



Lower Columbia College Running Start Registration and Add/Drop Process

Registration

1. Each quarter meet with a high school counselor to complete the State Enrollment Verification Form (EVF). Counselors will list on the form: (1) Classes for which the student is registered at the high school, and (2) the number of "tuition free" college credits the student is eligible for at LCC.
NOTE: The EVF is not a binding contract. It is a document used by the high school to communicate with the student, parent and college.
****You can go online to lowercolumbia.edu/runningstart and download the EVF (look under forms). The form can be completed online and then printed.**
2. The student will meet at a scheduled time with a Running Start representative at their high school or at a scheduled appointment in the Running Start office to select classes. Check with your high school counselor to determine which process is followed at your school.
3. If already signed by the parent, the EVF form can be submitted to the Running Start representative on the day of registration. If not signed, the student's parent/guardian will need to sign the form and then it must be returned to the Running Start office at LCC.
****Students will not be registered for their classes if any part of the form is incomplete (missing 900#, email address, unsigned). Additionally, if paperwork is not submitted by the posted Running Start registration deadline, then the student will not be registered for that quarter, and will have to wait until the following quarter to take classes at LCC.**
4. Once registered, the student will receive an invoice from the LCC Cashier reflecting the fees due and, if applicable, any tuition due.
****Unpaid tuition/fees can cause the student to be dropped from classes or prevented from registering the next quarter.**

Schedule Changes: Add or Drop

When a schedule change needs to be made, this process **must** be followed:

1. The student must obtain a copy of their EVF at the LCC Running Start office. The back of the form includes space to enter the required course change information.
2. The revised EVF is submitted to the high school counselor for approval of changes and returned to the student.
3. The student's parent or guardian must sign the revised EVF.
4. The signed form must be submitted to the Running Start office before changes are made to the student's record.
5. **The only exception** is to make a lateral course change; for example dropping ENG 102 at 8:00 a.m. to add ENG 102 at 12:00 p.m.

Important Notes:

- **No changes** will be made to a student's schedule until a completed, revised EVF is returned to the RS office.
- Changes will not be made to student schedules based on emails, phone calls or voicemails from students, parents, counselors, or district representatives. **The state requires all changes to be documented with signatures on the EVF.**
- **Changes cannot be back dated** on the EVF, so it is important to complete all steps by the appropriate due dates.