

FALL QUARTER 2010 RUNNING START TEST INFORMATION
 (FOR CLASSES STARTING ON SEPTEMBER 20, 2010)
 TESTING DATE RANGE: JANUARY 19 – MARCH 26
THIS TESTING IS ONLY FOR CURRENT SOPHOMORES & JUNIORS

Step 1 **Prepare- IMPORTANT: Print and read these instructions and bring them with you on testing day. The qualifying scores are at the bottom of this page.**

1) Reserve ONLY ONE appointment to test by clicking on the link below or by copying the link:
http://www.clark.edu/academics/basic_education/running_start/register/cal.php Do not delay, make your appointment today and take initial test no later than March 26.

- **INITIAL TESTING:** There is no charge for initial testing.
- **CANCELLATIONS:** Contact Peg Estes at 992-2366 or at mestes@clark.edu if you need to cancel an appointment.
- **RETESTING: March 29 – April 2** Students retesting should not sign-up for a testing spot (see Step 4 for more retest info).

2) Print your appointment time.

3) Review the sample test questions: http://www.clark.edu/admissions_fin_aid/assessment/placement.php

4) Complete and print two copies of the Running Start Application for Admission (one for the Welcome Center and one for the Running Start office): http://www.clark.edu/academics/programs/running_start/rs_app.php
Application Deadline: 4:00 p.m., April 2

5) What you will need to be allowed to test:

- Photo ID (no exceptions)
- Print-out of your test appointment time
- Student ID Number (assigned by the Welcome Center) – You must present a Running Start application to get a SID#.

Step 2 **Test – January 19 – March 26 (PHOTO ID IS REQUIRED)**
You will start at the Welcome Center, not at the Running Start office.

1) Type your answers on the web version of the Running Start application and print two copies and sign them both.

2) 30 minutes prior to your testing appointment go to the Welcome Center to turn in one application to get a Clark Student ID Number (SID#) for your testing appointment. The Welcome Center is located in the Penguin Union Building (PUB) 002. See map on page 2.

3) Bring your Clark SID#, the print-out of your appointment time, and your photo ID to the Assessment Center to take the COMPASS test (the math test is optional). You must present photo ID to be allowed to test. The Assessment Center is located in PUB 015 (it is on the same floor as the Welcome Center). Please see the map on page 2. It usually takes 1 ½ to 2 hours to complete all three parts of the COMPASS test.

4) Take the COMPASS test, which has a writing, reading, and college algebra test (the math test is optional). You will receive the results immediately upon completion of the test. These computer-based tests are not timed. **However, you may have to come back the next day if you are not finished testing by the Assessment Center's closing time.**

- **The College Algebra Test is optional:** You may choose to take the math test at a later date. If you choose not to take the College Algebra test, we encourage you to continue taking math at your high school and retest in math in the future. There is no charge for testing if you wait to take the College Algebra test at a later date. The College Algebra test is optional and is only required if you plan to take Math, Chemistry, Physics, or a class that lists a math placement test score as the prerequisite.

5) If you qualify for Running Start, you must submit the second Running Start application and test scores to the Running Start office during office hours. This may require a second trip to apply if you finish testing after 5:00 p.m. Please do not wait until the **(April 2)** priority application deadline to submit your application at the Running Start office.
Running Start office hours: Monday – Thursday 7:30 a.m. – 5:00 p.m., Friday 7:30 a.m. – 4:30 p.m.

DEADLINE to take the initial test: March 26.

Qualifications for Running Start:
 Qualifying COMPASS test scores:

<p>Writing - 78 or higher AND Reading - 74 or higher</p>	}	<p>You must meet both minimum scores to take all college-level courses except Math.</p>
<p>College Algebra - 38 or higher = You are eligible to take college-level Math, Chemistry, Physics, and classes requiring a math placement test score as a prerequisite.</p>		

Step 3

Apply – Priority application deadline: 4:00 p.m., April 2
Please don't wait until deadline day to submit your application.

If you meet the minimum test score requirements, bring your test scores and second copy of your completed application to the Running Start office upon completion of the test. The Running Start office is located in Gaiser Hall room 216. **Please do not wait until the application deadline to submit your application if you qualify before that date.** You will be given important materials telling you about the next steps. You will miss out on crucial information if you miss this step. If you are testing after 5:00, bring your test scores and application to the Running Start office on the following business day. **You must complete the application process no later than 4:00 p.m. on April 2.**

If you do not qualify: You may choose to retest (see information below). You do not need to follow-up with the Running Start office or submit an application at the Running Start office until you meet the minimum test score requirements. If you have questions contact the Running Start office at 992-2366.

Step 4

Retest –Please do not schedule a testing appointment. The test appointment scheduling is only for initial testing.
Retesting: March 29 - April 2 (this might be your high school spring break week)

If you wish to retake any part of the test for Fall Quarter entry, you must do the following:

- 1) Complete the retest by April 2, AND
- 2) Bring all qualifying test scores and the application to the Running Start office **no later than 4:00 p.m. on April 2.**

You will only be allowed one retest before the priority application deadline for fall. Please do not schedule a test appointment if you are retesting. You will be accommodated on a first come, first serve basis. You must check-in no later than 1 1/2 hours before the Assessment Center closes and before the Cashier closes.

Cashier hours: Monday -Thursday 8-5, Friday 8-4:30

Process: Bring your test scores and photo ID to the Assessment Center to request a retest. You will be given a receipt. Pay the Cashier a fee of \$10.50 per test module. The Cashier is located in the Gaiser Hall room 125. If you do not qualify after the first retest you will have to wait 3 months to test again, which will be too late for Fall Quarter. (Once you have taken a Math, Reading, or English class at Clark and received a grade (A-F, not a W) you cannot retest in that subject area.)

Open Testing Hours for Retesting (Please do not make an appointment):

Monday & Wednesday: 8:00 a.m. to 7:00 p.m. (check in by 5:00 p.m. before the Cashier closes)

Tuesday & Thursday: 8:00 a.m. to 6:00 p.m. (check in by 5:00 p.m. before the Cashier closes)

Friday: 8:00 a.m. to 4:30 p.m. (check in by 3:00 p.m.)

Assessment Center: 360-992-2648

If you did not initially qualify for Running Start and now are qualified: You must bring your application, initial test scores and retest scores to the Running Start office no later than April 2.

The Next Steps

Questions? Contact the Running Start office at 992-2366 or Peg Estes at mestes@clark.edu
Running Start office hours: Monday – Thursday 7:30-5:00, Friday 7:30-4:30

You must bring your qualifying test scores and application to the Running Start office in order to receive more specific dates and information. You will be required to attend one mandatory orientation meeting if you qualify for Running Start and meet the application deadline. The orientations will be held in late April (date and location will be released after you qualify). You will also be required to return a completed forecast form to the Running Start office in May (the date will be announced at the orientation). You will need to “forecast” for College classes every quarter.

How to find us...