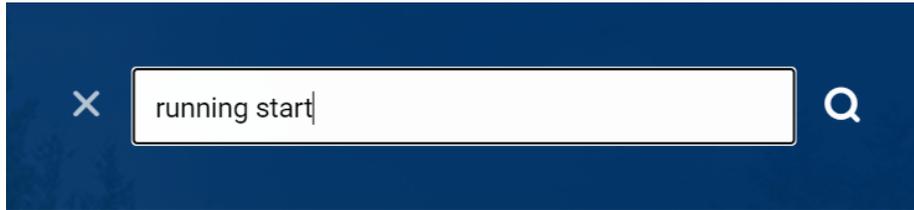


Application Guide for the Running Start Program

To begin, go to the TCC website (*tacomacc.edu*)

Once there, click on the **Search Icon** () in the top-right corner and type in “**running start**”



Hit the **Enter** button on your keyboard to search

When the new page opens, select the first option in the search results.

Search Results for: "running start"

running start

Total Results: 38

Displaying: 1 to 10

Search Results

Running Start : Tacoma Community College

Male student in a Curtis High School Wrestling sweatshirt sits at a computer with a female student in the background **Running Start** A tuition-free program that allows highly motivated high school Juniors & Seniors to earn high school and college credit. Structured online learning that is close to home, offers free college tuition and embraces community. Spring Quarter admissions begin Feb. 23rd **Running Start** gives you the unique benefits of experiencing a college environment while in high school. ...

<https://www.tacomacc.edu/academics-programs/college-high-school/runningstart>

On the Running Start page scroll down to the **Running Start FAQs** section

Running Start FAQs

Expand All Collapse All

Am I eligible for Running Start at TCC?	+
What are the enrollment steps?	+
What if I'm home schooled?	+
I want to go to a 4-year school. Will my Running Start credits transfer?	+

Select **What are the enrollment steps?**

Running Start FAQs

Expand All Collapse All

Am I eligible for Running Start at TCC?	+
What are the enrollment steps?	+
What if I'm home schooled?	+
I want to go to a 4-year school. Will my Running Start credits transfer?	+

Click on the yellow **Apply Now** button
Running Start FAQs

▼ Expand All ▲ Collapse All

Am I eligible for Running Start at TCC? +

What are the enrollment steps? -

We encourage students and parents to view the Running Start Information Presentation above for general information.

Also, meet with your high school counselor to determine your Junior or Senior level standing. It is important that students discuss your college readiness, future goals, financial obligations, and transportation requirements when meeting with the high school counselor.

STEP 1: APPLY

Complete an online Application for Admission to Tacoma Community College. Select "Running Start" for the Admit Type.

APPLY NOW

STEP 2: QUALIFY

After you have received your TCC Student ID#, you must show that you qualify for Running Start.

You should now be redirected to the Washington State Board's Community and Technical Colleges Application page.



READY FOR WHAT'S NEXT?
Career training and university transfer at a fraction of the cost



Welcome!
Online Admissions Application

To apply to a college, please create an admissions application account.

[Create an account](#)
or [Login](#)



Powered by
Tech Products
Innovate | Automate | Transform
A Pearson Company

Select the **Create an account** option



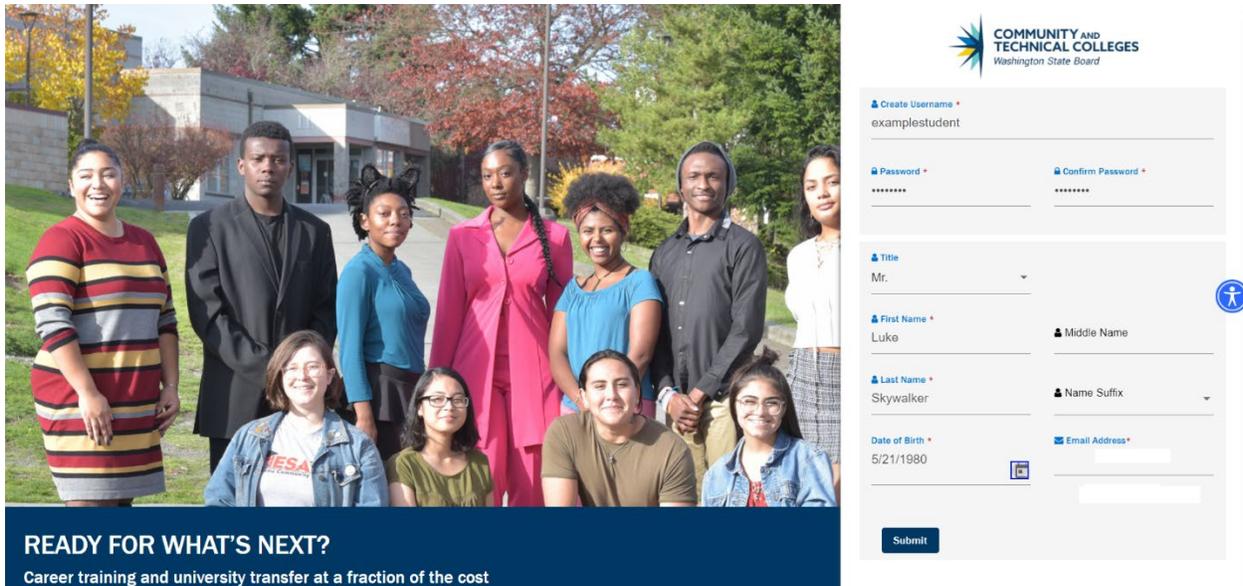
Welcome!
Online Admissions Application

To apply to a college, please create an admissions application account.

[Create an account](#)
or [Login](#)

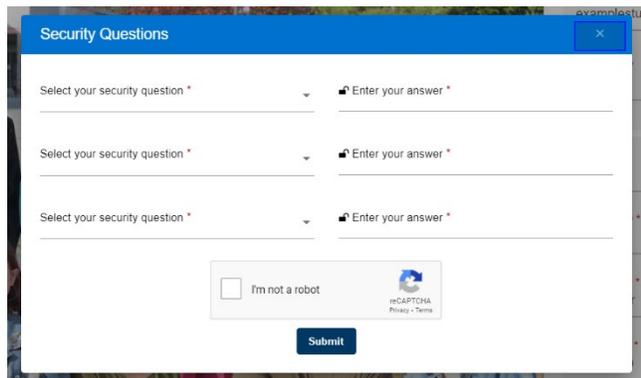


Simply put your information in the required fields, and then press the blue **Submit** button when finished.



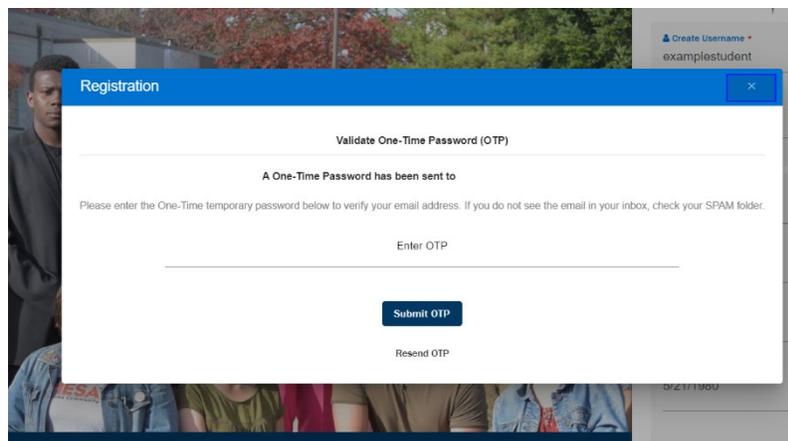
Next, you will select three security questions. These will only be used if you ever forget your password, so make sure to select questions that you will remember the answer to!

Press the blue **Submit** button when finished.



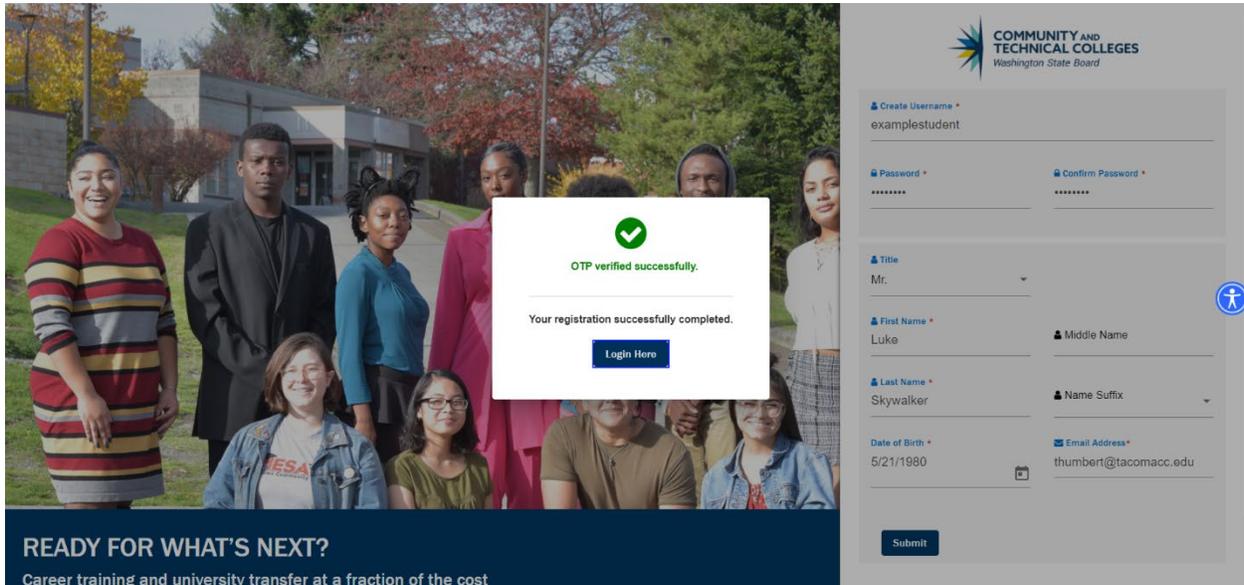
You will now get a One-Time Password (OTP) to whichever email you used for your account. Visit your email provider and copy the code that was sent to you.

Paste your code on the "Enter OTP" line, and then click on the blue **Submit OTP** button when finished.



You should now see a confirmation showing that your OTP was verified, and your application account has been created.

Now it's time to log in to your newly created account! Click on the blue [Login Here](#) button to be redirected to the home page.



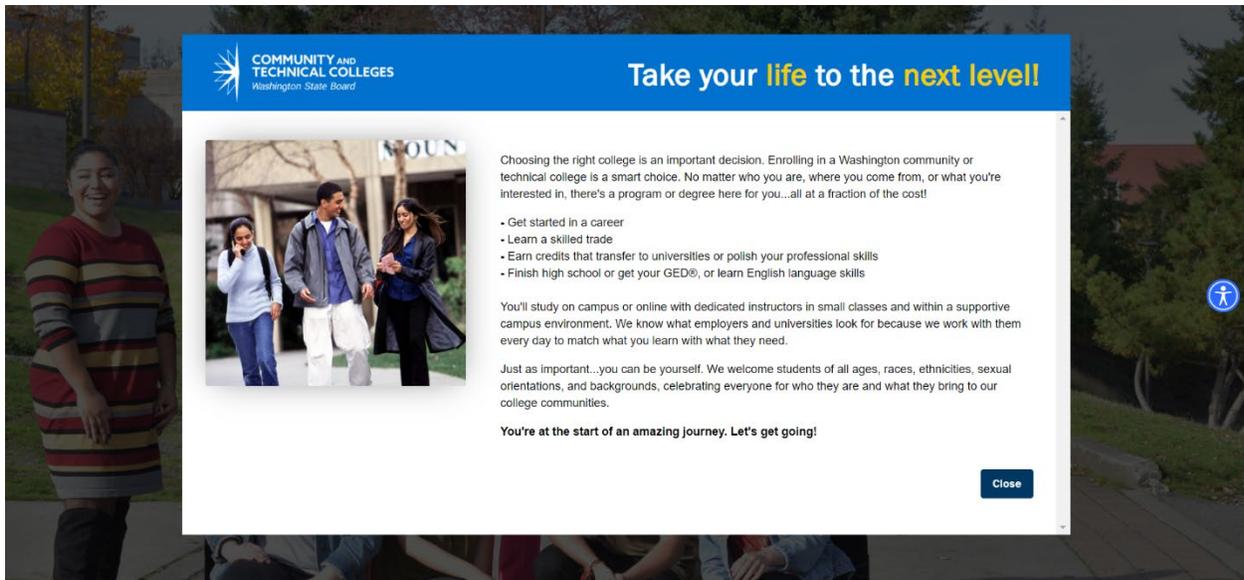
The image shows a registration confirmation screen on the left and a registration form on the right. The confirmation screen features a green checkmark icon and the text: "OTP verified successfully. Your registration successfully completed. Login Here". The registration form is for the Community and Technical Colleges, Washington State Board. It includes fields for: Create Username (examplestudent), Password and Confirm Password (masked with asterisks), Title (Mr.), First Name (Luke), Middle Name, Last Name (Skywalker), Name Suffix, Date of Birth (5/21/1980), and Email Address (thumbert@tacomacc.edu). A "Submit" button is at the bottom right. A blue accessibility icon is visible on the right side of the form.

From the Home page, type in your account information in the username and password fields. Select the blue [Login](#) button once completed.



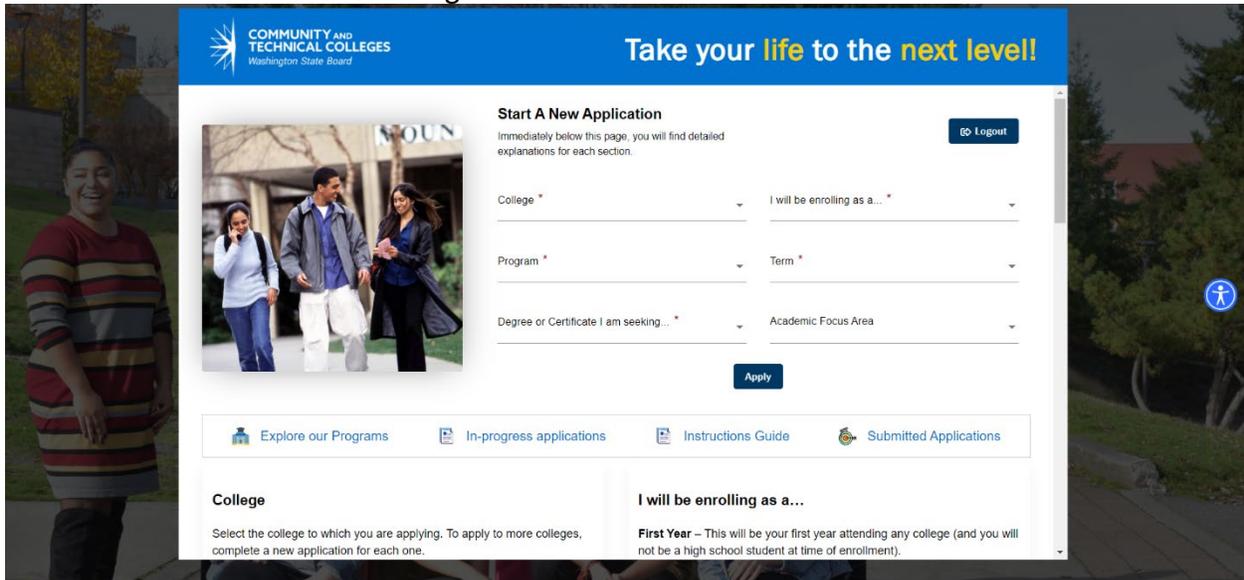
The image shows a login screen on the right and a home page banner on the left. The login screen is titled "Welcome! Online Admissions Application" and includes the text: "If you have an existing ctoLink account, log in with those credentials." It features fields for Username (examplestudent) and Password (masked with asterisks). There is a "Log in with" button with a blue accessibility icon, a "I'm not a robot" checkbox, and a "Login" button. Links for "Forgot my Password", "Forgot my Username", and "Create an Account" are also present. The banner on the left says "READY FOR WHAT'S NEXT? Career training and university transfer at a fraction of the cost".

When logging in to your application account for the first time, you'll be greeted with a welcome message.

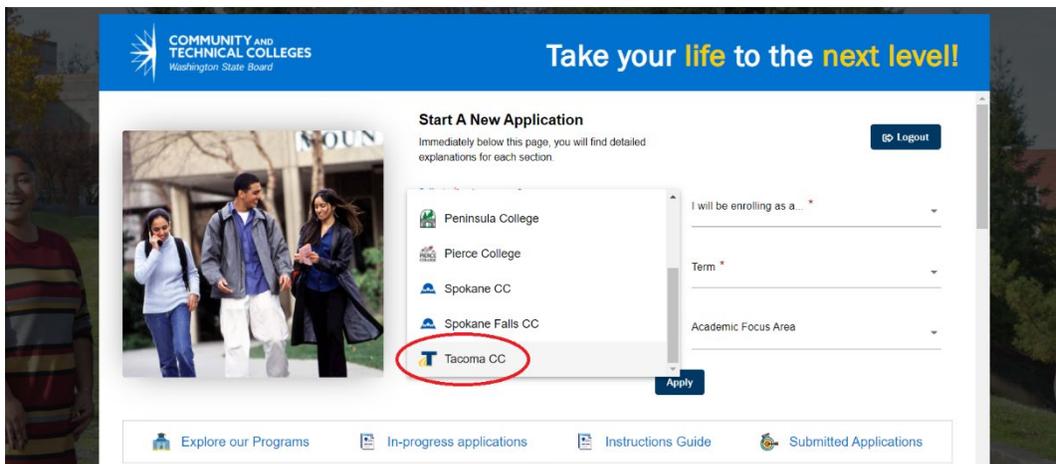


Click on the blue **Close** button to proceed.

You should now be in the following window:



Click on the **College** field and select "Tacoma CC"



Next, click on the **Program** field.

COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

Take your life to the next level

Start A New Application
Immediately below this page, you will find detailed explanations for each section.

College *
Tacoma CC

I will be enrolling as a... *
Running Start

Academic *
Academic
Baccalaureate
Non-Award Seeking
Professional Technical
Transitional Studies

Term *

Academic Focus Area

Explore our Programs In-progress applications Instructions Guide Submitted Applications

College
Select the college to which you are applying. To apply to more colleges, complete a new application for each one.

I will be enrolling as a...
First Year – This will be your first year attending any college (and you will not be a high school student at time of enrollment).

This is a list of definitions for the different Programs:

Academic - To earn an Associate degree that, in general, is similar to or completes the first two years of a Bachelor's degree. If your next goal is to transfer to a university, consider this option.

Baccalaureate - To earn an Applied Bachelor's degree offered by the college to which you are applying.

Non-Award Seeking - To take college-level courses of interest to you without the goal of earning a degree or certificate.

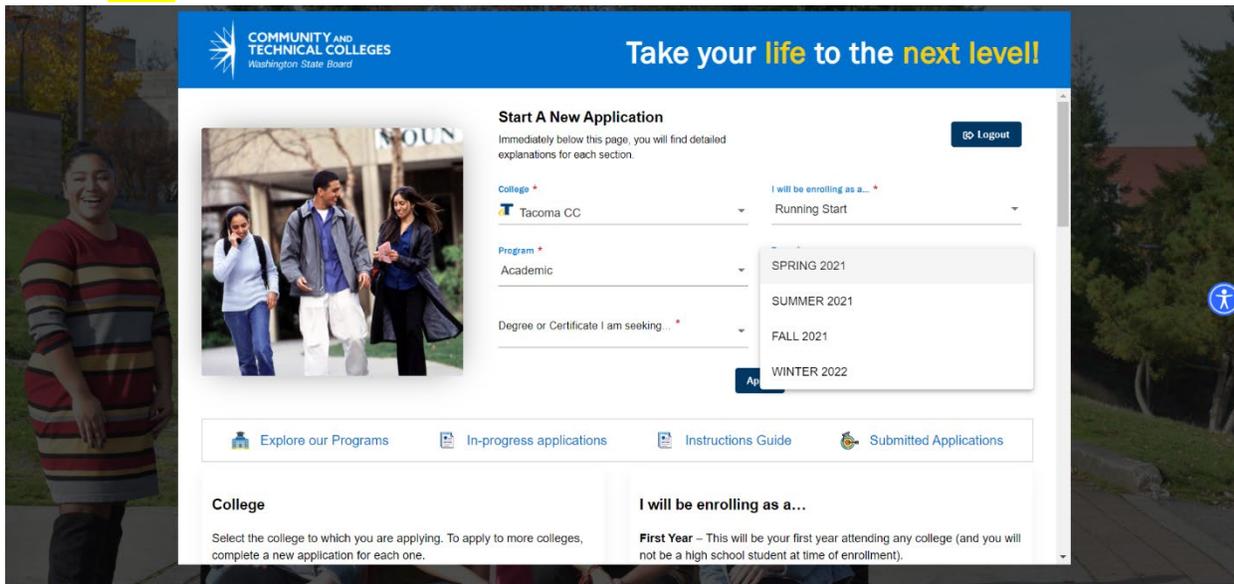
Professional Technical - To earn a credential (degree or certificate) that, in general, is focused on training for a specific career. If your next goal is to get a job or increase your skills, consider this option.

Transitional Studies - To take pre-college studies courses in reading, writing, math, technology and English language (ESL or Basic Education for Adults). If your goal is High School completion, whether by diploma or GED, select this option.

The **Academic** option is the most common choice for most Running Start applicants; however you may choose from any of the above options except Transitional Studies.

The Program you choose can always be changed at a later date, so there is no need to feel stuck with your choice.

In the **Term** area, select the time you would like to begin the program.



Fall, Winter, and Spring are the usual Quarters in which students will apply, but if you wish to apply in the Summer, please email Running Start directly at runstart@tacomacc.edu in order to receive the additional steps needed for Summer.

You may also utilize the QR Code below with your smartphone camera, and have an email auto-generated for you.



Now select the **Degree or Certificate I am seeking** field. You should see a dropdown menu appear which has a list of different degree and certification options.

Here is a definition of some of the main Degree options:

In general, an Academic degree focuses on coursework required to transfer to a college or university; a Professional-Technical degree focuses on employment and career training. The following definitions may help you select your educational plan:	
Academic:	
DTA	For those admitted into public and many private institutions in Washington, earning a degree that meets the Direct Transfer Agreement eases transfer-readiness by satisfying general education requirements and granting junior standing.
AS-T	For those admitted into all public and many private institutions in Washington, an Associate in Science-Transfer emphasizes math and science sequencing facilitating transfer-readiness by those working toward degrees in the sciences.
MRP	As appropriate, Major-Related Programs refine either a DTA or AS-T by prescribing specific coursework that prepares students transferring into specific majors.
AA or AS	An Associate's Degree other than a DTA or AS-T. Check with the offering institution to determine which local transfer agreements are in place.
AGS	Associate in General Studies. A general AA or AS not designed to transfer.
Professional Technical:	
AAS or APT	Associate in Applied Sciences or Associate in Professional-Technical are both names for an associate degree designed to prepare someone for employment in a specific career.
AAS-T	The Associate in Applied Sciences-Transfer is a special kind of Professional Technical degree; it includes a few general education requirements to support transfer.
BAA or BAS	Bachelor of Applied Arts or Bachelor of Applied Science.

If you are not certain on which Degree you would like to pursue in the program: that is fine. Once you are in the program, your Running Start advisor can assist you in determining a major.

The **Academic Transfer AA DTA** is what we refer to as the “standard” associate degree here at TCC. For now, please select that option if you are undecided.

COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

Take your life to the next level!

Start A New Application

Immediately below this page, you will find detailed explanations for each section.

College * Tacoma CC I will be enrolling as a... * Running Start

Program * Academic Term * SPRING 2021

Academic Focus Area

AS-T1 BIO/ENVR/CHEM/GEOL/EARTH

AS-T2 ENGR/CS/PHYS/ATMOS

Academic Transfer AA DTA

Associate in Music DTA/MRP

Biology DTA/MRP

Apply

Explore our Programs Instructions Guide Submitted Applications

College Select the college to which you are applying. To apply to more colleges, complete a new application for each one.

I will be enrolling as a... First Year – This will be your first year attending any college (and you will not be a high school student at time of enrollment).

The section **Academic Focus Area** can have something selected, or it can also remain blank. It is not a required section.

Take your life to the next level!

Start A New Application

Immediately below this page, you will find detailed explanations for each section.

College * Tacoma CC I will be enrolling as a... * Running Start

Program * Academic Term * SPRING 2021

Degree or Certificate I am seeking... * Academic Transfer AA DTA

Academic Focus Area

Apply

progress applications Instructions Guide Submitted Applications

I will be enrolling as a...

Take your life to the next level!

Start A New Application

Immediately below this page, you will find detailed explanations for each section.

College * Tacoma CC I will be enrolling as a... * Running Start

Program * Academic Term * SPRING 2021

Degree or Certificate I am seeking... * Academic Transfer AA DTA

Academic Focus Area Psychology

Apply

progress applications Instructions Guide Submitted Applications

I will be enrolling as a...

Press the blue **Apply** button to continue.

You are now on the application for Tacoma Community College.

COMMUNITY and TECHNICAL COLLEGES Washington State Board

+1 253-566-5000 admissions@tacomacc.edu Luke

Application Completed: 22%

Admissions Information Term: SPRING 2021 | Type: Running Start | Program: Academic | Plan: Academic Transfer AA DTA

TACOMA COMMUNITY COLLEGE

Tacoma CC

Term : SPRING 2021

College	Admission Type	Program
Tacoma CC	Running Start	Academic

Term	Plan	Sub-Plan
SPRING 2021	Academic Transfer AA DTA	Psychology

Personal Information

High School Attended

Ethnicity Details

Supplemental Questions

Review and Submit

* Requires response

- All required fields are filled out
- Required fields are not filled out
- Completed
- Started
- Not Started

Personal Information

Required items are indicated by an asterisk* [Read Less](#).

Your Social Security Number (SSN) is used for several purposes:

- to administer financial aid
- to verify academic records
- to conduct research
- to report payments you made that may qualify for a tax deduction on your income tax return

In keeping with state and federal law, the college will protect your SSN from unauthorized use and disclosure. We are required to ask for your SSN. If you do not submit it, you will still be able to enroll in the college, but you may be subject to an IRS penalty of \$50.

Please provide your legal sex as denoted on your birth certificate or driver's licence per WAC 246-490-075 or WAC 308-104-0150. Gender Identity is collected after admission to the college and in student self-service.

The top of the page displays your overall progress with the application:

COMMUNITY and TECHNICAL COLLEGES Washington State Board

+1 253-566-5000 admissions@tacomacc.edu Luke

Application Completed: 22%

Admissions Information Term: SPRING 2021 | Type: Running Start | Program: Academic | Plan: Academic Transfer AA DTA

TACOMA COMMUNITY COLLEGE

Tacoma CC

Term : SPRING 2021

College	Admission Type	Program
Tacoma CC	Running Start	Academic

Term	Plan	Sub-Plan
SPRING 2021	Academic Transfer AA DTA	Psychology

Personal Information

High School Attended

Ethnicity Details

Supplemental Questions

Review and Submit

* Requires response

- All required fields are filled out

Personal Information

Required items are indicated by an asterisk* [Read Less](#).

Your Social Security Number (SSN) is used for several purposes:

- to administer financial aid
- to verify academic records
- to conduct research
- to report payments you made that may qualify for a tax deduction on your income tax return

For more specific progress information, view the left-hand pane which shows each individual application section:

TACOMA COMMUNITY COLLEGE

Tacoma CC

Term : SPRING 2021

Personal Information

High School Attended

Ethnicity Details

Supplemental Questions

Review and Submit

Begin the application by selecting the **Personal Information** section of the application, and then filling out your information.

The screenshot shows the application progress bar at 22% completion. The top navigation bar includes 'Admissions Information', 'Term: SPRING 2021', 'Type: Running Start', 'Program: Academic', and 'Plan: Academic Transfer AA DTA'. The left sidebar lists 'Personal Information' (highlighted with a red box), 'High School Attended', 'Ethnicity Details', 'Supplemental Questions', and 'Review and Submit'. The main form area contains fields for 'Title' (Mr), 'First Name' (Luke), 'Preferred First Name', 'Middle Name', 'Last Name' (Skywalker), 'Preferred Last Name', 'Name Suffix', 'SSN or ITIN', 'SSN or ITIN Number', 'Date of Birth' (5/21/1980), and 'Sex'. Below these are sections for 'Phone Information' and 'Email Details', each with an '+ Add New' button. The 'Email Type' is set to 'Business'.

It is strongly recommended to include your Social Security Number (SSN), however it is **not required**.

After filling in all of your information, hit the blue **Next** button to move on to the next application section.

The screenshot shows the address section of the application form. The fields are: 'Phone Type' (Home), 'Country' (United States), 'Address Line 1' (1110 GORGAS AVE), 'Address Line 2', 'Address Line 3', 'City' (SAN FRANCISCO), 'Postal Code' (94129-1406), 'State' (California), and 'County' (San Francisco). Below the form, there is a blue 'Next >' button (highlighted with a red box) and a green 'Save for later' button.

You should now be in the **High School Attended** section of the application:

TACOMA
COMMUNITY
COLLEGE

Tacoma CC
Term : SPRING 2021

Personal Information

High School Attended

Ethnicity Details

Supplemental Questions

Review and Submit

* Requires response

All required fields are filled out

To add data to these fields, begin by clicking the Add School/College checkbox

High School Attended

Required items are indicated by an asterisk*

Click "Search School/College" to search for your school (High School is Required).

If you can't find your school, click 'Add School/College' checkbox and enter School details.

All dates are required in MM/DD/YYYY format. If you don't know the exact day, something close is fine.

Add School/College

Search High School * Location Code Country
United States

Address Line 1 Address Line 2 Address Line 3

This will open up a new window where you can search for your school:

Application Completed: 31%

Admissions Information Term: SPRING 2021 | Type: Running Start | Program: Academic | Plan: Academic Transfer AA DTA

TACOMA COMMUNITY COLLEGE

Tacoma CC Term: SPRING 2021

Program: Academic

Sub-Plan: Psychology

School/College Search

Enter School/College Select Country Select State Enter City

School/College Name	Country	State	City
Columbus State Community Coll	USA	OH	Columbus
Chicago City-Wide College	USA	IL	Chicago
Cuyahoga Cmty College Metro	USA	OH	Cleveland
Edison State Community College	USA	OH	Piqua

* Requires response

Add School/College

Do the **Select Country** field first to narrow down your list of schools.

The screenshot shows the 'School/College Search' form. The 'Select Country' dropdown menu is highlighted with a red box and contains the text 'United States'. Below the form is a table of search results.

School/College Name	Country	State	City
Columbus State Community Coll	USA	OH	Columbus
Chicago City-Wide College	USA	IL	Chicago
Cuyahoga Cmty College Metro	USA	OH	Cleveland
Edison State Community College	USA	OH	Piqua

Move on to the **Select State** field next and enter that information.

The screenshot shows the 'School/College Search' form. The 'Select State' dropdown menu is highlighted with a red box. Below the form is a table of search results.

School/College Name	Country	State	City
Columbus State Community Coll	USA	OH	Columbus
Chicago City-Wide College	USA	IL	Chicago
Cuyahoga Cmty College Metro	USA	OH	Cleveland
Edison State Community College	USA	OH	Piqua

At this point you can now type in the name of your high school in the **Enter School/College** field.

The screenshot shows the 'School/College Search' form. The 'Enter School/College' text input field is highlighted with a red box. Below the form is a table of search results.

School/College Name	Country	State	City
Columbus State Community Coll	USA	OH	Columbus
Chicago City-Wide College	USA	IL	Chicago
Cuyahoga Cmty College Metro	USA	OH	Cleveland
Edison State Community College	USA	OH	Piqua

You may also choose to narrow down your results even further by filling in the **Enter City** field.

The screenshot shows the 'School/College Search' form. The 'Enter City' text input field is highlighted with a red box. Below the form is a table of search results.

School/College Name	Country	State	City
Columbus State Community Coll	USA	OH	Columbus
Chicago City-Wide College	USA	IL	Chicago
Cuyahoga Cmty College Metro	USA	OH	Cleveland
Edison State Community College	USA	OH	Piqua

After you've found and selected your high school, you will now have to **fill in your attendance dates**.

Tacoma CC
Term : SPRING 2021

Term: SPRING 2021
Plan: Academic Transfer AA DTA
Sub-Plan: Psychology

Review and Submit

Requires response

9/21/2020 2/5/2021

What will your high school completion status be when you begin college? *

There is now a drop down which reads **What will your high school completion status be when you begin college?** This simply means: what was the last grade you completed fully at your high school?

Tacoma CC
Term : SPRING 2021

Term: SPRING 2021
Plan: Academic Transfer AA DTA
Sub-Plan: Psychology

Review and Submit

* Requires response

9/21/2020 2/5/2021

What will your high school completion status be when you begin college? *

Tenth Grade

Now click the blue **Next** button to advance to the next application section.

Click the "Next" button to save your information and move to the next section. A green checkmark will appear to the right of the section name in the left menu for all completed sections. You can also progress through the application by selecting the section link in the list on the left. The section will be selectable only if it appears after the currently active section. Once all required sections have been completed, the application can be submitted.

< Previous

Next >

Save for later

You are now in the **Ethnicity** section of the application:

TACOMA COMMUNITY COLLEGE
Tacoma CC
Term : SPRING 2021

Personal Information

High School Attended

Ethnicity Details

Supplemental Questions

Review and Submit

* Requires response

All required fields are filled out

Answer the questions by choosing the multiple-choice bubbles that fits you.



Ethnicity Details

Required items are indicated by an asterisk*

Our system is committed to racial equity and equal opportunity for all students. We collect information on race, ethnicity, and other student demographic data to measure our progress and guide our efforts to achieve these goals. Response or non-response to this section will not affect your consideration for admission.

1. Are you Hispanic or Latino?

- Yes, I am Hispanic or Latino
- No, I am not Hispanic or Latino

2. What is your race? Select one or more

- White
- Black/African American

Click the blue **Next** button to continue to the next application section.

You are now in the **Supplemental Questions** section of the application:



**TACOMA
COMMUNITY
COLLEGE**

Tacoma CC

Term : SPRING 2021

Personal Information	
High School Attended	
Ethnicity Details	
Supplemental Questions	
Review and Submit	

* Requires response

- All required fields are filled out

Complete all of the required questions

Supplemental Questions

Required items are indicated by an asterisk*

Response or non-response to this section will not affect your consideration for admission.

Have you been in Washington state, federal, or tribal foster care for at least one day since your 13th birthday? Former Foster Youth may qualify for educational benefits and support services. *

Has either of your parents earned a High School Diploma? *

Click the blue **Next** button to continue to the final application section.

You are now in the **Review and Submit** section of the application:



Tacoma CC
Term : SPRING 2021

Personal Information	🔒
High School Attended	✓
Ethnicity Details	✓
Supplemental Questions	✓
Review and Submit	●

* Requires response

🔒 - All required fields are filled out

Carefully read the Washington Community and Technical College statement, and then check the **Yes, I accept** box to certificate your admission.

Review and Submit

By selecting "Yes" below: I certify that all statements on this form are true to the best of my knowledge. It is the policy of Washington's community and technical colleges to provide equal opportunity in education regardless of race, ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, genetic information, gender identity, veteran status or the presence of any sensory, mental, or physical disability.

Response or non-response to any of the questions listed as voluntary in this application will not affect your consideration for admission.

<input type="checkbox"/> Yes, I accept	Date: Feb 5, 2021
<input type="button" value="Previous"/>	<input type="button" value="Save for later"/> <input type="button" value="Submit Now"/>

Click on the green **Submit Now** button to complete your application.

Review and Submit

By selecting "Yes" below: I certify that all statements on this form are true to the best of my knowledge. It is the policy of Washington's community and technical colleges to provide equal opportunity in education regardless of race, ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, genetic information, gender identity, veteran status or the presence of any sensory, mental, or physical disability.

Response or non-response to any of the questions listed as voluntary in this application will not affect your consideration for admission.

<input checked="" type="checkbox"/> Yes, I accept	Date: Feb 5, 2021
<input type="button" value="Previous"/>	<input type="button" value="Save for later"/> <input type="button" value="Submit Now"/>

A pop-up window should now appear stating that you have successfully completed your application to the college.

The screenshot shows a confirmation pop-up window with a green checkmark icon and the text "Your application submitted successfully." Below the text is a blue "Ok" button. The background is a blurred view of the application form, showing fields for College (Tacoma CC), Admission Type (Running Start), Program (Academic), and Sub-Plan (Psychology).

When you click the blue **Ok** button, you will be redirected to your **Submitted Applications** page:

The screenshot shows the "Submitted Applications" page with a table of application records. The table has columns for Application Nbr, Institution, Student Name, Career, Program, Plan, Submission Date, and Status. A red box highlights the table area.

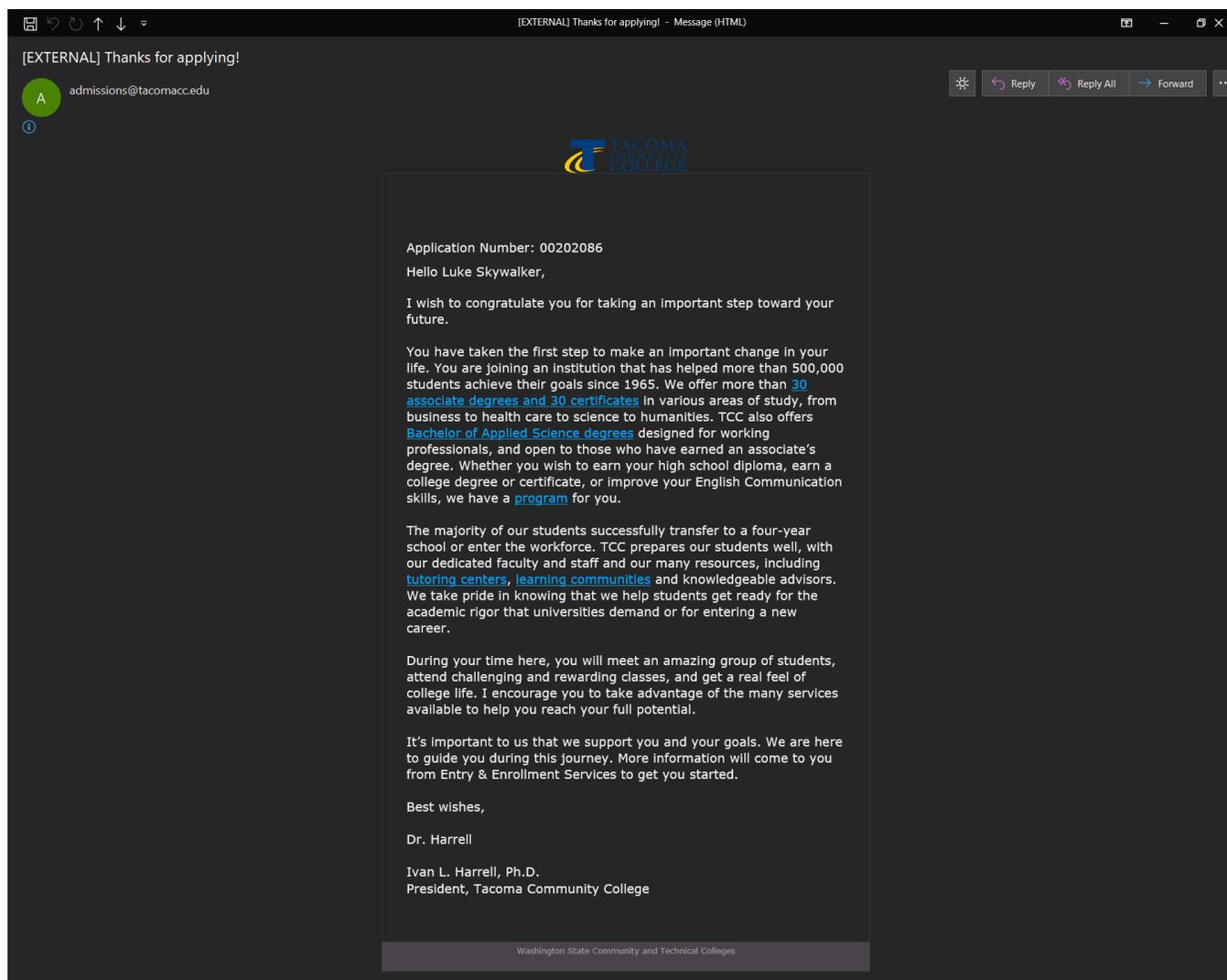
Application Nbr	Institution	Student Name	Career	Program	Plan	Submission Date	Status
00202086	Tacoma CC	Luke Skywalker	Undergraduate	Academic	Academic Transfer AA DTA	02/05/2021	Submitted

When your application has been processed and finished being put into the system, the **Status** area will say "Processed".

The screenshot shows the "Submitted Applications" page with a table of application records. The table has columns for Application Nbr, Institution, Student Name, Career, Program, Plan, Submission Date, and Status. A red box highlights the "Status" column, which contains the word "Submitted".

Application Nbr	Institution	Student Name	Career	Program	Plan	Submission Date	Status
00202086	Tacoma CC	Luke Skywalker	Undergraduate	Academic	Academic Transfer AA DTA	02/05/2021	Submitted

You should have received an automatic **Thank You** email from the college once you submitted your application.



But be on the lookout for a **Welcome email** as well. You'll receive one once your application has been processed—which normally takes two business days.

This welcome email will include the steps for setting up your online student account and login information here at the college.