

## How to Submit the Running Start Application

**Step 1** – If you’ve already discussed doing Running Start with your high school counselor and parent/guardian, go to [www.everettcc.edu/runningstart](http://www.everettcc.edu/runningstart) and click on “Ready to Apply? Apply today!”

**Step 2** – Click on “Running Start Application” in step 3.

- Make sure you have your high school transcript and test scores for placement (SAT, PSAT, ACT, SmarterBalanced or Accuplacer if you don’t have one of the other tests) to upload to your Running Start Application. Refer to the Running Start Eligibility page on our website for high school tests cut-off scores and high school alternative Math placement.
- Number 3 under “Running Start Application Procedures” asks for you to upload your unofficial high school transcript and one other document. **You must upload the documents to the two fields marked with an \* (asterisk). See below for a screenshot of the section.**

3. Complete the RS online application. Be sure to attach placement documentation including your **unofficial high school transcript AND** one of the following:

- Placement Test Scores (COMPASS/ASSET/ACCUPLACER)
- SmarterBalance Scores
- AP exam, SAT, ACT or PSAT scores
- Unofficial transcript from another college

Click to Attach High School Transcript

Click to Attach Additional Documenta...

Click to Attach Additional Documenta...

**Tip:** Use a personal email address instead of your high school email address. High school email addresses often have blocks.

**Step 4** – Check your Email! Upon successful completion and submission of your Running Start Application, you will receive an email asking you to confirm your email address. If you don’t do this, we will not receive your application.

**Step 5** – Check your Email again! In about 5 business days, you’ll either receive an “acceptance email” with your Student ID number and next steps **or** an “incomplete email” with steps you can do to complete your application.

**Applications submitted by the dates below will be given priority for processing.**

Fall: May 1<sup>st</sup> (Early bird – April 18<sup>th</sup>)

Winter: November 2<sup>nd</sup>

Spring: February 1<sup>st</sup>

---

Interested in ORCA? Complete the RS online application and then visit the ORCA website at [www.everettcc.edu/ORCA](http://www.everettcc.edu/ORCA) for their application requirements.