

# RUNNING START INFORMATION PACKET

FOR

## NEW STUDENTS

and their

## PARENTS

### Running Start Program

**Office Hours:** Walk-ins  
**Monday-Thursday:** 9am-4pm  
**Friday** by appointment only

Wenatchee Campus Contacts  
[runningstart@wvc.edu](mailto:runningstart@wvc.edu)  
509.682.6920

Omak Campus Contacts  
[omakrunningstart@wvc.edu](mailto:omakrunningstart@wvc.edu)  
509.422.7848

Download the Running Start Handbook, at:  
[www.wvc.edu/rs](http://www.wvc.edu/rs)

## Tips for Running Start Students

### Plan ahead

Attend College 101 to help familiarize yourself with the campus. College 101 helps you understand your class schedule, find your classrooms, and where to buy books. You will also get the opportunity to meet some professors and learn about what is expected of you as a Running Start student.

### Ask for help

Take advantage of the student support services available to you at Wenatchee Valley College. Meet with your instructors outside of class, visit the Tutor Center, and stop by the WriteLab. Become familiar with the on-line and on-campus library services.

### Show up and be prepared

Instructors will explain their expectations, grading and attendance policy, and class requirements the first day. Instructors have the option to drop you if you do not attend the first and second day of class. During your first week, introduce yourself to classmates, form study groups, establish study habits and study time, complete readings, and assignments early.

### Plan ahead for your future

Consider visiting the Career Center to take a career assessment. If you wish to transfer, spend time researching and visiting schools, and work with your Advisor to learn about the transfer process. If you are pursuing a technical program, look at employment statistics and talk to potential future employers. Collect and track your academic information (including transcripts, degree checklists, educational plans, placement scores, notes about programs, careers, transfer schools, and more) and bring these materials to meetings with campus staff.

**Above all, take initiative, ask questions, seek help, to ensure you fully understand your next steps.**

### Meet with your Running Start Advisor

Your Running Start Advisor is available to assist you with academic planning, course selection, scheduling, developing, clarifying educational goals, and the transfer process. Utilize the Annual Schedule to plan out a tentative schedule for the year and then review this plan with your Advisor.



## Enrollment Verification Form

Submission of a new EV form is required **every quarter before registration time**. If you do not turn this in by the quarterly deadline you will be responsible for **paying your tuition**. Meet with your high school counselor to obtain their signature and the signature of your parent before coming in for advising.

## !Read the Syllabus!

Each instructor has their own class and student expectations. Reading the syllabus will help you better understand when and how the instructor prefers to communicate with students, test and assignment due dates, office hours, contact information and so much more.

## Course Format

WVC uses a variety of instructional technologies to accommodate various learning preferences and busy schedules. Review your course detail to know what it means when your course is offered as: *Face to Face, Online, Hybrid, or other*.

## Two Year and Beyond Plans

Schedule an appointment with your advisor to create a plan that maps out your requirements for high school and WVC degree.

## Thinking About Missing Class?

You should never skip/miss class. Treat your classes like you would a job. **Communicate with your instructors about your absence like you would to your boss**. It is your responsibility to contact each instructor as soon as possible to get the materials and information that you missed in class. Also be aware how missing class can hurt your GPA for each course taken.

## Stay Connected and Updated

The best way to be informed of due dates, campus events, and have quick chats with your Advisor is to sign up for Remind text alerts. Contact your Advisor for the correct Class Code. **Parents are highly encouraged to sign up as well**. It's a great tool to have in supporting your student through this new experience.

# Parents...

The Family Educational Rights and Privacy Act (FERPA) is a federal law that any educational institution administered by the U.S. Secretary of Education must follow. This act is about protecting student privacy by not releasing grades or other personal information to anyone but the student.

Under FERPA, instructors cannot communicate with anyone but the student about the student's course work or grades. This is a federal law to which Wenatchee Valley College must legally adhere. It does not matter if the student is a minor and a Running Start student; all students taking college courses are considered adults and FERPA applies to all.

**Parents cannot schedule conferences with the instructor, file a grade appeal on a student's behalf, or communicate details about a grade appeal or complaint. The student is responsible for all communication regarding course work, grades, and appeals or complaints.**

**Here are some important guidelines to keep in mind about FERPA and instructor-parent communication:**

- Instructors and other college staff **cannot** communicate with parents about a student's educational records in person, via email, or by phone.
- Grade appeals and student complaints **must** be handled by the student and communicated by the student to the instructor, department chair, or dean.

Parents **should not** come to the instructor's classroom or office in hopes of discussing a student's work. Please contact Running Start to help assist students and yourself when concerns or issues arise.

*The Running Start Office has a Permission Waiver form. This form is used for Running Start students to give written permission to **only** Running Start staff to share all educational records with their parents.*

## HOW PARENTS CAN BE SUPPORTIVE and involved

Teaching children to navigate the college environment requires a transition from being the advocate for the child to educating students to advocate for themselves.

- **Sign up** for Remind text alerts to be up to date with due dates, quarterly advising, Running Start updates, and other events that pertain to your student.
- **Attend** Parent Info Sessions
- **Do frequent check-ins**: Set a day every week to ask how classes are going, to see their grades, and to have them show you their calendar and assignment list. This will help to have open and honest communication about their academics.
- **Professor-Student Relationships**: Encourage your student to communicate and ask questions when they are having trouble understanding an assignment, lectures, or readings.
- **Teach Organizational Skills**: Help your student to learn how to prioritize their academics by setting a daily routine that will jive with their study time, sports, work, and social life.
- **Support for Study Skills**: Teach your student how to break down tasks into smaller, manageable sections. Be a better resource by knowing how they prefer to study and tackle their homework.
- **Running Start Adviser**: If your student starts to get overwhelmed, needs more support, or advice with their academics, please reach out to their Running Start Adviser.

**The willingness of the student to have open, timely, and honest communication between their parent, high school counselor, WVC professors, and college adviser is key in building supportive relationships that will help the student become successful through this experience.**

Running Start students are seen and treated as responsible adults.

They will be subject to all rules, regulations, and procedures governing college students for course requirements, content, registration, grading and appropriate behavior.

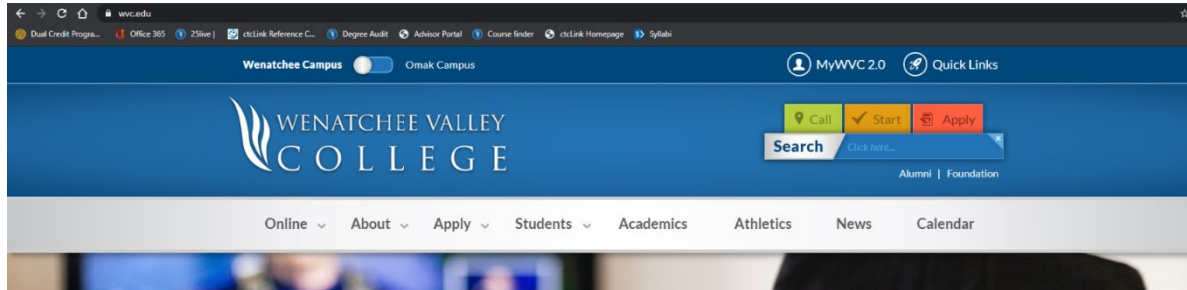
# SUPPORTING YOUR STUDENT WITH CANVAS

Canvas is an online platform that most of our professors use to keep their students up to date on grades, assignments, and much more. It is important for parents and students to communicate and work together for support and to be informed of their student's academics.

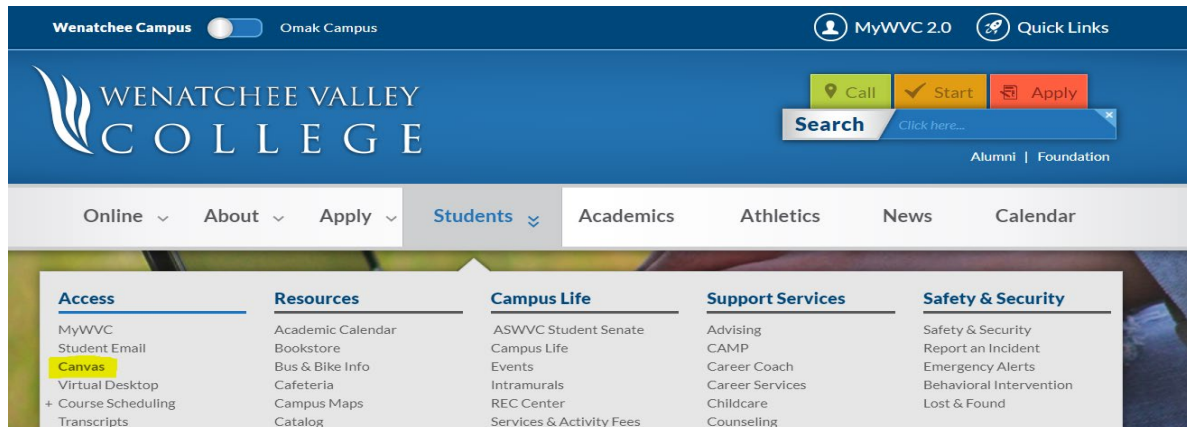
Accessing your student's CANVAS account is for the sole purpose of viewing their academic progress and should not be used to try and communicate with faculty, WVC staff (other than Running Start), or alter/complete any student work posted.

**Students create their own passwords, in which Running Start staff nor any other WVC employee have access to this information.**

1. Go to WVC's website at: [www.wvc.edu](http://www.wvc.edu)



2. Hover over the Students tab. Under the Access, click on Canvas.



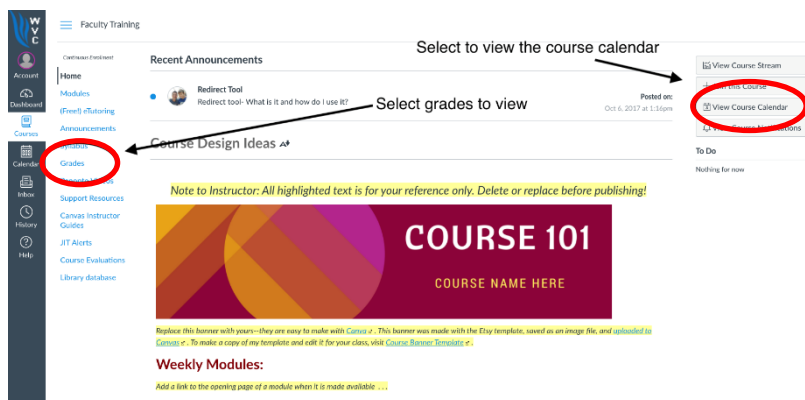
3. Have your student enter their WVC student ID number and password (they created when they activated their ctLink account).



Within the online classroom students submit assignments, interact with one another, and communicate with their course instructor electronically. Online courses are not self-paced; they follow a weekly schedule and academic calendar. However, the flexibility comes via one's ability to manage their learning time as long as course work is completed by predefined due dates.

- It is not recommended to take an online class your first quarter. Take a full load of on-campus courses to ensure your ability of managing the college workload.
- If you take an online class, it is important to treat it as an on-campus class. This means you need to be logging into CANVAS every day.
- **It is important to log into CANVAS the first day of class to avoid being administratively dropped.**
- Official grades do not post on CANVAS. View official grades in your ctLink account.
- Use the "What if?" button to enter points for tests and assignments to determine your grade at the end of quarter.

4. From the Courses tab, select course desired then click on Grades (or calendar) to view.



## How many credits should I take?

This is a personal choice and you need to consider all your other commitments including work, family, activities, etc. Here are some recommendations.

Work Load	Recommended Credit Load
Working ≤ 20 hours/week	Take 12-15 credits
Working 30 hours/week	Take 8-10 credits
Working ≥ 40 hours/week	Take 5-6 credits

Credit Load	Time spent in class each week	Time spent on homework each week	Total time each week
1 credit	1 hour	1-2 hours	2-3 hours
5 credits	5 hours	5-10 hours	10-20 hours
10 credits	10 hours	10-20 hours	20-30 hours
15 credits	15 hours	15-30 hours	30-45 hours

## How much time does each class require?

Each class has a credit load and each credit load requires a different amount of study time. In most cases, credit load indicates the approximate amount of time you will be spending in class and on homework each week.

## Full-time, part-time, half-time

Credit load also determines status. The average full-time student takes 15 credits. Most degrees and programs require you to complete 90 credits and attend full-time in order to finish in two years. You do not need to attend full-time but know that it will take you longer to complete degree requirements.

Status	Number of Credits
Full-time	12-18 credits
Part-time	9-11 credits
Half-time	6-8 credits

## INFORMATION TO KNOW...

- \***QUARTERLY FEES** ARE DUE ON THE 15<sup>TH</sup> DAY OF EACH QUARTER.
- \*STUDENT IS RESPONSIBLE FOR TRANSPORTATION TO AND FROM THE COLLEGE, QUARTERLY FEES, AND BOOKS.
- \*THE RUNNING START PROGRAM FUNDS 100 LEVEL OR HIGHER CREDIT CLASSES **ONLY**. YOU MUST SUBMIT AN ENROLLMENT FORM FOR EVERY QUARTER TO GET TUITION WAIVED.
- \*RUNNING START STUDENTS ARE ACCOUNTABLE TO STATE TESTING WITH THE SCHOOL DISTRICT.
- \*COLLEGE IS AN ADULT LEARNING ENVIRONMENT AND COURSE CONTENT WILL NOT BE CENSORED.
- \*WVC PROFESSORS HAVE ACADEMIC FREEDOM. READ THE SYLLABUS FOR EACH COURSE TO UNDERSTAND CLASS AND TEACHER EXPECTATIONS.

## DO'S AND DON'TS

- \***SPEAK** WITH YOUR RUNNING START ADVISOR BEFORE DROPPING OR WITHDRAWING FROM A CLASS OR PROGRAM.
- \***GIVE** YOUR HIGH SCHOOL COUNSELOR PLENTY OF NOTICE TO COMPLETE THE ENROLLMENT FORM WITH YOU EACH QUARTER.
- \*HIGH SCHOOL CLASS TIMES AND WVC CLASS TIMES **CANNOT** CONFLICT. SEEK HELP FROM YOUR ADVISOR.
- \*IF IT IS YOUR FIRST YEAR AS A JUNIOR, **DO NOT** COMPLETE ALL OF YOUR HIGH SCHOOL REQUIREMENTS.