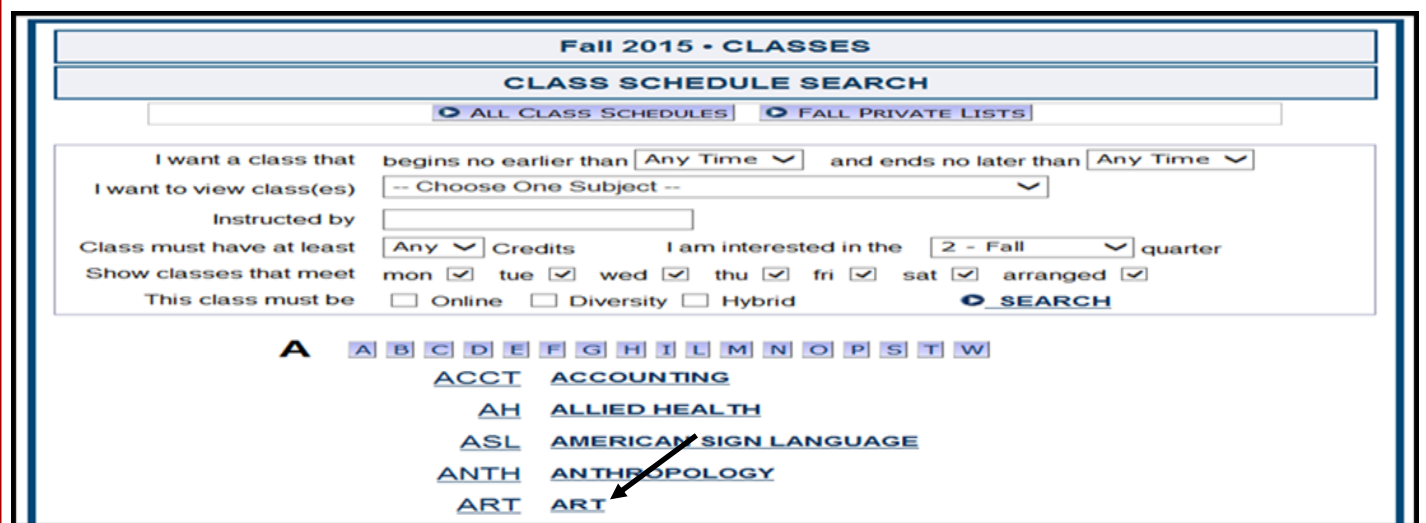
2. Select the Classes icon.



3. Select the Online Schedule for the quarter you are registering.



4. Select the subject you are considering.



5. Select the class you want by putting the four digit item number on the EVF form.

ART& 100			ART APPRECIATION:DIV [Was ART 110]				
ITEM #	SECT	Cr	MORE INFORMATION	DAYS	BUILDING	INSTRUCTOR	TIME
1840	A	5	Details Books My Schedule Notes	T	MAN 119	COOPER R	1:20 - 3:20 p.m.
1845	DE	5	Details Books My Schedule Notes	ARR		COOPER R	Arranged

[Seats Available For All ART& 100 Courses](#)

****To view the class description, available seats, or pre-requisites click on the Details button****

Item Num: 1840	Course Id: ART& 100	Course Title: ART APPRECIATION:DIV
SECT: A		
Class Status: OPEN	Seats Available: 024	
Building: MAN	Room: 0119	
Days: T	Instructor: COOPER R	
Start Time: 01:20 PM	End Time: 03:20 PM	
Start Date:	End Date:	
Credits: 5.0		
Introduces basic art vocabulary and concepts, and provides a basis for understanding and appreciating art from a variety of cultures and time periods through visual presentations, demonstrations, discussion, and field trips. ART& 100 (was Art 110) is a transferable course. It fulfills the requirements of the AA-DTA Humanities distribution list.		
Prerequisite: none		

How to Make a Schedule Change

When a schedule change (Add/Drop/Withdrawal) needs to be made, the following process **MUST** be followed:

1. The student must go to the LCC Running Start office for a copy of their EVF. Please do not go to the high school first. They do not know college deadlines or your options at LCC if you need to make changes.
2. There is a chart on the back of the EVF that needs to be completed and signed by the parent or guardian, the high school counselor, and the student.
3. The revised, signed form must be turned back in to the Running Start office. If the form does not get turned in, then no changes will be made to the student's record. **Changes will not be back dated.**
4. Students need to check their class schedule online to confirm the requested changes were made.

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

The only exception to this process is when you make a lateral course change that is only impacting the 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 102 at 9:00am with Bauer daily instead of ENGL 102 at 2:00pm MWF with Digerlando. This would not require you to go through the add/drop process.



Other Important Registration Processes

Waitlist

When a class has meets 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.

If you are on a waitlist and do not get on the class roster by the 1st day:

1. Attend the first day of class with a pink permission 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 permission 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** or **drop** a class without permission from an instructor, or having the class show on your transcript up to the 10th day of the quarter.

- * After the 4th day of the quarter, you need the instructor's permission to add a class .
- * Everything you do after the 10th day will be recorded and is part of 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" in lieu of a grade.

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 students. If you miss the cutoff date you are stuck with the grade that is issued by your instructor.

Additionally the week following priority registration is a quiet week. No changes will be made to schedules during that week so we can prepare the paperwork.

What Does Running Start Cost?

The Running Start program covers the cost of tuition as long as you are within the correct amount of FTE. It 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.

High School FTE and Tuition Free Credits

Classes in High School	Tuition free Credits at College	Total FTE	This is a simplified, unofficial approximation. The chart on the Running Start Enrollment Verification form has the exact number of weekly minutes at the high school and the number of college credits for which Running Start will cover the student's tuition.
1	15	1.2	
2	12	1.2	
3	10	1.2	
4	6	1.2	
5	3	1.2	

Running Start only covers the cost of **tuition** for college level classes (those 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 would be billed for tuition:

1. If you decide to take more credits at LCC than your counselor determines that you are eligible for, then you have to pay for the overage. For example, if you are eligible for 12 tuition free credits and you register for 15, you will have to pay for 3 credits of tuition.
2. You decided to take a pre-college class like Math 88/89 or Nursing 90.
3. This one is tricky. If a student takes 3 classes at the high school then they are eligible for 9 tuition free credits at LCC. Most college classes are 5 credits and it would create a hardship to take 4 credits. LCC is mandated by the State to waive 1 credit of tuition for those students so they can take exactly 10 credits each quarter.

*Every quarter you will be billed for 1 credit of tuition in addition to your fees. You must pay the **fees** by the due date, and the tuition will be manually waived by the Cashier's office **after** the 10th day of class.

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 webpage. You only need to fill out this form annually.

Once your paperwork is in, your fees will be waived by LCC and you are able to take up to 20 credits tuition free and are also eligible for our book fund scholarship winter and spring quarters.

Free/Reduced Lunch Book Fund Scholarship

The book fund scholarship is available to those students who receive free/reduced lunch assistance. Once you have completed the paperwork noted above you will receive a scholarship application with your winter quarter registration e-mail in early November. The scholarship application will also be posted online.



If you meet the scholarship standards and turn your application in by the designated deadline, you will be eligible for a small line of credit through the LCC Bookstore for winter and spring quarter. The book fund, in most cases, will not cover the entire amount you need for books in winter and spring.

Payments

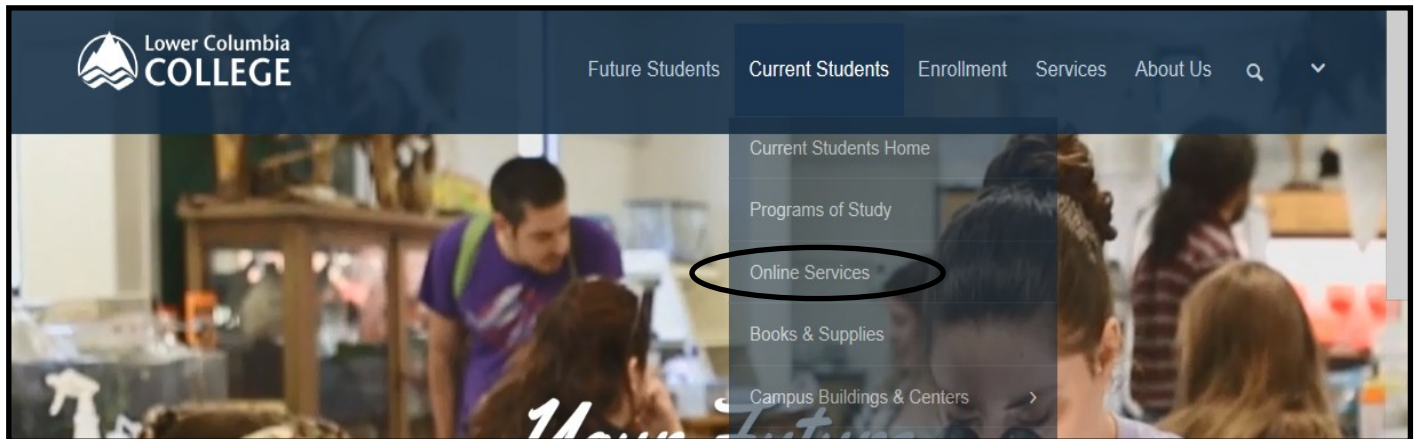
LCC accepts cash, checks, Visa and MasterCard. Payments can be made in the LCC Cashier's office in the Admissions Center, over the phone, or online. There is a payment plan that you can sign up for each quarter. The cost is \$30 each time you use the plan. More information is available on the Online Services page of the LCC website.

Online Services

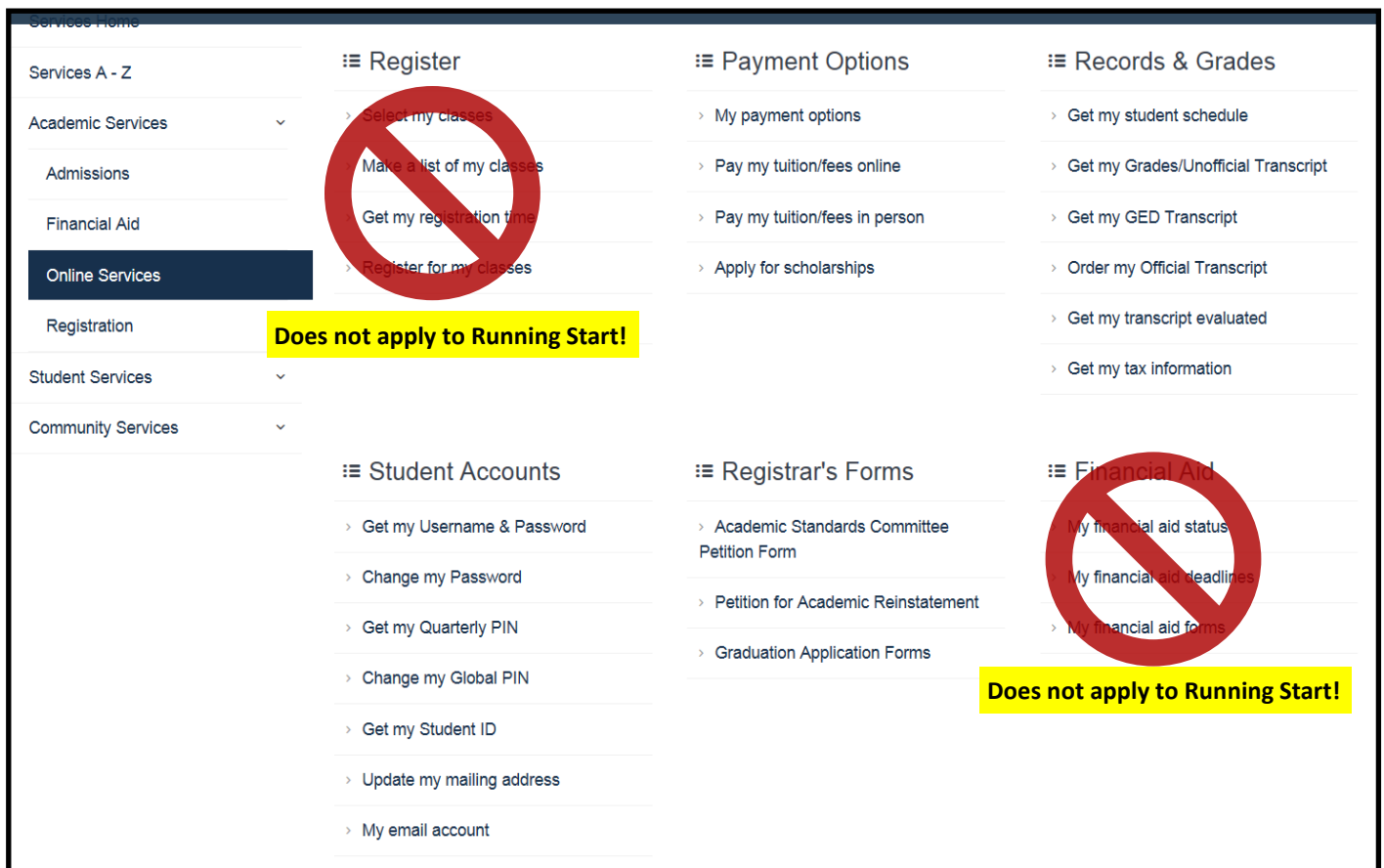
The online services page on the LCC website has a number of resources to help students. The most common are:

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

Go to the LCC homepage at www.lowercolumbia.edu and select Online Services from the Current Students menu.



Select what you are looking for:




Running Start students are not allowed to register for classes or make schedule changes online.

Once you click on the specific link from online services one the following windows will open:

- ⇒ You will need your student ID (900#) and your global PIN.
- ⇒ Your initial PIN is your birthdate (MM/DD/YY). June 8, 1999 would be 060899.
- ⇒ If it doesn't work your first time logging in, contact our office for help.



 **LOWER COLUMBIA COLLEGE**
Online Services

STUDENT SCHEDULE
TO KEEP YOUR ACCOUNT SAFE -- CLOSE THIS WINDOW WHEN YOU'RE DONE


Student ID:

Global PIN:

Year

Quarter

[Forgot your Student ID?](#)

 **LOWER COLUMBIA COLLEGE**
Online Services


PAY TUITION & FEES ONLINE
TO KEEP YOUR ACCOUNT SAFE -- CLOSE THIS WINDOW WHEN YOU'RE DONE

Student ID:

Global PIN:

Quarter

[Forgot your Student ID?](#)

 **LOWER COLUMBIA COLLEGE**
Online Services

GET GRADES / UNOFFICIAL TRANSCRIPT
TO KEEP YOUR ACCOUNT SAFE -- CLOSE THIS WINDOW WHEN YOU'RE DONE

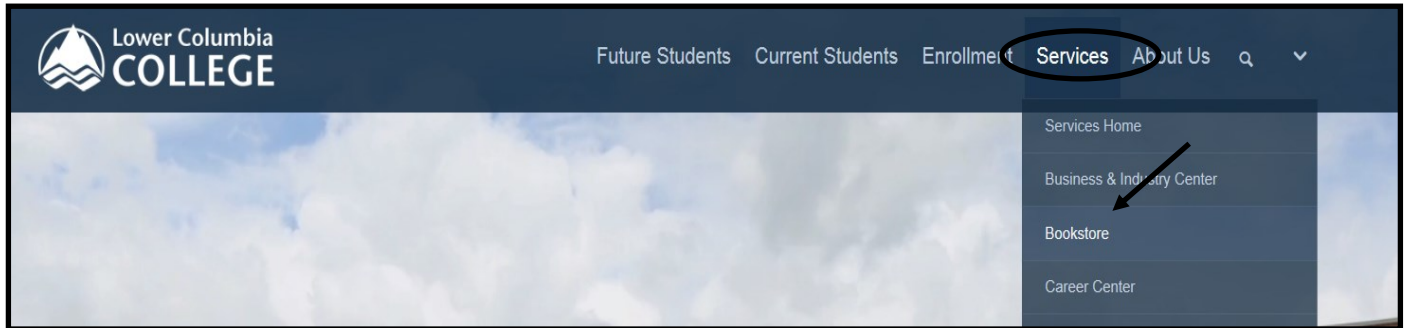
Student ID:

Global PIN:

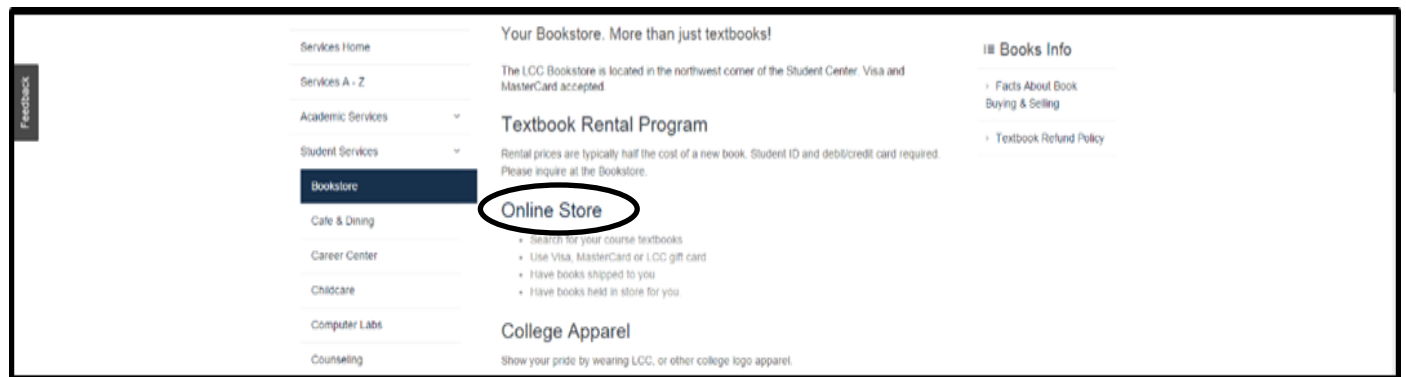
[Forgot your Student ID?](#)

How to Buy Books

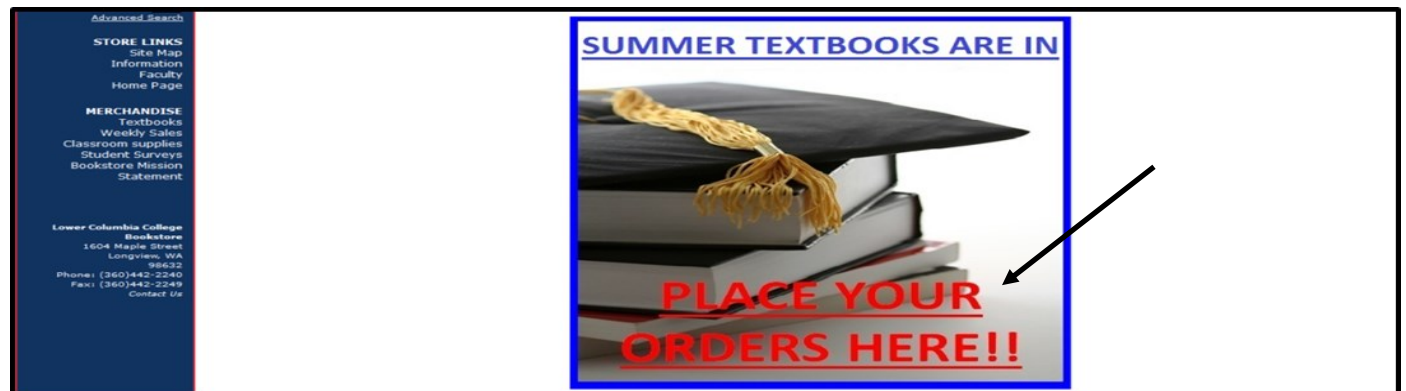
1. On the LCC homepage at www.lowercolumbia.edu, go to the Services menu, select Bookstore.



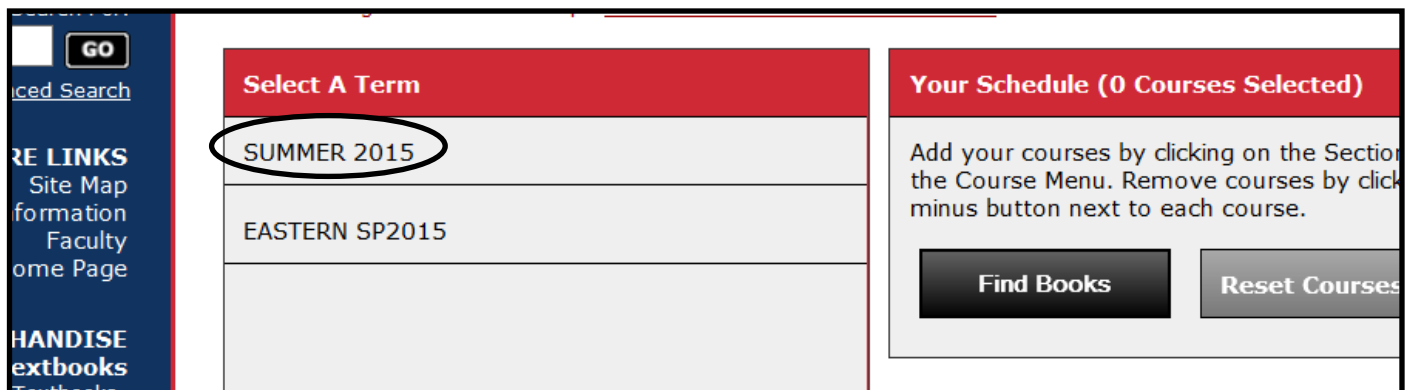
2. Select Online Store.



3. Click on PLACE YOUR ORDERS HERE!!!



4. Choose the quarter



5. Select the course subject from your class schedule and then click on the course number.

All Terms
SUMMER 2015
EDUC - EDUCATION
ENGL - ENGLISH
ENGR - ENGINEERING

All Terms
SUMMER 451
ENGL - ENGLISH
097
098
099
100
101
102

6. Click on the instructor with the correct section you are taking. The class will be added to the "Your Schedule" box. Repeat steps 5 & 6 until you have selected all of your courses. When done click the Find Books button.

All Terms
SUMMER 451
ENGL - ENGLISH
101
A - RISTER
B - MOIR
C - FRANCKIEWICZ
D - STAFF
DE - DIERLANDO

Your Schedule (1 Courses Selected)

Add your courses by clicking on the Section name in the Course Menu. Remove courses by clicking the minus button next to each course.

Find Books **Reset Courses**

ENGL 101 B **SUMMER 451**

Your Course Materials	
Once you have made your selections, click on the "Add Selections to Cart" button below. If you have any questions about this information, please contact us.	
need to look up another course?	
Return to Course Lookup	
Select by Status: Required All None	
ENGLISH 101, B (ENGLISH COMPOSITION I) SUMMER 451	
Instructor: MOIR	
HOW TO WRITE ANYTHING W/2009 MLA & 2010 APA UPDATES	Add? <input checked="" type="checkbox"/> Qty? <input type="text" value="1"/>
ISBN: 9780312668310 Author: RUSZKIEWICZ	<input checked="" type="radio"/> New Purchase \$52.70
Required	<input type="radio"/> Used Purchase \$39.55
	Substitution Options ?
	<input type="text" value="OK to Substitute"/>
INTO THE WILD	Add? <input checked="" type="checkbox"/> Qty? <input type="text" value="1"/>
ISBN: 9780385486804 Author: KRAKAUER	<input checked="" type="radio"/> New Purchase \$14.95
Required	<input type="radio"/> Used Purchase \$11.25
	Substitution Options ?
	<input type="text" value="OK to Substitute"/>
Course Subtotal: \$67.65	
Grand Total: \$67.65	
Add Selections to Cart	





Student Gmail at Lower Columbia College

Gmail is now available for students!


Lower Columbia College has moved all students to new Gmail accounts. With Gmail, students will be able to:

- Send and receive messages
- Have mobile access to their email
- Share documents and messages
- Keep your username@my.lowercolumbia.edu forever
- Access Google Apps for Education



Google Apps for Education			
Mail	Calendar	Drive	Groups
			

How do I activate and login to my Gmail account at LCC?

1. Your Gmail account has already been created!
2. Click the Gmail logo  or [Email - Students](#) link wherever you see it on the LCC website, including Quick Find, Current Students, or Online Services.
3. Enter your Gmail address and password:
 - username@my.lowercolumbia.edu
 - Example: your name is 'John Doe'. Your Gmail address is doej@my.lowercolumbia.edu
 - **Current Students:** Your password is the same one used for campus computer labs, library databases, etc.
 - **New Students:** See [Get my Username & Password](#) to retrieve your username and password. **Hint:** your Gmail address is your username.

Login to Gmail



[Login to Gmail](#)

Need Help?

[Gmail Help](#)

[Frequently Asked Questions](#)

Still using your old email?

[Click here to access it](#)

**Get Username
& Password**

Hint: your Gmail address is your username.

How to Qualify for Math at LCC

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 three ways that you can meet this prerequisite .

1. Take the placement test and earn a score that places you above MATH 99.
2. Take the placement test and if you place below MATH 99, begin taking pre-college math courses and work your way through MATH 99. Pre-college math courses are not covered by the Running Start program.
3. Use the math agreement below and if you receive the qualifying grade at your high school, you can take the college level course.

LAST HIGH SCHOOL MATH COURSE COMPLETED						
	ALGEBRA 2	ALGEBRA 2 (with Trig)	STATISTICS	MATH ANALYSIS	PRE-CALCULUS	CALCULUS
GRADE EARNED	A	First Tier	First Tier	Statistics	First Tier	Pre-Calc II – Trig
	A-	First Tier	First Tier	Statistics	First Tier	Pre-Calc II – Trig
	B+	098/099	First Tier	Statistics	First Tier	First Tier
	B	098/099	098/099	Statistics	098/099	First Tier
	B-	Placement Test	098/099	Placement Test	098/099	098/099
	C+	Placement Test	Placement Test	Placement Test	Placement Test	098/099
	C	Placement Test	Placement Test	Placement Test	Placement Test	098/099

High Schools participating in this agreement include:

- Mark Morris High School
- R.A. Long High School
- Kelso High School
- Kalama High School
- Woodland High School
- Toutle Lake High School
- Castle Rock High School
- Wahkiakum High School
- Three Rivers Christian

Courses which fulfill the minimum quantitative reasoning requirement (QSR) for the AA-DTA degree are considered "First Tier." Currently those courses include:

- MATH& 107 - Math in Society
- MATH 125 - Applied College Algebra (Finite)
- MATH& 131 - Math for Elementary Teachers I (Students must take both 131 & 132 to meet the QSR)
- MATH& 141 – Pre-Calculus I
- MATH 210 (BUS 206) – Statistics

In order to use this agreement, the following is required of students:

- Register for a math course at LCC within one academic year of completion of high school math course.
 - This does imply that a student who does not take math in their senior year will need to take the placement test.
- Provide official high school transcripts to LCC.
 - Only the most recent math course will be considered.
 - 2nd semester grade will be used for determining placement.
 - 1st semester grade may be used for provisional placement only.
- Take the placement test at LCC
 - Students may use either transfer agreement or placement test results for course enrollment.

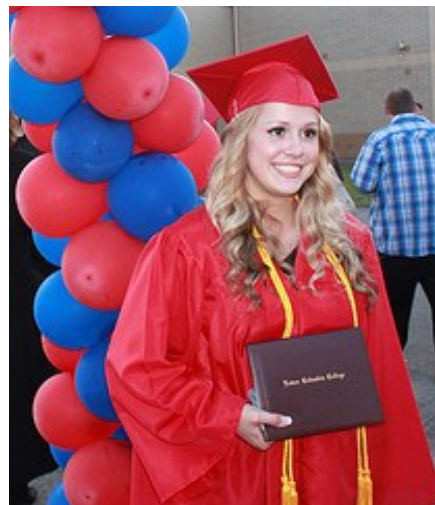
General Information

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) go to www.lowercolumbia.edu and search Affirmative Action & website privacy policies.

Student ID

All students at LCC receive a free student ID. The ID card is issued by Student Activities located in the LCC Student Center. 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 Entry Center in the Admissions building, 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 there is a \$15.70 (plus tax) 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 at the Entry Center in the Admissions building. 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.

Course Catalog

Every two years the College publishes a course catalog. The catalog lists all of the degree programs at the College and the courses you need to complete those degrees. It also has the descriptions of every class offered at LCC as well as the prerequisites for the class. On the LCC Current Students homepage if you click on select classes, the catalog will be on the left 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 www.lowercolumbia.edu, 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, Eastern Washington, and WSU-V. They are great people who are ready and willing to give you assistance on 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.



How to Communicate with our Office

FERPA-What is it and why does it matter?

In short, FERPA is a Federal privacy act (a law) that is in place to protect all student's information, regardless of their age, at Lower Columbia College. LCC employees are bound by this law to preserve student information and prevent unauthorized access to student records. A signed release from the student must be on file and must be renewed every 2 years.

The release is for emergency communication on the student's behalf or for billing concerns. It does not include communication with faculty.

Who should be contacting our office?

STUDENTS! Communication is expected from the students, not their parents. Running Start students will be treated exactly like our regular college students. They will receive extra guidance from the Running Start staff, but they are expected to be responsible for all communication between our office and their high school, and are responsible to make sure they are on track to graduate from their high school and LCC.

Students have a general understanding of the terms and processes, so it is easiest to talk directly with them if they have a question.

Changing contact information?

It is extremely important that you keep your information updated with us. This includes your mailing address, e-mail address, and phone number. If you have a change with your contact information, call or e-mail our office and we will update your records.

My daughter/son never tells me what's going on...what do I do?

There is always useful information on our website. The easiest way to find out about dates and deadlines is to go to: www.lowercolumbia.edu; the information posted online can answer most of your questions.

The Running Start office also has a Facebook page. We post due dates, deadlines, and registration information on our wall. This is also a good place for students to connect with other Running Start students. Make sure you or your student "friend" us so you can get our posts and updates throughout the year.

The high school is not responsible to remind you of Running Start dates, or deadlines.

The high school counselors do their best to share information about Running Start activities. Schools send e-mails, put announcements in the daily bulletin, and post information online. It's your job to stay on top of Running Start deadlines and to seek out information when needed.

Contact Information

Kami Collette
Running Start Ed Planner
360-442-2411
kcollette@lowercolumbia.edu

Guadalupe Rodriguez
Running Start Ed Planner
360-442-2444
grodriguez@lowercolumbia.edu

For appointments call 360-442-2442



