

To access Running Start (RS) through Spokane Falls Community College (SFCC), follow these steps:

- A. Prove college level readiness by either supplying recently taken standardized test scores (with a grade level average of 11.0 or above); OR, by scoring an 11.0 or above on the ITED (offered routinely at TEC). Students with a public school transcript, must have a 3.0 GPA and be in (or past) their sophomore year at the time of application.
- B. Receive a Proof of Grade Level letter from Sara Duval at TEC.
- C. Turn in a college application and the Proof of Grade Level letter to SFCC – either in person or by U. S. Mail (TEC applicants are not eligible to apply online).
- D. Schedule, take and pass the COMPASS entry assessment at the community college. There is a small charge for this series of tests. (You must pass the Reading and Writing sections of the assessment to attend Running Start; to take math classes while in RS, you must also pass the math portion of the test.)
- E. Register for SFCC's mandatory orientation session.
- F. Schedule an appointment with Sara Duval (prior to the day of the college orientation session), to complete Running Start paperwork (TEC enrollment forms, the college's Enrollment Verification Form, etc). It is advisable to have a general (or specific) idea of the classes you wish to take for the upcoming quarter prior to this meeting.
- G. Attend your scheduled orientation session at SFCC; turning in your college Enrollment Verification form at the meeting's conclusion. (While it is not mandatory that parents attend this orientation with their students, it is helpful to have more than one family member present to hear the multitude of new material provided during this session.)
- H. Go online and register for your upcoming quarter's courses. These classes should be the same courses indicated on your college Enrollment Verification form (though a few small changes are allowable).
- I. Return all appropriate paperwork to TEC (pink sheet from the college Enrollment Verification Form, TEC enrollment paperwork, etc).
- J. If the cost of fees and charges are potentially a hardship for your family and you wish to apply to have them waived, you must:
 - Apply and be eligible for the Spokane Public Schools Free & Reduced Meal Plan (either online at spokaneschools.org OR in person at TEC or the SPS main office located at N. 200 Bernard). Proof of eligibility in this plan anytime within the previous five (5) years is acceptable for fee waivers.
 - Take a copy of the acceptance letter for the Free & Reduced Meal Plan to the community college and have them record it into your file.

Satisfactorily completing this process will waive all fees and applicable charges for the entire school year.

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