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”

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

Select What are the enrollment steps?

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

**Running Start FAQs**

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**Am I eligible for Running Start at TCC?**

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.

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

Select the **Create an account** option
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.

From the Home page, type in your account information in the username and password fields. Select the blue **Login** button once completed.
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.

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:

<table>
<thead>
<tr>
<th><strong>Academic:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DTA</td>
<td>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.</td>
</tr>
<tr>
<td>AS-T</td>
<td>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.</td>
</tr>
<tr>
<td>MRP</td>
<td>As appropriate, Major-Related Programs refine either a DTA or AS-T by prescribing specific coursework that prepares students transferring into specific majors.</td>
</tr>
<tr>
<td>AA or AS</td>
<td>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.</td>
</tr>
<tr>
<td>AGS</td>
<td>Associate in General Studies. A general AA or AS not designed to transfer.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Professional Technical:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>AAS or APT</td>
</tr>
<tr>
<td>AAS-T</td>
</tr>
<tr>
<td>BAA or BAS</td>
</tr>
</tbody>
</table>
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.

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

Press the blue **Apply** button to continue.
You are now on the application for Tacoma Community College.

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

For more specific progress information, view the left-hand pane which shows each individual application section:
Begin the application by selecting the **Personal Information** section of the application, and then filling out your information.

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

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

This will open up a new window where you can search for your school:
Do the **Select Country** field first to narrow down your list of schools.

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

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

You may also choose to narrow down your results even further by filling in the **Enter City** field.
After you’ve found and selected your high school, you will now have to fill in your attendance dates.

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?

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

You are now in the Ethnicity section of the application:
Answer the questions by choosing the multiple-choice bubbles that fits you.

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

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

Complete all of the required questions
Click the blue **Next** button to continue to the final application section.

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

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.

☐ Yes, I accept  
**Date:** Feb 5, 2021

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.

☐ Yes, I accept  
**Date:** Feb 5, 2021
A pop-up window should now appear stating that you have successfully completed your application to the college.

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

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

Submitted Applications

<table>
<thead>
<tr>
<th>Application Nbr</th>
<th>Institution</th>
<th>Student Name</th>
<th>Career</th>
<th>Program</th>
<th>Plan</th>
<th>Submission Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>003000086</td>
<td>Tacoma CC</td>
<td>Luke Skywalker</td>
<td>Undergraduate</td>
<td>Academic</td>
<td>Academic Transfer AA DTA</td>
<td>02/05/2021</td>
<td>Submitted</td>
</tr>
</tbody>
</table>
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.