



**Running Start**  
*Student Handbook*  
2010 - 2011



## Contact Information

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Clark College Website:

**www.clark.edu**

Running Start Website:

**www.clark.edu/RunningStart**

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### Parent's Access to Student Records

Clark College follows federal guidelines concerning student privacy rights. Faculty will not discuss a student's progress with anyone without the student's written permission. Parents will not have access to student records without the student's written permission. Parents should not contact Clark College faculty on their student's behalf. It is the student's responsibility to ask questions. Clark College does not make special allowances to students because of their age.

Parents should take into consideration the maturity level of their child when discussing the possibility of participation in Running Start. Some students who are academically ready may find the independence and the speed of college classes overwhelming and will benefit from remaining in high school classes.

## Running Start

Running Start is a program approved by the Washington State Legislature in 1990. It was piloted for two years in five community colleges and was implemented Fall Quarter 1992 at Clark College. The program allows eligible juniors and seniors in high school to attend Clark College part- or full-time and receive both high school and college credits for successfully completed classes. The students are limited to college-level classes (100 level and higher). The tuition is paid by the school district, but students are responsible for textbooks, some class fees and transportation to the college.

At the end of each quarter, copies of the student's grades are sent to the high school for placement on the high school transcript and are calculated into the high school grade point average (GPA). The student's grades also become part of a permanent college transcript. Home-schooled or private-schooled students must take the eligibility test, register at one of the local public high schools, and complete a "forecast form" with a local public high school counselor each quarter, just as all Running Start students do.

## Deadlines

Each quarter there will be a deadline for high school students to turn in their forecast forms, requesting classes for the subsequent quarter. These approximate deadlines are included on the calendar on pages 1, 4 and 5 of the handbook. A letter will be emailed every quarter with the specific deadline. If you move, be sure to notify the Running Start Office. The deadlines will also be posted on the Running Start page of the Clark College website: <http://www.clark.edu/RunningStart> and then click on "Running Start Events." The deadline will always be before the quarterly class schedule is mailed to your home, so do not delay. You will need to access the quarterly schedule from our website.

Deadline information or answers to other questions are available by calling the Running Start Office at 360-992-2366, or by visiting the office, or e-mailing [mestes@clark.edu](mailto:mestes@clark.edu).

It is the student's responsibility (not the parents' and not the high school counselor's) to return the forecast form to the Clark College Running Start Office before the deadline. If there is a problem meeting a deadline, the student should contact the Running Start Office before the deadline.

## Clark Email

We recommend you set up a Clark email account as the college no longer mails information. Go to [www.clark.edu/myemail](http://www.clark.edu/myemail) to set up your account.

### Non-Discrimination Statement

Clark College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, gender expression, political affiliation, creed, disabled veteran status, marital status, honorably discharged veteran or Vietnam-era veteran status in its programs and activities, in accordance with state and federal laws. The responsibility for and the protection of this commitment extends to students, faculty, administration, staff, contractors, and those who develop or participate in College programs. It encompasses every aspect of employment and every student and community activity. The following person has been designated to handle inquiries regarding non-discrimination policies:

Director for Equity and Diversity  
Baird Administration Building,  
360-992-2355  
360-992-2835 (TTY).

## Forecasting and Registration Calendar 2010-2011

### May 2010

<b>May 6</b>	High school counselors will have printed copies of the Clark College Fall Schedule.
<b>May 20</b>	<b>DEADLINE TO TURN IN FORECAST FORMS FOR FALL QUARTER</b> to the Running Start Office at Clark College.
<b>May 24</b>	Continuing/Re-entering students register online.

### June 2010

<b>Early June</b>	New students who attended an orientation register.
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### August 2010

<b>August 20</b>	Fall 2010 fees due for those who register prior to August 6.
<b>August 24</b>	Bookstore open house, 4:00-6:30 p.m.

### September 2010

<b>September 20</b>	Fall Quarter classes begin.
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### October 2010

<b>October 20-21</b>	<b>TRANSFER COLLEGE FAIR:</b> Gaiser Hall. About 15 Washington colleges will have representatives here to answer your questions at a college fair. Stop by when you can. Watch RS Website "Events" link in early fall for the date.
<b>Late October</b>	<b>Winter Quarter Schedule on website:</b> <a href="http://www.clark.edu/SchedulePlanner">www.clark.edu/SchedulePlanner</a> . Click on "Winter 2011" (classes starting in January 2011). Meet with high school counselor and obtain forecast form. Turn in white copy of forecast form to Clark College Running Start office prior to the November deadline to be announced. Note: There are few days to meet with your counselor and return the signed forecast form to the Clark College Running Start Office before the deadline.

### November 2010

<b>Early November</b>	<b>DEADLINE TO TURN IN FORECAST FORMS FOR WINTER QUARTER</b> to Running Start Office at Clark College. Details will be emailed and on our website <a href="http://www.clark.edu/RunningStart">www.clark.edu/RunningStart</a> ; Click on "Running Start Events" for deadline.
<b>Late November/ Early December</b>	Winter Quarter Registration online for students who meet the forecast deadline. You will need to look up your registration access date/time online.

### December 2010

<b>December 6-9</b>	Final exams for Fall Quarter
<b>December 10-January 2</b>	Winter Break

### January 2011

<b>January 3</b>	Winter Quarter classes begin
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### Mid to late January

Check the Running Start website: [www.clark.edu/RunningStart](http://www.clark.edu/RunningStart); Click on "Running Start Events" for the deadline.

**Spring Quarter schedule on website:** [www.clark.edu/SchedulePlanner](http://www.clark.edu/SchedulePlanner). Click on "Spring 2011". Meet with high school counselor. Turn in forecast form to Clark College Running Start Office before deadline. You must meet with your counselor as soon as the schedule is on the website and return the signed forecast form to the Clark College Running Start Office before the deadline. Details will be emailed and also on the website.

## Forecasting and Registration Calendar 2010-2011

### February 2011

### Mid February

**DEADLINE TO TURN IN FORECAST FORMS FOR SPRING QUARTER** to Running Start Office at Clark College. Details will be emailed and on our website. Some high schools may be closed this week for winter break, so don't delay. You must have the counselor's signature on the form before you return it to the Running Start Office at Clark College.

### Late February/Early March

Spring Quarter registration online for students who meet forecast deadline. You will need to look up your registration access date/time online.

### March 2011

### March 15-18

Final exams for Winter Quarter

### March 19-April 3

Clark College Spring Break (Note: this may be different than your high school spring break.)

### April 2011

### April 4

Spring Quarter classes begin. Do not leave town this week, even if your high school is on spring break. You are expected to attend your Clark classes.

### May 2011

### Late April / early May

**Preliminary Fall Quarter 2011 schedule on our website:** [www.clark.edu/SchedulePlanner](http://www.clark.edu/SchedulePlanner). Click on "Fall 2011". Current juniors meet with high school counselor to forecast. Turn in forecast form to Clark College before deadline (to be announced via email and web). Current seniors who are enrolled Spring Quarter 2011 will automatically receive information by email about registering as a "regular" student for Fall 2011.

### Mid-May

**DEADLINE TO TURN IN FORECAST FORMS FOR FALL QUARTER** to Running Start Office at Clark College. Details will be emailed and on our website.

### Late May/Early June

Current Running Start students who are enrolled at Clark Spring Quarter *and* who meet the forecast deadline will register online for Fall Quarter in late May. You will need to look up your registration access date/time online. New RS students will probably register for Fall Quarter in June.

### June 2011

### June 13-16

Finals for Spring Quarter 2011

### June 16

Clark College graduation

# 2010-2011 Clark College Calendar

## Summer Quarter 2010

(Note: Summer Quarter will be at your own expense.)

Classes begin	June 28 (M)
Independence Holiday	July 5 (F)
End of first 5-week session	July 30 (F)
Second 5-week session begins	August 2 (M)
Last day of 8-week session	August 20 (F)
End of second 5-week session	September 3 (F)

## Fall Quarter 2010

Labor Day Holiday	September 6 (M)
Classes Begin	September 20 (M)
Faculty Workday	October 8 (F)
Veteran's Holiday	November 11 (Th)
No Evening Classes	November 24 (W)
Faculty Workday	November 24 (W)
Thanksgiving Holiday	November 25-26 (Th-F)
Last Day of Classes	December 3 (F)
Final Exams	December 6-9 (M-Th)
Faculty Workday	December 10 (F)
Christmas Holiday	December 24 (F)

## Winter Quarter 2011

New Year's Day Holiday	December 31 (F)
Classes Begin	January 3 (M)
Martin Luther King Holiday	January 17 (M) Holiday Observed
President's Day Holiday	February 21 (M) Holiday Observed
Last Day of Classes	March 14 (M)
Final Exams	March 15-18 (T-F)
Faculty Workday	March 21 (M)

**Note: Clark College's Spring Break may not match the high school break. If enrolled Spring Quarter at Clark College, do not plan to leave town the week of April 4-8.**

## Spring Quarter 2011

Classes Begin	April 4 (M)
Memorial Day Holiday	May 30 (M)
Last Day of Classes	June 10 (F)
Final Exams	June 13-16 (M-Th)
Graduation	June 16 (Th)
Faculty Workday	June 17 (F)

## Testing

To qualify for Running Start, students must have college-level scores in writing and reading, and/or math.

Compass Test	Compass Minimum Score	Your Compass Score
Writing	78	
&	&	
Reading (Must have both)	74 (Must have both)	
College Algebra	38	

### Writing and Reading Tests

Achieving college-level scores on the writing and reading portions of the test qualifies a student to take most 100-level or above classes (except math). All prerequisites must be met, or a student must have the consent of instructor.

### Math Tests

Students who did not qualify at college-level on the math part of the test are encouraged to continue in math at their high school so that their math skills will progress to college-level. Universities are becoming more competitive in their admission criteria and look favorably upon those applicants who continue in math through their senior year.

Students who only qualify at college-level on the math test (and not both of the other two) can only take math classes through Running Start, and any class which specifically states a math prerequisite (e.g., some Chemistry, Computer Technology, Physics, Engineering). Unless you qualified on both the Writing and Reading parts of the test, Running Start will not pay for any class that doesn't state a math prerequisite (not PE, not Art, etc.). Students who only qualified on the math test, who want to pay for a PE or other class, should contact the Running Start Office.

Students who score between 38 and 55 on the COMPASS College Algebra test may take either Math 103 (Trigonometry), Math 105 (Finite Math), Math& 107 (Math in Society), Math 111 (College Algebra), Math 120 (Math for the Elementary Teachers) or Math 203 (Descriptive Statistics), depending on their choice of major. Read the descriptions on pages 8. Students who qualify for college-level math are encouraged to take a math class during their senior year if they plan to attend a university after graduating from high school. Students who score 56 or higher on the COMPASS College Algebra test may qualify to enroll in Calculus (Math& 151) if they score high enough on the Trig test at Clark College, or if they complete Math 103 at Clark College.

Some classes require a prerequisite of "eligibility for Math 090 or Math 095". Students who did not have college-level scores on the math portion of the test must retake at the testing center to determine their exact math eligibility. Students may go to the Assessment Center during their open hours to retake the COMPASS math test.

### Retests

Students may retake in any area that they did not qualify. Refer to the retesting policy in the Appendix for details. It is not necessary to sign-up for a retest.

## General College Information

High school students who choose to become students at Clark College are expected to read and understand the information included in this handbook. Running Start students attending the college will be considered a "regular" college student. The faculty will expect the same level of classroom participation and quality of work as from the adult college students.

### Student Responsibility

Students will be expected to meet forecasting and class deadlines, be prepared for class, ask questions and conduct themselves as responsible adults. If students are having difficulty or want additional information, it is their responsibility to seek out the instructor (not the parent). Instructors have posted office hours when students may see them for help or discussion. Appointments may be made outside of office hours. Students are responsible for officially withdrawing from classes when necessary before the end of the eighth week of the quarter. Do not simply stop attending. Failure to complete a "Change of Registration Form" and have it processed by the Registration Office before the end of the eighth week of the quarter (see Appendix) will result in an "F" grade on both your high school and college transcripts.

### Class Pace

The speed at which college classes are taught is much faster than at high school. For instance, a high school math class, which is usually taught in one year at the high school, is taught within ten weeks at the college. Students will be expected to come to class with a full understanding of what they read. Class time will be spent going beyond basic comprehension by thinking critically, making inferences, and drawing connections. There is very little time for faculty to stop and review lessons for students who do not understand the material or were absent from class. However, faculty members encourage students to come to their offices for help.

### Homework

College classes typically demand an average of at least two hours of homework for each hour of class. A five-credit class will have approximately ten hours of homework each week. Total time commitment for a five-credit class will be approximately fifteen hours a week. There will be no classroom time for homework. Tutors are also available in the Tutoring Center. Students may receive help with their writing at the Writing Center.

### Attendance

The faculty may or may not take attendance. Some faculty may lower grades for a specific number of absences. It is important to read the course syllabus. Instructors have the option to drop students from a class if they fail to attend one or more sessions during the first week of the quarter. However, students should not assume that they have been automatically dropped for non-attendance. It is the student's responsibility to be prepared each day for class and meet all deadlines. Some faculty will give pop quizzes and expect all papers to be turned in on time with no make-up possibilities.

### Class Participation

This is an integral part of college, and most faculty require students to participate in classroom discussions. The students in the classroom can range in age from 15 to 80, and students should expect a variety of opinions, philosophies and adult topics. Class participation will require students to think critically and creatively in order to contribute to the depth of discussion.

### School Calendar

The Clark College calendar does not match the high school calendar. You must plan to attend Clark College classes when they are held, even if your high school is not in session. Therefore, if you are taking some classes at your high school and some at Clark College, you may not have a spring break, as the two spring breaks do not coincide. There are other examples of this throughout the year.

### Grade Reports

Grades are **not** mailed to students. Grades are available on the college kiosks on campus or on the Clark College website at [www.clark.edu](http://www.clark.edu). Go to "Online Services", then "Unofficial Transcript". Your student ID number is assigned before testing. Later, your global pin number will be mailed to you after you complete the registration process. Grade information will be withheld if financial obligations to the college are not fulfilled. High schools will be mailed grade reports each quarter for Running Start students. Clark College grades are calculated into your high school GPA and are a permanent record on both your high school and Clark College transcripts.

## Academic Records

Students successfully completing classes under the Running Start program will receive both high school and college credit. The grade reported is part of the permanent college transcript and the high school transcript. Students wishing to apply to another college must list Clark College as a college attended, and have their official college transcript sent in addition to their high school transcript.

## Extracurricular Activities

Running Start students may participate in extracurricular activities at Clark College, except varsity athletics. Students participating in competitive extracurricular activities at the high school (e.g., Speech and Debate Team) cannot compete at Clark College in the same activity.

## Class Size

Classes can vary in size from 15 to 80 students, with the average class size about 30 students.

## Cost

Tuition costs will be paid by the school district. Students need to pay for books, supplies, transportation and some fees. Check with the college bookstore for the exact cost of books. There may be some book funding available for Running Start students who provide proof of eligibility for free or reduced-price lunches. Go to the Running Start Office about two weeks before classes begin with proof of your eligibility.

## KIOSK and Online Services

Students may access information on kiosks (computers) located throughout the campus or on the Clark College website at [www.clark.edu](http://www.clark.edu) by going to the “Online Services” link. Students can get the following information from a kiosk or the online services on the website:

- Grades (since grades are not mailed to students, use the “Unofficial Transcript” screen)
- Your current quarterly class schedule (use “Student Schedule” screen)
- Current or previous Clark College quarterly class schedule (use this when forecasting)
- Class information (i.e., instructor’s name, location of class, whether a class is open)

To access personal record information, a student will need two numbers:

- Student ID number (This was assigned when you applied to the College)
- Six-digit Global PIN (The college will assign and mail a PIN number to you, after you register for your first quarter classes.)

## Strengths/Limitations

Parents and students should give careful consideration to the appropriateness of the Running Start program before enrolling. High school and college advisors are available to meet with parents and students to discuss their options. This is one of several options students have for the completion of high school. All options should be considered for their strengths and possible limitations.

### Strengths

1. Students have the opportunity to take courses that may not be offered at their local high school and/or to have more elective courses.
2. Students have an opportunity to experience post-secondary education while in high school and to sample college courses that might not otherwise be available. This experience can be helpful in making future educational plans.
3. Academically qualified students have an opportunity to take advanced-level courses and to mentor with faculty with advanced degrees in the subject area.
4. Students who find the traditional high school is not fitting their needs often flourish in a different educational setting.
5. Students have the opportunity of free college tuition during their junior and senior years.
6. Running Start makes the transition from high school to college more seamless.
7. Students will find more independence at the college campus. (This could be either a strength or limitation.)

## Possible Limitations

1. Students need to be self-directed and have good time management skills to be successful in Running Start.
2. Grades earned at Clark College are calculated into the high school GPA, and become a permanent college transcript, which must be forwarded to all future colleges attended. There is a potential risk for a student with a 4.0 GPA in high school to lose a perfect GPA by participating in Running Start.
3. Socialization may be an issue with some students. High schools provide a social network and social experiences for teenagers. Although there are many clubs and activities at Clark College, the student may not find the same degree of socialization in college.
4. Transportation, books, and some fees are the responsibility of the student. Parking can sometimes be a challenge.
5. The scheduling of college classes may conflict with high school classes or extracurricular activities.
6. The college operates on a quarter system. Most high schools operate on a semester system. Holidays and vacation periods will be different. Students are expected to attend classes at the college even though their high school is not in session. Careful planning must occur as this may create conflicts with family and school activities. Part-time Running Start/part-time high school students will not have a spring break.
7. The high school is the final authority on what is required for graduation. Care must be given to work closely with the high school counselor to ensure graduation requirements will be met. Homeschoolers, especially, should ask the public high school they are working with for high school graduation requirements, if they plan to earn a diploma from that school.
8. Running Start students are responsible for keeping informed about high school deadlines and activities. Students will need to develop a system to obtain this information from the high school.
9. In rare instances, Running Start students may sense some ill feeling from the general student population at Clark College toward the Running Start program. High school students do not need to identify themselves as Running Start students in class, and in fact, it is not recommended. Faculty do not know who the Running Start students are unless you tell them or act like high school students.

## *What do Running Start students like most about the program?*

- “My favorite thing about being in Running Start was being able to obtain both high school and college credits simultaneously. Also, I enjoyed the different perspective older, and more culturally diverse students had to offer.”
- “The ability to be in college, without paying tuition, while still living at home as a high school student. Also, the mature environment and endless lists of clubs and activities available to students.”
- “I enjoyed my teachers the most through my Running Start experience! They really care about your progress in their courses and will take time to help with ideas that are hard to understand. Also, they take the subjects that you are learning and offer real world applications of how you can go out and use the knowledge that you obtain.”
- “I loved the college atmosphere, the freedom in making schedules (freedom in class times and subjects), the more interesting classes available, and the help with future tuition costs for a four-year university.”
- “I was able to meet my academic needs, and be on my own. Needing to be responsible has helped me prepare for college. I loved being able to be in classes with people twice my age.”
- “Working on mature and well organized assignments with professors who truly are passionate about what they teach.”
- “I had a good start for my college education while still in high school. I am ahead of most of my classmates.”
- “I loved that I was able to be in a more grown-up environment; I’ve been mentally at college for about a year and a half now, so it was nice to have a change from high school. I also liked that taking college classes has helped me get ready for the university that I will attend.”

## Choosing Your Classes

Running Start students may attend Clark College either part-time or full-time (maximum of **15 credits** the first quarter as a Running Start student, and up to 18 credits in subsequent quarters if the student earns at least a 3.0 GPA at Clark College). Day, evening, Saturday or online classes may be taken as long as any prerequisites have been met. Students will choose their classes from the schedule available on the website (<http://www.clark.edu/SchedulePlanner>), as the forecast deadline will be before the printed schedule is mailed to your home. When using the schedule on the Clark College's website, make sure that you choose the correct quarter, as more than one quarter will be listed.

When planning classes, a student must know what requirements are needed for high school graduation. Students planning to meet these requirements at Clark College must find out from the high school counselor which courses the school will accept to meet graduation requirements. Each district determines the courses it will accept for the purpose of meeting the high school requirements. Students must remember to check the Clark College website for course descriptions and the quarterly schedule to determine times, prerequisites, etc. Not all classes are offered every quarter and some courses are offered in a sequence.

Be especially careful in selecting your math classes. Students are encouraged to take math during their senior year if attending a university after high school graduation. Read the descriptions below and on the next page. Different math classes are required, depending on what you might choose as a major.

- **Math 103 (College Trigonometry):** Engineering students and many Science students are required to take this course. It is one of the prerequisites for Math& 151 (Calculus I).
- **Math 105 (Finite Mathematics):** This course is applications-oriented and is required of most Business students and Economics students. Students in Computer Science and the Social Sciences will find much of the material useful as well.
- **Math& 107 (Math in Society):** This course is designed for Liberal Arts students. Math& 107 students should have a solid knowledge of the basic material covered in pre-, elementary and intermediate algebra courses and should be prepared to use this material without extensive review during the course. Individual topics and assignments will vary at the discretion of the instructor.

- **Math 111 (College Algebra):** This is a challenging, demanding, technical, fast-paced course designed for students who have a strong background in elementary and intermediate algebra. It is primarily intended for students who will major in Mathematics, Engineering, Computer Science or the Physical Sciences. This course, along with Math 103, is a prerequisite for the four-term calculus sequence.
- **Math 120 (Mathematics for Elementary Teachers):** This is the first term of a specialized and rigorous course sequence designed for students who are preparing to become elementary school teachers. The course studies elementary mathematics from an advanced viewpoint, and includes substantial writing and problem solving components. Students should consult with a current or former Math 120 instructor before enrolling.
- **Math 203 (Descriptive Statistics):** This 3-credit course is appropriate for students in Education, Journalism, Technical Writing, Health Sciences, Social Sciences and Physical Sciences. (Business students enroll as BUS 203) It covers basic topics from descriptive statistics and probability. Most students follow it with Math 204 - Inferential Statistics (BUS 204 for BUS majors).

Students who have previous experience in **French, German, or Spanish** must take a foreign language placement test. Students should call the Assessment Center at 360-992-2648 to inquire about foreign language testing. Some students may be taking **Advanced Placement (AP) or International Baccalaureate (IB)** classes at the high school and taking AP or IB Exams. Page 20 shows the credits received for the various tests after enrolling at Clark College, providing AP or IB test results, and completing the form to receive credit. Students must also provide a copy of their AP or IB scores to the Running Start Office prior to registration. Students must keep in mind that when transferring to another college or university, that institution will be evaluating AP/IB credits according to their own policies.

## Forecasting vs. Reality

Running Start students always wonder: "Will I get the classes I put on my forecast form?" The "forecast" is merely a request that Clark College uses for planning purposes, in an attempt to determine which classes will be the most heavily impacted by Running Start students. This information is used to request additional classes at Clark College.

Even though Running Start students "forecast" in May, new students do not actually register until June for Fall

Quarter. Some classes may be closed by the time new Running Start students register, because the continuing students register before them.

Many classes are offered every quarter (such as ENGL& 101). The exception will be some science classes, which tend to be very sequential and may be offered only one quarter. The important point to remember is that Running Start students may not get all the classes they want at the first time preference, or in some cases, at all. That is why it is important to have a back-up plan. Remember that returning Running Start students register before new Running Start students, based on number of credit earned.

## Registration Procedures

### STEP ONE: Forecast Before the Deadline

Each quarter students will complete a forecast form to project courses for the upcoming quarter. The high school counselors should have a supply of these forms (see sample in Appendix). A student is limited to a maximum of 15 credits the first quarter as a Running Start student, and up to 18 credits in subsequent quarters if the student earns a minimum GPA of 3.0 at Clark College. You will be emailed information every quarter announcing the deadline, and it will also be posted on the Running Start website. If you move, please notify the RS office.

Forecast forms must be received by the deadline at the **Running Start Office in Gaiser Hall**.

It is the student's responsibility to return the forecast form to Clark College prior to the deadline. Do not expect counselors or parents to return this forecast form for you.

### STEP TWO: Register

Running Start students who forecast by the deadline will register online on the "Registration Access Date and Time" assigned to them. Students will not pay tuition for college-level courses (numbered 100 or higher). **Some classes may have fees, and registration is not complete until fees are paid.** Students will be dropped from classes for failure to pay fees. Students should print their schedules after registering online. Students should take their schedule to the Bookstore when purchasing textbooks and/or the student ID card.

There is the possibility of funding available to help pay for books for Running Start students who prove eligibility for

free or reduced-price lunches. Plan to visit the Running Start Office approximately two weeks before classes begin with proof of eligibility.

**Changes in schedules should be made before the 10th day of the quarter. Classes dropped after the 10th day of the quarter appear on your permanent transcript as a "W".** Students no longer attending class, or wanting to drop a class, must complete the "Change of Registration" form and take it to the Clark College Registration Office before the end of the eighth week of the quarter in order to avoid receiving an "F" grade on both their high school and college transcripts. Every quarter, some students get caught in the situation where they thought they dropped a class they are no longer attending, but the course is still on their schedule. This will result in an "F" grade on a permanent transcript both at Clark College and your high school.

### When Registering for Classes, Remember To:

- Check carefully that the correct item number and the correct quarter have been selected.
- Notice if the course abbreviation has a "&" symbol. If so, it means that it is a common course number at all community colleges in Washington.
- Be certain that all prerequisites for the course have been met.
- Include labs or conferences that may be part of the course.
- Check your "Student Schedule" after completing registration to be sure it is accurate.
- Pay any fees before payment deadline.
- Print an updated copy of your "Student Schedule" from the Clark College website or a kiosk on-campus the week before classes begin. Sometimes room assignments or times change, or you might be enrolled in a class through the waitlist process.

## Running Start Planning Sheet

A student is limited to no more than 15 credits the first quarter as a Running Start student, and up to 18 credits in subsequent quarters if the student earns a minimum GPA of 3.0 at Clark College. Although there is no Running Start during Summer Quarter, students can choose to enroll at their own expense.

FALL 2010 Course	2010-2011 Credits
TOTAL	=

FALL 2011 Course	2011-2012 Credits
TOTAL	=

WINTER 2011 Course	2010-2011 Credits
TOTAL	=

WINTER 2012 Course	2011-2012 Credits
TOTAL	=

SPRING 2011 Course	2010-2011 Credits
TOTAL	=

SPRING 2012 Course	2011-2012 Credits
TOTAL	=

## Running Start Academic Probation/Suspension Policy

### A. Probation

- 1) Running Start students will be placed on academic probation if they earn below a 2.0 cumulative grade point average at Clark, regardless of the number of credits attempted or earned. Such grades are not considered satisfactory progress, and students will be informed that academic progress must be improved to maintain status in the program. Although Summer Quarter costs are not covered by Running Start, summer grades are included under the Running Start Probation/Suspension Policy.
- 2) Students placed on academic probation will remain on such status until their cumulative GPA is 2.0 or higher.
- 3) Students will be limited in the number of classes they may take while on academic probation and will be required to meet with the Running Start Program Coordinator, Saundra Solis. Most students will be limited to part-time status (which is 6-8 credits maximum). This means the student would need to be enrolled in some classes at the high school in order to meet state attendance requirements. The credit limitation at Clark will be determined based on previous academic history at the college. Students who haven't been successful in any classes at the college will be limited to 6 credits or less. A motivational and study skills class (HDEV 116) is highly recommended for all students who are struggling academically.

### B. Continued Probation

- 1) Students on academic probation who earn a quarterly GPA of at least 2.0, but whose cumulative GPA is still below 2.0, will continue on probation until their cumulative GPA is 2.0 or higher.
- 2) Students will be limited in the number of classes they may take while on academic probation and will be required to have contact with the Running Start Coordinator Saundra Solis. Most students will be limited to part-time status (which is 6-8 credits maximum), which means they must enroll in some classes at the high school. The credit limitation will be determined based on previous academic history at the college.

### C. Suspension

Students who are on academic probation will be suspended from the college for one quarter if they earn a quarterly GPA below 2.0 in the subsequent quarter, or earn all W's. Students may re-enroll in classes without petitioning after one quarter of suspension; however, they will be limited

in the number of credits they are allowed to take and will be required to meet with the Running Start Program Coordinator, Saundra Solis. Most students will be limited to part-time status (which is 6-8 credits maximum). This means the student would need to be enrolled in some classes at the high school. The credit limitation will be determined based on previous academic history at the college. Students who haven't been successful in any classes at the college will be limited to 6 credits or less. A motivational and study skills class (HDEV 116) is highly recommended for all students who are struggling academically.

### D. Reinstatement

Students who have received notice of Academic Suspension may appeal this by petitioning the Academic Standards Committee for immediate reinstatement for very few and specific classes. Petition forms are mailed with the suspension letters. **If the petition is approved, the student would pay his/her own tuition for that quarter for the approved class/es.**

## Plagiarism

Quoting from the Clark College English Department Statement on Plagiarism:

'Plagiarism is an extremely serious violation of academic honesty that can lead to most serious consequences. The standard departmental penalty for plagiarism discovered in any English course will be **failure of that course.**

In academic writing plagiarism consists of any ideas or language not credited to another are assumed to be that of the author. The problem of plagiarism comes in when you fail to give credit for those ideas that are not originally yours.

**What you need not acknowledge:** anything that is written entirely in your own words and meets one of the following two criteria:

- 1) **Common knowledge.** If most people know something without having to do research on it, you need not cite it. However, if you quote someone's explanation of information that is common knowledge, it must be cited as a direct quote.
- 2) **Your own ideas and reasoning.**

**What you should acknowledge in order to show that you have done research and that you are indebted to particularly useful sources of widely available information:**

**Anything that is written entirely in your own words and meets one of the following criteria:**

- 1) **Facts available from a wide variety of sources.**
- 2) **Facts widely available but especially well addressed in a particular source.**

### What you must acknowledge:

- 1) **Any direct quotation**, even if it contains common knowledge or information widely available.
- 2) **Paraphrases and summaries of sources that provide background information, facts, and even common knowledge if you present that information in a way that is informed by a particular source.**
- 3) **Arguable assertions.** If an author presents an assertion that may or may not be true, you must cite the source.
- 4) **Statistics, charts, tables, and graphs from any source.** You must credit all graphic material, even if you yourself create the graph.

The above are excerpts from the English Department Statement on Plagiarism. The complete policy should be included in the syllabus of any English class and should be read carefully and understood.

## Life After Running Start

Many Running Start students continue at Clark College to finish a program or complete an Associate Degree after graduating from high school. Students planning to earn an Associate Degree from Clark College must apply for graduation one to two quarters prior to the expected graduation date. Students are encouraged to apply for a credit evaluation after having completed 45 credits. “The “Program Completion Application” form is available in the Credential Evaluations Office. Unofficial evaluations can be completed in the Running Start Office.

Running Start students enrolled at Clark College in the Spring Quarter of their senior year will automatically receive information about how to register for the following Fall Quarter. Students planning to continue at Clark College should follow the instructions for registration and contact the Advising Center (360-992-2345) to find out how to choose an advisor. Students not planning to continue at Clark College should ignore the registration information. Students need to reapply to Clark College by the admissions deadline in April. Students do not need to retest unless they want to improve their scores in a certain area such as math.

## Transferability of Running Start Credits

All public and private colleges in Washington and the Portland metropolitan area will accept college-level academic Running Start credits in a manner consistent with standard transfer equivalency policies. Brief information on the six public universities in Washington is available on page 15. Students should check with out-of-state colleges regarding transferability of Running Start credits. In most cases, credits will transfer. Be aware that universities will

require a copy of high school transcripts as well as official Clark College transcripts.

**Running Start students should take either the SAT or ACT test, just as other high school students do, even if they will be earning an Associate Degree from Clark College.** Students may also have to meet the high school core course pattern requirements for the State of Washington, depending on which university they attend. Students are encouraged to take math during their senior year. Some universities and some majors may require three years of a single foreign language as a graduation requirement from that university. Keep in mind that the Clark College transcript is permanent, and copies of all transcripts are required at all future institutions. **Some colleges (WSU, for example) may require a Writing Portfolio, so it is a good idea to save course syllabi and original copies of all papers, complete with professor’s comments on them.** It is recommended that students who are planning to take a complete series of Calculus, Biology, or Chemistry courses do so at one college, rather than taking some at Clark College and some at a four-year university.

A student who completes an Associate in Arts Degree at Clark College will have satisfied, in most cases, all of the general university requirements for the first two years at the public universities in Washington (Central Washington University, Eastern Washington University, The Evergreen State College, University of Washington, Washington State University and Western Washington University) and *most* of the private colleges in the state, providing that they have also met the core course pattern requirements for high school, such as foreign language.

The Associate in Arts Degree curriculum is described on the Clark College website. This transfer agreement assures the transfer of credit, but not automatic admission, since each institution has separate admission criteria which are based on grades, test scores and other considerations. The University of Washington, for example, has higher admission standards than many other universities.

Students earning the A.A. degree will probably have to declare a major within one term at the university they attend. Universities will normally expect A.A. degree transfers to graduate from the university after two years. Generally, well-prepared A.A. transfer students can begin work in their major as soon as they transfer. There is also a transfer degree specifically designed for students planning to transfer in science and/or engineering called the Associate in Science Transfer Degree. There are two options to this degree. Ask the Running Start Advisor for details.

Students should consult with the Office of Admissions at each university or college to determine whether they will be considered as transfer students or freshmen for a variety of reasons (scholarships, deadlines, housing, etc.). The individual university Admissions Office can provide the

most current information, based on the number of credits earned at the time of application.

Students should also verify requirements for admission to individual departments as majors (e.g., the School of Engineering, School of Business, etc.) regarding specific departmental requirements. Look at the university websites for “Admission”, “Transfer Students”, and “Transfer Equivalencies”. All colleges in Washington should have course equivalency charts for Clark College courses on their websites. In some majors, e.g. Engineering and Physics, students should meet with a Clark College faculty member in that department. Even though Clark College has transfer agreements, do not assume that courses taken at Clark College will transfer to all universities in the same manner. It is wise to work closely with the four-year college you plan to attend.

## Information on Washington Public Universities

### Central Washington University (Ellensburg)

Web Address: <http://www.cwu.edu>

E-mail: [cwuadmis@cwu.edu](mailto:cwuadmis@cwu.edu)

Phone: 509-963-1211

Running Start Policy: Central Washington University accepts most Running Start credits. Running Start students are considered freshmen with college credit and must submit SAT or ACT scores even if completing an AA degree. Running Start students get all the benefits of other freshmen, including applying for freshmen or transfer scholarships, and participating in early registration. Running Start students are also required to live on campus their first year. Running Start students should submit official college and high school transcripts prior to enrollment.

### Eastern Washington University (Cheney)

Web Address: <http://www.ewu.edu>

Phone: 509-359-2397

Email: [admissions@mail.ewu.edu](mailto:admissions@mail.ewu.edu)

Running Start Policy: Credits earned under Running Start in the state of the State of Washington are treated just as any other transfer credits earned at the transcribing schools. For purposes of admission eligibility, students must meet both freshman and transfer admission criteria.

### Evergreen State College (Olympia)

Web Address: <http://www.evergreen.edu>

Email: [admissions@evergreen.edu](mailto:admissions@evergreen.edu)

Phone: 360-867-6170

Running Start Policy: Running Start students are admitted under freshman criteria (unless they have earned an AA degree). Students are given the choice whether to register

as a first-year student or a transfer student.

### University of Washington (Seattle)

Web Address: [www.washington.edu/students/uga](http://www.washington.edu/students/uga)

Email: [askuwadm@u.washington.edu](mailto:askuwadm@u.washington.edu)

Phone: 206-543-9686

Running Start Policy: Running Start students should use the Freshman Application and meet the January 15 deadline regardless of number of college credits or degree anticipated. A college transcript current through Fall Quarter should be sent to the Office of Admissions, in addition to routine documents required for freshmen, by the application closing date. There is keen competition for entry to the University of Washington and a high GPA is important, as well as course selection which prepares you for your intended major.

### Washington State University (Pullman)

Web Address: <http://www.wsu.edu>

Phone: 509-335-5586, or Toll Free 888-GO-TO-WSU

Email: [admiss@wsu.edu](mailto:admiss@wsu.edu)

Running Start Policy: Students who participate in Running Start and apply for admission directly out of high school are required to meet the entrance requirements for freshmen (this includes submitting an ACT or SAT score, responding to the personal statement questions, and providing proof of high school graduation or equivalent.) Writing portfolio required.

### Washington State University (Vancouver)

Web Address: <http://www.vancouver.wsu.edu>

Email: [admissions@vancouver.wsu.edu](mailto:admissions@vancouver.wsu.edu)

Phone: 360-546-9779

Running Start Policy: Students who participate in Running Start and apply for admission directly out of high school are required to meet the entrance requirements for freshmen (this includes submitting an ACT or SAT score, responding to the personal statement questions, and providing proof of high school graduation or equivalent.) Writing portfolio required.

### Western Washington University (Bellingham)

Web Address: <http://www.wvu.edu>

Email: [admit@cc.wvu.edu](mailto:admit@cc.wvu.edu)

Phone: 360-650-3440

Running Start Policy: All students earning college credit through Running Start are considered freshmen for admissions and scholarship purposes and granted advanced academic standing and course access when appropriate. Refer to the Western Washington University transfer admissions web pages for credit evaluation and course planning information. Official college transcripts must be received for credit to be awarded.

This Running Start Forecast Form is available at high school counseling offices and the Clark College Running Start Office.

## RUNNING START FORECAST FORM

**Running Start Office**  
 1933 Fort Vancouver Way  
 Vancouver, WA 98663-3598  
 (360) 992-2842  
 www.clark.edu

**Student must return this form to Clark College Running Start Office before the stated deadline each quarter.**

**Quarter of registration:**  Fall  Winter  Spring 20\_\_\_\_\_

New Student  Returning Student  Year of High School Graduation 20\_\_\_\_\_  Junior  Senior

### Section A: To be completed by the student

Print clearly using black or blue ink

Student's Social Security Numbers are used for limited purposes as authorized under state law SB5509.

<b>Student ID Number:</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				<b>Social Security Number (optional):</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
Name of High School							
Last Name		First		Middle Initial		Age	
Address				Apt. No.		Date of Birth	
City		State		Zip		Student Phone ( )	

Clark College has permission to request my high school transcript and send a grade report each quarter to my high school.

My parent/guardian and I understand that I am expected to participate fully in all course activities, including labs and field trips, and give permission to do so. We also understand that a college course may give exposure to alternative view points and may include material of an adult nature.

Student's Signature \_\_\_\_\_ Parent's/Guardian's Signature (optional) \_\_\_\_\_

### Section B: To be completed by high school counselor

Clark College Course Requested													High School Equivalent		
Item No.	Dept. Code	Course No.	Section	Credit	Bldg.	Room	M	T	W	Th	F	S	Hours	Class	Credit
													A.M. P.M.		
													A.M. P.M.		
													A.M. P.M.		
													A.M. P.M.		
													A.M. P.M.		
<b>TOTAL CREDITS</b>					<b>(Maximum 15 credits first quarter.)</b>										

**Note: The courses listed are requests only. Changes in times/courses may be necessary.**

### Special Instructions

Number of classes at high school \_\_\_\_\_ Time of day: From \_\_\_\_\_ to \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

High School Official's Signature \_\_\_\_\_ Date \_\_\_\_\_

(certifies high school equivalency)

Copy distribution: White - Clark College Yellow - Student Pink - High School

This Change of Registration Form is available at the Clark College Running Start Office or Registration Office.

## CHANGE OF REGISTRATION FORM

**CLARK COLLEGE**  
**REGISTRATION OFFICE**  
 1933 Fort Vancouver Way  
 Vancouver, WA 98663-3598  
 (360) 992-2183 FAX (360) 992-2876

Shaded Areas for Official Use Only

Print clearly using black or blue ink

<b>Student ID Number:</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			<b>Quarter of registration:</b> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring 20_____		
Last Name		First		Middle	
Address:				Apt. No.	
City		State		Zip	
Phone Number		Email Address		Date of Birth	

ADD						
Item Number	Dept.	Course Number	Section Code	Credit Hours	Faculty/Advisor Signature	Date

FACULTY INITIALS (Please indicate type of consent)				
Overload	Prerequisite Override	Permission Class	Audit	Pass/No Pass

DROP						
Item Number	Dept.	Course Number	Section Code	Credit Hours	Faculty/Advisor Signature	Date

Student Signature (required) \_\_\_\_\_

17

Reason for withdrawal: 17 \_\_\_\_\_

**FOR OFFICE USE ONLY**

YRQ A \_\_\_\_\_ Initial \_\_\_\_\_ Credit Change: \_\_\_\_\_

Refund:  100%  50%  0%

1. For most classes, withdrawals will be accepted through the last day of the seventh week of the quarter.

2. For classes with unusual start and end dates, add/drop/withdrawal deadlines may vary. Please refer to the withdrawal and refund policies published in the quarterly class schedule for further information.

3. Instructor's signature is required if:

- a) a student wishes to audit;
- b) a student is changing from credit to pass/no pass or pass/no pass to credit. (Instructional Dean or Division chair's signature may also be required for pass/no pass changes).

The deadline for changing to audit is the tenth day of the quarter (eighth day, summer qtr.) and for pass/no pass the deadline to change is the eighth week of the quarter.

4. Financial aid recipients who are changing their credit load must contact the Office of Financial Aid.

This Running Start Registration Permission Form is available at the Clark College Running Start Office. This form is required only for students under age 16 Summer Quarter.

## REGISTRATION PERMISSION FORM for Summer Running Start Students Under Age 16

**Running Start Office**  
1933 Fort Vancouver Way  
Vancouver, WA 98663-3598  
(360) 992-2842  
www.clark.edu

Print clearly using black or blue ink

<b>Student ID Number:</b> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>					<input type="checkbox"/> Summer 20	
Last Name			First		Middle	
Date						
ITEM NO.	DEPT CODE	COURSE NUMBER	SECT.	CR.	TITLE	

**I understand that Running Start is not able to pay for Summer Quarter, and that I will be responsible for payment of tuition and fees.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Running Start Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

## Retesting Policy for Running Start Eligibility

All students are allowed their first placement test at no cost. Retest options are described below for those who did not qualify for Running Start with college-level scores on one or more parts of the test. In order to take most courses at Clark College other than math, you must have college-level scores on both reading and writing parts of the test. In order to take math or classes that require math at Clark College, you must have college-level math scores.

### Retesting Policy:

After your first test, you can retest at any time using untimed, computerized, multiple-choice 'COMPASS' examinations on any or all of the three parts (writing, reading, or college algebra). You do not need to wait to take your **first** retest. You can retest at any time that the COMPASS testing lab is open; no appointment is needed. Hours are subject to change quarterly. Call the Assessment Center at 360-992-2648 to confirm the testing hours for the quarter. You should plan to check in before the Cashier closes. The cost is \$10.50 per part of the test. Visit the Assessment Center, located in Room 015 of the Penguin Student Union. Photo ID is required of all examinees.

**COMPASS testing is untimed, multiple-choice testing taken on a computer.**

- You can take only the part you need (writing, reading, or college algebra).
- You do not need to take all 3 parts.
- Each part of the retest costs \$10.50.

After your first retest, you still have the right to retest again if you are not satisfied with your results. You will need to wait three months, however, from the last time you retested.

Once you have taken a Math, Reading, or English class at Clark College and received a grade of record (A-F, not W), you cannot retest in that subject area.

## Advanced Placement (AP)

Students who complete the Advanced Placement (AP) examination in high school may be eligible for college credit if the appropriate score was earned on The College Board national examination. Where appropriate, AP credit may apply toward the general education distribution requirements of any program at Clark College. However, students intending to transfer with an Associate in Arts or Associate in Science – Transfer degree should consult with the Admissions Office at the baccalaureate institution of their choice for information on AP credit policies. Not all institutions recognize AP credit posted to the Clark College transcript. A maximum of fifteen (15) credits in AP coursework can apply to the Associate in Arts or the Associate in Science – Transfer programs. Refer to section B of the catalog for additional restrictions by program.

to the student regarding the status of their AP scores. If the scores meet the minimum standards, a petition form will also be sent. Students need to complete the petition form, pay a \$5.00 transcription fee at the Cashier's Office, and submit both the petition form and the receipt of payment to the Registration Office in Gaiser Hall. AP credits are posted to the transcript at the end of the quarter.

### Where to Get AP Scores

Advanced Placement Program  
The College Board  
PO BOX 6671  
Princeton, NJ 08541-6671  
Phone: 609-771-7300  
TTY: 609-882-4118  
www.collegeboard.org

### Scores

Credit is posted with an "S" grade based on the following recommendations:

### Procedure for Requesting AP Credits

Students should have an official copy of their AP scores sent to Clark College, Attn: Credential Evaluations/GHL 128, 1933 Fort Vancouver Way, Vancouver, WA 98663. Once scores are received and reviewed, a letter will be sent

### Biology

Grade: 4  
Action: BIOL& 100 (5 credits)

### CHEMISTRY (Chemistry Exam)

Grade: 3 or 4  
Action: CHEM& 141 (5 credits)

Grade: 5  
Action: CHEM& 141 (5 credits) and CHEM& 142 (5 credits)

### Computer Science

See computer science advisor for Credit And Placement.

### English (Language & Composition Exam)

Grade: 3, 4 or 5  
Action: ENGL& 101 (5 credits)

### English (Composition & Literature Exam and Language & Composition Exam)

Grade: 3, 4 or 5 on each exam  
Action: ENGL& 101 (5 credits) and ENGL& 102 (5 credits)

### French

Grade: 3  
Action: FRCH& 221 (5 credits)

Grade: 4\*  
Action: FRCH& 221 (5 credits) and FRCH& 222 (5 credits)

Grade: 5\*  
Action: FRCH& 221 (5 credits), FRCH& 222 (5 credits) and FRCH& 223 (5 credits)

\* May require an additional proficiency interview with the department before credits are granted.

### Geography

Grade: 5  
Action: GEOG 101 (5 credits)

### German

Grade: 3  
Action: GERM& 221 (5 credits)

Grade: 4\*  
Action: GERM& 221 (5 credits) and GERM& 222 (5 credits)

Grade: 5\*  
Action: GERM&221 (5 credits), GERM& 222 (5 credits) and GERM& 223 (5 credits)

\*May require an additional proficiency interview with the department before credits are granted.

### Government & Politics

Grade: 4 or 5  
Action: POLS 111 (5 credits)

### Mathematics (Calculus AB Exam)

Grade: 3 or 4  
Action: MATH& 151 (5 credits)

Grade: 5  
Action: MATH& 151 (5 credits) and MATH& 152 (5 credits)

### Mathematics (Calculus BC Exam)

Grade: 3 or 4  
Action: MATH&151 (5 credits) and MATH& 152 (5 credits)

Grade: 5  
Action: MATH&151 (5 credits), MATH& 152 (5 credits) and MATH& 153 (5 credits)

### Physics (Physics B Exam)

Grade: 3, 4 or 5  
Action: PHYS& 121 (5 credits)

### Physics (Physics C Mechanics Exam)

Grade: 3 or 4  
Action: PHYS& 121 (5 credits)

Grade: 5  
Action: PHYS& 221 (5 credits)

### Psychology

Grade: 4 or 5  
Action: PSYC& 100 (5 credits)

### Spanish

Grade: 3  
Action: SPAN& 221 (5 credits)

Grade: 4\*  
Action: SPAN& 221 (5 credits) and SPAN& 222 (5 credits)

Grade: 5\*  
Action: SPAN& 221 (5 credits), SPAN& 222 (5 credits) and SPAN& 223 (5 credits)

\*May require an additional proficiency interview with the department before credits are granted.

### Statistics (Statistics Exam)

Grade: 4 or 5  
Action: MATH 203 (3 credits) and MATH 204 (3 credits)

### US History

Grade: 4 or 5  
Action: HIST& 146 (5 credits), HIST& 147 (5 credits) and HIST& 148 (5 credits)

### World History

Grade: 3  
Action: HIST& 126 (5 credits)

## International Baccalaureate (IB)

Clark College recognizes the International baccalaureate (IB) program as a coherent, challenging course of study and responds individually to each participant's petition for granting of college credit. Students may be awarded credit for completing individual areas of study within the program. A minimum score of five (5) on the higher-level examination is required for consideration of credit. Standard-level examinations are not granted credit. A maximum of fifteen (15) credits in IB coursework can apply to the Associate in Arts or Associate in Science- Transfer degrees. Refer to Section B of the catalog for additional restrictions by program.

Students should submit official IB transcripts to Credential Evaluations in the Registration Office in Gaiser Hall for review. Once scores are received and reviewed, the student will receive a letter from the Credential Evaluations office. If the scores meet the minimum standards, a petition form will also be sent. Students need to complete the petition form, pay a \$5.00 transcription fee at the Cashier's Office, and submit both the petition form and receipt of payment to the Registration Office in Gaiser Hall. Specific department policies are listed below. Examinations completed in areas not listed below require appropriate department chair approval before credit will be granted.

The International Baccalaureate program is a non-traditional credit program and is subject to the restrictions listed under Non-Traditional Credit Policy section in the catalog.

### Chemistry

Students successfully completing the Higher Level Chemistry Exam with a minimum score of five (5) will be granted college credit for:

CHEM& 141, 142 and 143 (15 credits)

### Mathematics

Students successfully completing the Higher Level Mathematics Exam with a minimum score of five (5) will be granted credit for:

MATH& 151 (5 credits) and may register for MATH& 152 (5 credits)

### Physics

Students successfully completing the Higher Level Physics Exam with a minimum score of five (5) will be granted college credit for:

PHYS& 121, 122, and 123 (15 credits)

## Direct Transfer Agreement (DTA)

The Direct Transfer Agreement (DTA) ensures that a student who completes the Associate in Arts degree will have satisfied all or most of the basic (general education) requirements at the university. This means, generally, that transfer students can begin work on their specialized major area of coursework as soon as they transfer. Some transfer institutions may require additional general education or preparatory courses for the major.

### The following colleges subscribe to the Direct Transfer Agreement:

Bastyr University  
 Central Washington University  
 City University  
 Concordia University  
 Cornish College of the Arts  
 Eastern Washington University  
 The Evergreen State College  
 George Fox University  
 Gonzaga University  
 Heritage University  
 Northwest College  
 Oregon State University  
 Pacific University  
 Pacific Lutheran University  
 Portland State University  
 Saint Martin's University  
 Seattle University  
 Seattle Pacific University  
 University of Washington  
 Warner Pacific College  
 Washington State University  
 Western Oregon University  
 Western Washington University  
 Whitworth College

### Associate in Arts Degree Transfer Information

Students who earn Clark College's Associate in Arts (DTA) degree will normally be able to transfer to most Washington colleges and universities with junior standing, having met most or all lower division general education requirements. The college endorses the Policy on Inter-College Transfer among Washington Public Colleges and Universities approved by the Higher Education Coordinating Board in February 1986.

### Students who plan to transfer from Clark College to another college or university are advised of the following:

- Transferring students will be expected to meet the entrance requirements of the other institutions at the time they transfer. The transferability of courses taken at Clark College is determined by the institution to which the student transfers. Most Clark College transfer courses are accepted by other institutions.
- Career and technical education courses are not transferable to all institutions, but they may transfer to some selected four-year schools. Students should work closely with faculty advisors before attempting to transfer career and technical education coursework.
- Students may earn a total of more than 90 college-level credits at Clark College, but the total number of credits accepted for transfer is determined by the institution to which they transfer.
- Courses numbered below 100 will not transfer to any four year college.
- Students who transfer with an Associate in Arts (DTA) degree will generally be expected to declare a major within one quarter after transfer.

### A student should follow the procedures given below to satisfactorily complete a transfer to a senior institution.

- Obtain a current catalog of the institution to which he/she wishes to transfer. Study the entrance requirements and suggested freshman- and sophomore-level courses in the major field of interest. Institutions differ in their treatment of credits received with an "S" grade.
- Confer with Clark College counselor or advisor about transfer needs. Transfer guides from Washington and Oregon institutions are available on the websites of the transfer institutions.
- Confer, either by email or phone, with an admissions rep at the senior institution for information about curriculum and transfer regulations.
- Check carefully a quarter or two before transfer to be sure that all requirements will be met and all regulations observed to the satisfaction of the senior institution.
- Last-minute changes in a student's major field of study or choice of senior institution may create transfer problems. Such changes should be made only after consultation with advisors, both at Clark and at the transfer institution.

## University Equivalency Guides

If you've ever wondered how a course transfers to a university and how it will be applied to your degree, you may benefit from equivalency guides.

Equivalency guides are a good way to see what courses transfer to a specific university and what requirements those courses meet. Because the school you intend to transfer to has final determination in what courses are accepted and how they count toward your bachelor's degree, it's a good idea to familiarize yourself with these guides.

Here are some online guides that will assist you.

### Washington

#### Central Washington University

[http://www.cwu.edu/~regi/equivalencies/college\\_list.html](http://www.cwu.edu/~regi/equivalencies/college_list.html)

Select appropriate school year in the left-hand column then Clark College Course Equivalencies (in PDF).

#### Eastern Washington University

<http://www.ewu.edu/transferguide>

Search by Vancouver, WA. Select Clark College and click Get School Information. Browse courses by department or search for a specific course.

#### The Evergreen State College

<http://www.evergreen.edu/admissions/transferdegrees.htm>

Scroll down to Clark then click on the Transfer Guide icon for the most up-to-date listing (in PDF).

#### University of Washington

<http://admit.washington.edu/BeforeYouApply/Transfer/Plan/EquivalencyGuide>

Click Clark College from the list of schools and then browse by department. Clark courses are listed on the far left and the UW equivalent in the next column.

#### Washington State University (Pullman and Vancouver)

<https://webapps.wsu.edu/ais/myinfoservices/darwintce/>

Look up courses for WSU and Clark and see what general education requirements the courses meet.

#### Western Washington University

<https://www.admin.wvu.edu/pls/wwis/wwsktcat.TE.Catalog>

Select Clark College from the first dropdown menu and then select Course Equivalencies. Search by all courses in an academic department or by a single course.

### Oregon

#### Concordia University

[http://www.cu-portland.edu/admissions/applying/transfer\\_guides/Clark\\_Transfer\\_Guide.pdf](http://www.cu-portland.edu/admissions/applying/transfer_guides/Clark_Transfer_Guide.pdf)

Download this guide to find Clark equivalents to Concordia's general education requirements.

#### Oregon State University

[https://adminfo.ucsdm.oregonstate.edu/prod/OSU\\_ADMTAM.P\\_tcs\\_splash\\_page](https://adminfo.ucsdm.oregonstate.edu/prod/OSU_ADMTAM.P_tcs_splash_page)

Click on Begin Session then narrow your search to Washington, Vancouver, then Clark College. Search by department then narrow your search to a specific course.

#### Portland State University

<http://pdx.transfer.org/>

Click on guest Login on the left. Enter Portland State University in the search box and follow the returned link. Select Equivalencies By School the U.S. States, Washington, Clark College. Add the school and create the guide. Search by Clark or PSU departments.

#### University of Oregon

<http://registrar.uoregon.edu/transfer-articulation/>

Look up an individual course or courses from an entire department using the Transfer Course Equivalencies button. Choose WA as the state and Clark College for the institution.

#### Western Oregon University

[https://banweb.ous.edu/wouprd/owa/wou\\_web.p\\_trans\\_artic](https://banweb.ous.edu/wouprd/owa/wou_web.p_trans_artic)

Choose Clark College from the dropdown menu then select a subject area. Hit Submit to get a listing of all courses from the department or choose Select Course for a specific class.

*\*Note: Transfer guides are maintained by the universities, and Clark College cannot guarantee the accuracy of these guides. As always, please check with your intended transfer school for the most up-to-date information.*

Students planning to transfer to a four-year college or university in Washington can obtain information at the Transfer College Fair held every fall at Clark College. The National College Fair, held each year in Portland, has representatives from colleges and universities throughout the nation. The Advising Center has catalogs for every college and university in Washington and the Portland metropolitan area. Students are welcome to use these to research college information.

## FREE Services to Support Student Success

### Tutoring Center

Tutoring services are available free of charge to all registered Clark College students. Tutors recommended by the faculty provide help in many subject areas. You can also access online tutoring help at [www.etutoring.org](http://www.etutoring.org). [http://www.clark.edu/student\\_services/tutoring\\_center.php](http://www.clark.edu/student_services/tutoring_center.php)

Location: Hawkins Hall 102 and The Annex: Applied Arts (AA4) 106

Phone: 360-992-2253/2461

### Writing Center

The Writing Center is located within the Tutoring Center and is open to the entire campus community to provide assistance with all kinds of writing, from paper assignments to résumés. The center provides free, one-on-one consulting for writing assignments from all courses. Consultants suggest strategies and teach principles to help you learn to evaluate and revise your own writing and become a more effective writer. Both appointments and drop-in hours are available. [http://www.clark.edu/student\\_services/tutoring\\_center.php](http://www.clark.edu/student_services/tutoring_center.php)

Location: Hawkins Hall 102 and The Annex: Applied Arts (AA4) 106

Phone: 360-992-2253/2461

### Math Help Sessions

Math help sessions provide free math assistance on a drop-in basis. Faculty volunteer their time to assist students with all levels of mathematics. Math help sessions begin on Monday of the first week of classes and end on the last day of the quarter. The Help Session schedule is posted throughout Bauer Hall, in the math office or online at: <http://web.clark.edu/math/helpsess.htm>

Location: Bauer Hall 107

Phone: 360-992-2112

### Student Success Sessions

Student Success Workshops are offered quarterly by Counselors, Human Development faculty, Career & Employment Services staff, and other instructors. Topics include: Test Taking Tips, Stress Management, Reading for College Success, Test Anxiety, Time Management,

Note-Taking for College Success and many more. A schedule is available online at: [http://www.clark.edu/student\\_services/employment/career\\_classes.php](http://www.clark.edu/student_services/employment/career_classes.php)

Location: Varies

Phone: 360-992-2155

### Counseling

The Counseling Center provides career and personal counseling at no charge to currently enrolled students. Counselors can help students identify interests and abilities, explore educational options, minimize obstacles to success, handle personal concerns, deal with anxiety and fears, cope with stress, manage test anxiety and increase assertiveness. Counseling is available by appointment. [http://www.clark.edu/student\\_services/counseling/index.php](http://www.clark.edu/student_services/counseling/index.php)

Location: Gaiser Hall 108

Phone: 360-992-2902

### Disability Support Services

The Disability Support Services (DSS) office assists students with disability accommodations. The DSS staff is committed to making Clark College, its services, programs, and activities accessible to individuals with disabilities. The DSS office will comply with all appropriate federal and state laws. [http://www.clark.edu/student\\_services/disability\\_support.php](http://www.clark.edu/student_services/disability_support.php)

Location: Gaiser Hall 137

Phone: 360-992-2314 TTY 360-992-2835

Check out: [http://www.clark.edu/student\\_services/](http://www.clark.edu/student_services/) for more FREE student services!

## The Best Strategies for Success in College

- Attend every class; read the syllabus.
- Go early and stay until the end.
- Sit in the front, participate, and ask questions.
- Get to know your instructors.
- Give the first three weeks of classes your best effort.
- Use study groups.
- Ask for a tutor if necessary.
- Preview all reading assignments before classes.
- Write key words, phrases, and formulas on note cards.
- Write a summary of the chapter in your own words.
- Study in short blocks of time and take frequent breaks.
- See your advisors and instructors regularly. Email them.
- Review class notes after every class and again within twenty-four hours.
- Carry note cards for formulas and key words with you.
- Make up sample tests and pre-test yourself.
- Set goals and daily priorities. Do first things first.
- Turn in all assignments on time. Do extra credit work.
- Create an organized, well-lit, and quiet study space.
- Eat healthy foods, exercise, and get enough rest.
- Study when you are most alert.
- Adapt to your instructor's teaching style.
- Integrate learning styles. Make learning physical and personal.
- Practice speeches until you are comfortable and confident.
- Use peer revision on term papers. Proofread several times.
- Neatness counts. Focus on details of papers.
- Review expectations for every class.
- Value and develop positive personal qualities.
- Don't procrastinate. Set up a schedule and project board.
- Keep a journal and write letters to improve your writing skills.
- Be tolerant of others.
- Focus on your priorities. Don't become distracted.
- See the positive side of life.
- Make questions out of chapter readings. Read chapter summaries.

- Use waiting time for reviewing notes and using note cards.
- Read standing up. Read out loud. Summarize your reading.
- Welcome feedback and use it to monitor your results.
- Ask for help early.
- Connect patterns, link concepts, and look for relationships.
- Summarize chapters in your own words. Recite out loud.
- Use listening and good communication skills to build rapport.
- Take time to explore campus and community resources.
- Know the course objectives and the instructor's expectations.
- Anticipate questions and ask why. Good questions deserve good answers.
- Make information personal and applicable.
- Focus on the present and absorb yourself in the moment.
- Surround yourself with students who are motivated.

## The Most Common Reasons Students Fail

- Poor study skills and habits.
- Lack of time management skills.
- Lack of preparation for the demands and requirements of college.
- Inability to handle the freedom available at college.
- Too much partying.
- Lack of motivation or purpose.
- Failure to attend class regularly.
- Failure to ask for help early.
- Lack of effort and time spent in studying.
- Failure to take responsibility for education: getting to know instructors, knowing expectations, setting goals, understanding deadlines, making up tests, redoing papers.

**You can succeed!!**

**Clark College Counseling Center**  
360-992-2902

Clark College *The Next Step*

Running Start Office  
360-992-2366

[www.clark.edu/RunningStart](http://www.clark.edu/RunningStart)