STEP 1
RUNNING START
ENROLLMENT VERIFICATION FORM

Step 1: Visit the Running Start webpage (https://www.pierce.ctc.edu/running-start) and self-enroll in the EVF Submission Canvas course for the academic year.

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possibilities. realized.

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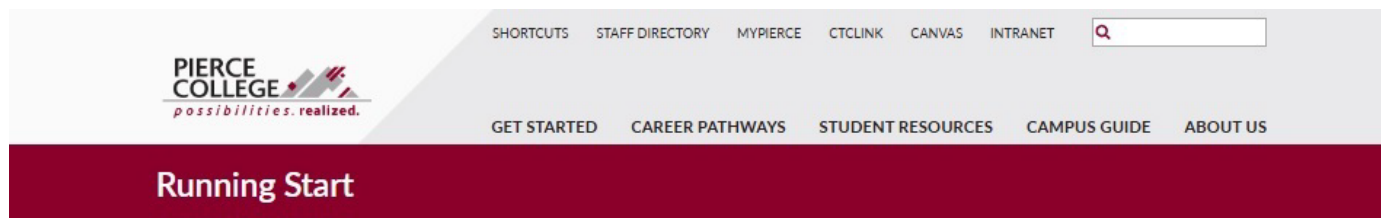
Running Start

What Is Running Start?

Running Start is a statewide college program for academically qualified juniors and senior high school students to enroll in courses to fulfill high school graduation requirements and earn college credit. Students may enroll simultaneously in high school and college classes, or solely in college classes. College tuition for eligible classes is covered through Running Start.
Running Start is available during the fall, winter, spring, and, under certain limitations, summer terms.

High school graduation requirements are established by each school district. Students should check with their high school counselor to confirm the courses and number of credits required in order to graduate.

Most Running Start Students are responsible for books and fees. See the Running Start FAQs for more information.

Running Start Checklist

Review these four important steps and set yourself up for success!

1. Submit Your Enrollment Verification Form (EVF)*

All sections must be completed by you and your high school counselor. Leaving any section blank will delay the processing of your EVF. Your complete EVF must include:

- Your signature
- High school counselor signature
- Parent/Guardian signature

You will need to submit a separate completed and signed EVF in the EVF submission Canvas course for each term you plan to attend. EVFs will not be accepted and processed in any other way. After submitting, be sure to check back for the status of your submission. If it is marked as "complete", you are done. If it is marked as "incomplete", please read the notes about what needs to be corrected for a re-submission.

We want to remind all Running Start students, regardless of where the course is offered, if you enroll in more credits than approved on your EVF, you will be responsible for the additional tuition and fees.

- EVF Submission Canvas Course for the 2024-2025 Academic Year - Self-enroll in this course and then upload your document to the appropriate term

* If you are a Running Start student who attends high school in the **Puyallup School District (Puyallup HS, Rogers HS, Emerald Ridge HS, Walker HS, Puyallup Digital Learning, Homeschool)**, you do not need to submit an EVF for fall, winter and spring terms. Your enrollment information is instead provided to us by your high school

Related Pages

Home - Running Start
Get Started
Frequently Asked Questions
Forms
High School Equivalency Guides
Running Start Students
Parents and Guardians
High School Counselors
Homeschool Information

Contact Us

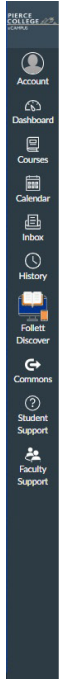Email runningstart@pierce.ctc.edu for questions or program information.

Step 2: Click on Go to the Course

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Step 3: Click on the assignment for the appropriate term that an EVF is being submitted for.

This can be done in two ways:

- Clicking on the assignment from the To Do list on the right
- Clicking on the Assignment option from the menu to the left

Note: instructions for EVF submission are provided in the area under the heading labeled Welcome to the EVF Submission Tool!

This image shows the screen that is displayed when clicking the Assignments button from the menu to the left. Once here, click the appropriate college term that the EVF is being submitted for.

Step 4: Choose the document that needs to be uploaded
Instructions for EVF submission are again outlined here.

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Step 5: Once a file is chosen, the file name is displayed. Upload the document by clicking Submit Assignment at the bottom of the page.

It may take a few seconds or a few minutes for the file to upload fully. A wheel will display.

Once the document is uploaded, an image of the document will be displayed. Near the top of the screen, it will say, "NEXT UP: Review Feedback." This is the state of the submission until it gets reviewed.

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Step 6: Check for updates

A student can check the status of their submission by visiting through the Assignments button as noted earlier or under the Recent Feedback list on the right side of the page. (It will only display under the Recent Feedback list if it has been reviewed.)

Once reviewed, the submission will be marked as complete or incomplete. If the EVF is marked complete, no further action is needed.

Image of a completed EVF from the view of looking at the assignment submission details.

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If an EVF is marked incomplete, this status as well as a comment will be displayed under the Recent Feedback list.

By viewing the submission details page, an incomplete submission will have a View Feedback button where a student can read the comment regarding the incomplete status.