

## Checklist for High School Counselors

- \_\_\_\_\_ 1. Publicize *Running Start* program and distribute information; create signup sheet for interested students.
- \_\_\_\_\_ 2. Check to see that *Running Start* applicant:
  - \_\_\_\_\_ a. is in grade 11 or 12
  - \_\_\_\_\_ b. is under the age of 21 as of September 1 of the school year in which the *Running Start* course(s) is taken
  - \_\_\_\_\_ c. has completed DOE and UH enrollment forms by the deadline
  - \_\_\_\_\_ d. has completed required health clearance
  - \_\_\_\_\_ e. is not taking more than 6 college credits (unless authorized for more)
  - \_\_\_\_\_ f. qualifies for free/reduced meals; if so, refer student to designated “*Running Start*” counselor for more info on the GEAR UP scholarship
  - \_\_\_\_\_ g. has taken Compass placement test (UHCC's) or meets admission criteria (UHH); if so, schedule session with student to decide on courses to take
  - \_\_\_\_\_ h. is meeting high school graduation requirements and college courses completed as part of the *Running Start* program will meet these requirements
  - \_\_\_\_\_ i. has registered and paid for courses
  - \_\_\_\_\_ j. has purchased textbooks and supplies
  - \_\_\_\_\_ k. has read all *Running Start* informational materials and understands what to expect and what is required
- \_\_\_\_\_ 3. Arrange for an off-campus pass for *Running Start* students, if required by high school.
- \_\_\_\_\_ 4. Announce *Running Start* participants in school bulletin, newspaper or other appropriate publication or school event.
- \_\_\_\_\_ 5. Set date and conduct orientation for *Running Start* students and parents.
- \_\_\_\_\_ 6. **If enrolling in a television-delivered or on-line delivered course:** Enrollment in a distance-delivered course adds extra demands upon the student, in terms of self-discipline and responsibility for adequate and accurate access to instruction. We want to be sure that students fully understand the responsibilities they undertake as concurrently-enrolled DE students. For this reason, it is important that students receive an orientation to distance-delivered instruction. High school counselor needs to refer such students to a UH *Running Start* counselor.