



RUNNING START PROGRAM GUIDE



Running Start is a CCSNH concurrent enrollment program that provides high school students with the opportunity to earn college credit while also completing the requirements for high school graduation.



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Dear Parents and Students,

Running Start (RS) is a dual enrollment program for high school students to receive college credit for courses they take at their high schools. This program is coordinated by River Valley Community College (RVCC) in conjunction with the Community College System of New Hampshire (CCSNH).

High school faculty responsible for teaching RS courses meet the faculty qualifications at RVCC and are considered adjunct faculty at our college. RS courses will deliver the same content as those taught on the college campus.

The tuition for an RS course is \$150. We offer a needs based scholarship through CCSNH that reduces the tuition to \$75. In addition to that all students enrolled in a participating high school are entitled to two free STEM courses per year through the Governor's STEM Scholarship. The scholarship is applied automatically during the online registration process for those courses.

RS courses are transferable to other CCSNH campuses and to most in-state and out-of-state colleges. Students enrolling at any of the CCSNH campuses may request a waiver of admission fees upon successful completion of their course. Students are advised to contact prospective colleges and obtain their transfer of credit policy.

A grade of C or higher is generally required to transfer credits. College transcripts of earned credits can be sent to prospective employers or colleges at the student's request.

Running Start is using an online registration form provided through DualEnroll.com. Students, teachers, counselors and parents will be receiving a link to this form. The registration process and tuition payment will be completed through this online platform.

If you have thoughts or questions about the program or the registration process please contact me at the address below.

Sincerely,

A handwritten signature in black ink that reads "J. Appell".

Jerry Appell
Coordinator of High School Programs / River Valley Community College
One College Place
Claremont, NH, 03743
603-542-7744 Ex. 5349/ jappell@ccsnh.edu



Running Start Program Summary

Sponsoring College: River Valley Community College

- Running Start (RS) is a New Hampshire dual enrollment program for high school students to earn River Valley Community College (RVCC) credits and high school credits for the same course.
- The RS high school classroom is an extension of RVCC and the instructor is listed at our college as adjunct faculty. The RVCC credit earned in the high school classroom is equivalent to an on-campus course.
- Registration for an RS course is completed through [Dual Enroll](#) which is our online registration platform. The instructions for registering through Dual Enroll are included in this program guide.
- The cost of a Running Start course through RVCC is \$150. There is also a \$75 needs-based scholarship available to students to help cover the cost of the course.
- All students enrolled in a participating high school are entitled to two free STEM courses per year through the Governor's STEM Scholarship. The scholarship is applied automatically during the online registration process for those courses.
- Student grades for this course will be on an RVCC transcript. Students can request that we send their RVCC transcript to another college through the [transcript request page](#) on our website.
- RS courses transfer to other colleges both nationwide and internationally. As general education courses they can be applied to the requirements and electives of most college degree or certificate programs.
- In order for any college credits to be transferable the student must earn a grade of a C or better. Students who wish to withdraw from a course are advised to make that request by the half way point in the high school semester.
- For further information contact Jerry Appell, Coordinator of High School Programs, at jappell@ccsnh.edu 603-542-7744 Ext. 5349

Student Quick Reference Guide

Welcome to the dual enrollment program at CCSNH!

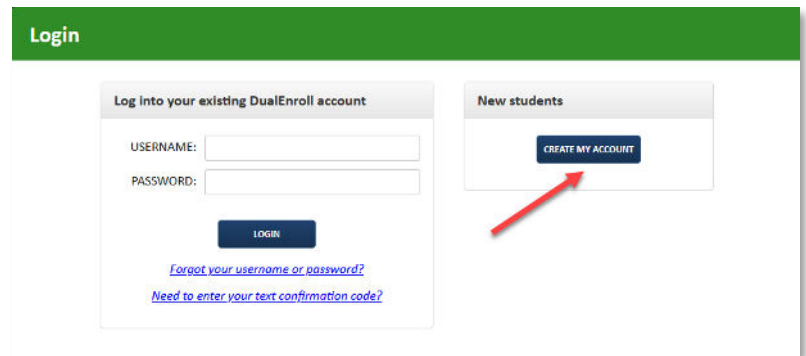
The college provides a convenient online registration process using DualEnroll.com. Follow these directions to register for your course(s).

Create your DualEnroll.com Account

You can create your account using a computer, tablet or smart phone by going to:

<https://ccsnh.dualenroll.com>

Click on the CREATE MY ACCOUNT button on the right side of the page.



Register now — Required fields are marked with a *

HIGH SCHOOL: *

CREATE LOGIN: *

CREATE PASSWORD: *

RETYPE PASSWORD: *

First Name: *

Middle Name:

Last Name: *

Date of Birth: *

Email: *

Cell Phone (text messages): *

☐ I prefer not to provide a cell phone

☐ I'm not a robot

reCAPTCHA Privacy • Terms

REGISTER

Complete the **New Student Registration** form to create your account. Complete the required profile information including your high school, login name and password. All fields marked with a red asterisk (*) are required. You must provide a **unique** email account or cell phone number to create the account. (Do not use a parent email or cell for these fields as they will be required later in the process).

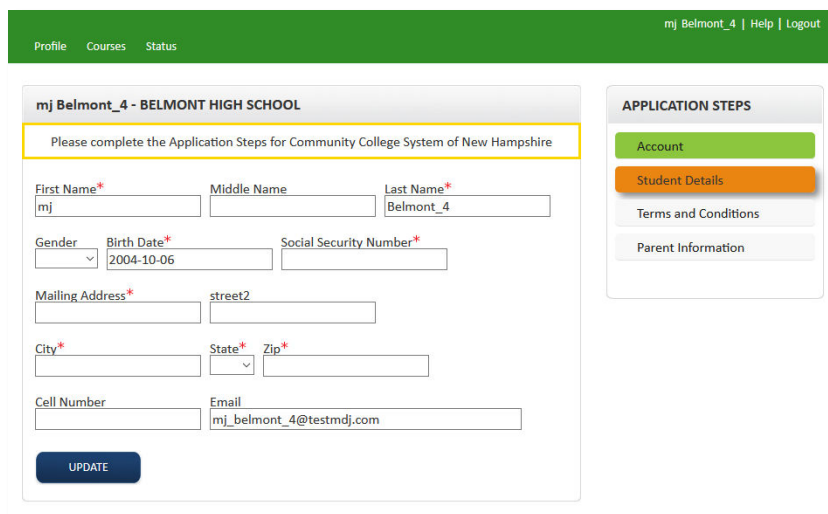
Once you click **CONTINUE**, you will receive either a text message with an activation code or an email with a link to activate your account. You **must** confirm your account before you can proceed with the enrollment process. If using email, be sure to check your junk/spam folder for the email.

Student Quick Reference Guide

Complete Your Application

There are three steps in the application wizard.

Student Details: You must complete any fields with an *. It is **very important** that you (or your parent) provide **YOUR** student information. This data will be used to create your student account with CCSNH.



Profile Courses Status mj Belmont_4 | Help | Logout

mj Belmont_4 - BELMONT HIGH SCHOOL

Please complete the Application Steps for Community College System of New Hampshire

First Name* Middle Name Last Name*

Gender Birth Date* Social Security Number*

Mailing Address* street2

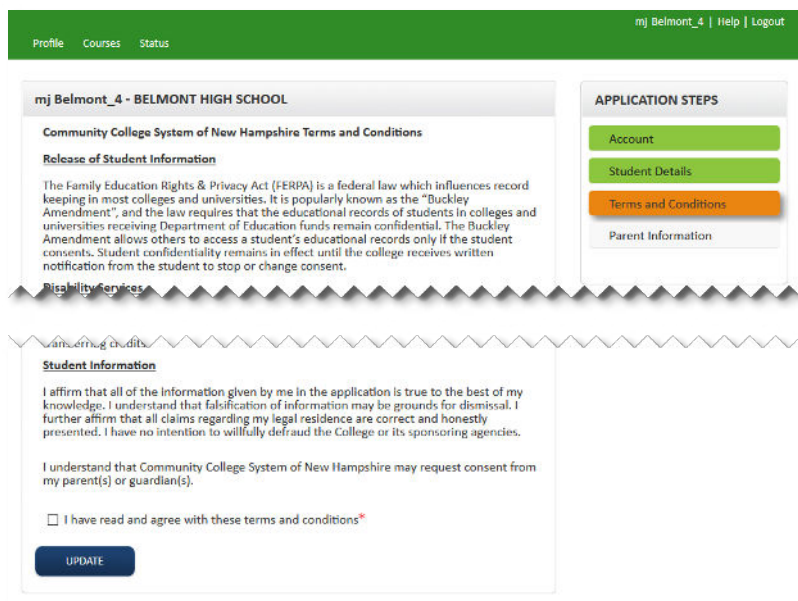
City* State* Zip*

Cell Number Email

UPDATE

APPLICATION STEPS

- Account
- Student Details
- Terms and Conditions
- Parent Information



Profile Courses Status mj Belmont_4 | Help | Logout

mj Belmont_4 - BELMONT HIGH SCHOOL

Community College System of New Hampshire Terms and Conditions

Release of Student Information

The Family Education Rights & Privacy Act (FERPA) is a federal law which influences record keeping in most colleges and universities. It is popularly known as the "Buckley Amendment", and the law requires that the educational records of students in colleges and universities receiving Department of Education funds remain confidential. The Buckley Amendment allows others to access a student's educational records only if the student consents. Student confidentiality remains in effect until the college receives written notification from the student to stop or change consent.

Disability Services

Concerning Credits

Student Information

I affirm that all of the information given by me in the application is true to the best of my knowledge. I understand that falsification of information may be grounds for dismissal. I further affirm that all claims regarding my legal residence are correct and honestly presented. I have no intention to willfully defraud the College or its sponsoring agencies.

I understand that Community College System of New Hampshire may request consent from my parent(s) or guardian(s).

☐ I have read and agree with these terms and conditions*

UPDATE

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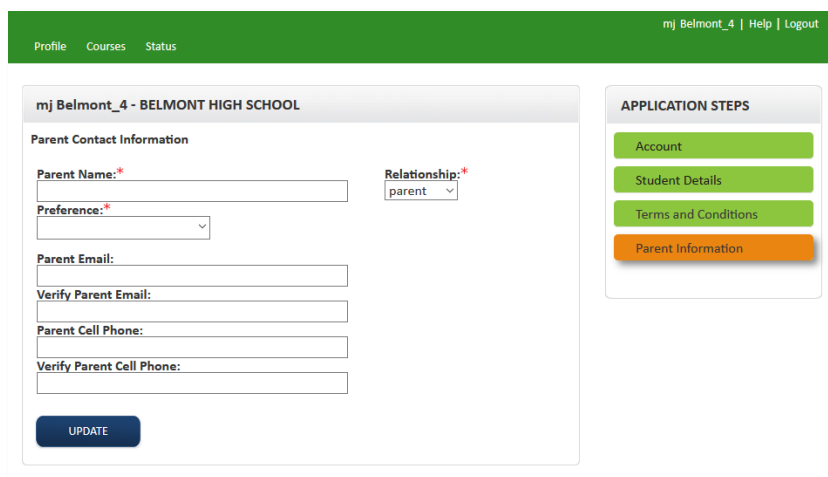
Terms and Conditions: Please read and acknowledge the terms and conditions. You (and your parent) are agreeing to abide by these terms and conditions.

You must check the **"I have read"** box at the bottom before you can select courses.

Parent Consent Information: Please provide your parent/guardian contact information. You can choose email, cell phone (for text messages) or both options.

Your parent/guardian will be asked to provide consent (and maybe payment) before the registration is complete with CCSNH.

If you get an error message indicating the email has already been used, make sure you didn't use the same email for the student.



Profile Courses Status mj Belmont_4 | Help | Logout

mj Belmont_4 - BELMONT HIGH SCHOOL

Parent Contact Information

Parent Name* Relationship*

Preference* parent

Parent Email:

Verify Parent Email:

Parent Cell Phone:

Verify Parent Cell Phone:

UPDATE

APPLICATION STEPS

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Student Quick Reference Guide

The course finder shows you which courses are being offered for your high school for the current term (s).

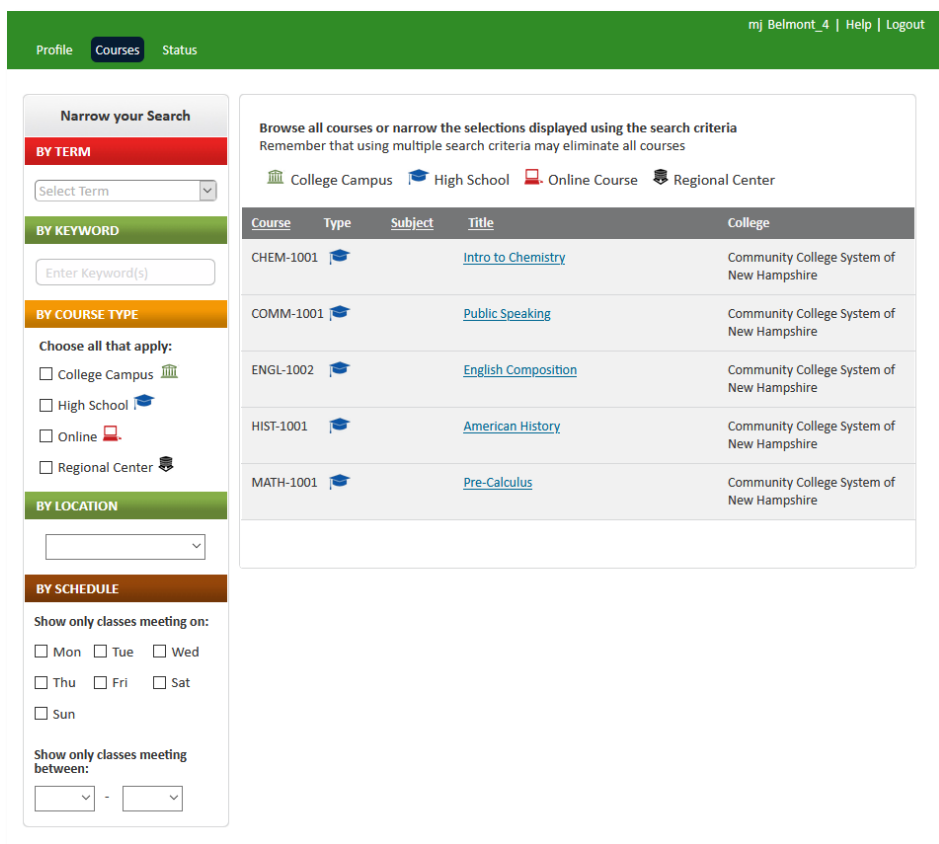
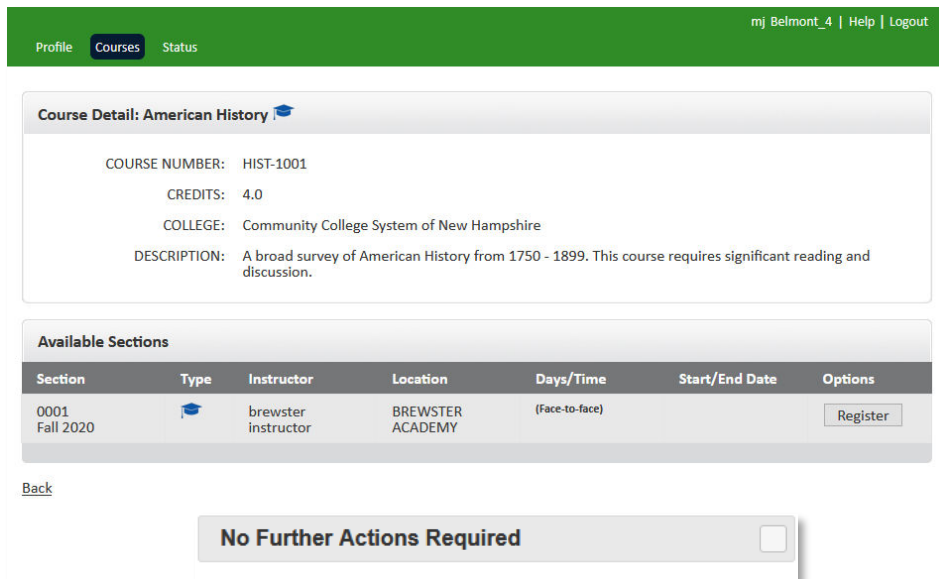
Use any of the filtering options on the left to narrow down your search. The **BY KEYWORD** filter is useful to look for courses by title; you can search by any part of the course title.

Click on the **title link** to select a course. The system will display detailed information about the course including the sections offered.

Next, click the **<Register>** button for the desired section. This will initiate the registration process. *If you select a course or section by mistake, you can go to the status screen and use the **[abandon]** option to cancel the course/section.*

The system will display a prompt to select your next action:

- (a) **Select Another Course** – this returns you to the **Courses** tab to select another course.
- (b) **View Status** – this returns you to the status screen so that you can view current activity with your registrations
- (c) **Logout** – this will log you out of your current dualenroll.com session.

No Further Actions Required

You have completed your registration request. You will be notified via email and/or text message if you need to complete additional steps at a later time.

Please select one of the options below:

[select another course](#)
[view status](#)
[logout](#)