

GETTING STARTED AT OLYMPIC COLLEGE

New Students and New Transfer Students

How to Get Started:

PLAN EARLY! Research educational programs and financial aid or other funding options. Consider programs of study, skills and abilities, likes and dislikes and career goals. Students should meet with educational advisors well in advance of registration to develop an educational plan. The OC website at www.olympic.edu lists the programs offered. Click on OC's quarterly class schedule, *The View* (www.olympic.edu/ClassSchedule), for current course information.

1. Apply for Admission

- **Online:** www.olympic.edu/GettingStarted
- **Paper:** Application is available in the quarterly schedule, *The View*, at all campuses, or mailed upon request. Review "Application Process" on page 8.

High school transcripts are not required for admission. An application fee is not charged. When received, an admissions letter will be sent by email or postal mail and will contain the student identification number (SID) and important information.

2. Apply for Financial Aid, Military and/or Veterans Benefits

- **Financial Aid** application instructions/material available at all campuses, online at www.olympic.edu/FinancialAid or call 360.475.7160. Submit the Free Application for Federal Student Aid (FAFSA) immediately. (See pg. 9 for more information).
- **Active Duty Military and family members:** Call 360.394.2726 for individual appointment at NBK Bangor, NBK Bremerton, or OC Poulsbo.
- **Veterans Services:** www.olympic.edu/VeteransServices or call 360.475.7560

3. Take the Assessment (Accuplacer)

- Contact a local campus to schedule a mathematics and English placement assessment.
 - **OC Bremerton:** Request an assessment appointment online at www.olympic.edu/Accuplacer
 - **OC Poulsbo:** Call 360.394.2725
 - **OC Shelton:** Call 360.432.5400
- Arrive early to find parking, pay \$20 (non-refundable) fee to the cashier. Payment receipt, SID, and photo ID are required to take the assessment.
- Special accommodations for testing: contact Access Services, 360.475.7540 or 1.800.259.6718, Ext. 7540 or go to www.olympic.edu/Access Services.

ATTEND CLASS, ADD OR DROP:

- **Attendance is required.** Students must attend the first two class sessions to keep their name on the class roster or wait listed students may be admitted by the instructor.
- **To add or drop a course.** Use OASIS or submit an "Add/Drop" form.
- **To add a course after the first week of the quarter.** The instructor's signature is required on the "Add/Drop" form; submit immediately to the registration office.

4. Attend a New Student Advising Session

- Contact any OC campus advising office to make an appointment for the New Student Advising Session after completing the assessment. Students will meet with an advisor at the conclusion of the session. Bring assessment scores, transcripts and ideas for programs and classes. Allow at least two hours to complete the advising process. Students may register in person for an online version of this session. (See pg. 10 for contact information.)

Additional information at www.olympic.edu/Advising

- **Running Start students** must contact the Running Start Office for orientation and advising: 360.475.7646.
- **Active Duty Military and family members** may participate in orientation and advising at any campus, or schedule an appointment to meet with a Military Education advisor: 360.394.2726.
- **International students** must contact the International Student Programs Office for orientation/advising: 360.475.7718 or go to www.olympic.edu/InternationalStudents.
- **Transfer students:** If five or more credits have been completed at another college/university, students will need to schedule an individual appointment to review transcripts (official or unofficial copy) with an advisor.

5. Register

- Register in person at any OC campus during new student registration days or open registration following a New Student Advising Session.

6. Pay Tuition and Fees

- **Online:** www.olympic.edu/OASIS
- **In person:** OC Bremerton cashier, Poulsbo or Shelton campus
- **By phone:** Cashier, 360.475.7467 or 1.800.259.6718, Ext. 7467
- **Payment due within two business days or by the deadline for fall quarter.**
- Registration is not complete until tuition and fees are paid or payment arrangements are recorded at the Cashier's Office. Payment arrangements may include financial aid, sponsorship by an outside agency, scholarship, veteran benefits, military tuition assistance, or STEPP (a payment program).

7. Buy Books

- **Online:** <http://ocbookstore.com>
- **In person:** Purchase books at the OC Bremerton, Poulsbo, Shelton bookstores.

Continuing/Former Students

How to Register:

1. Meet with an advisor

- **Fewer than 15 completed credits:** To register for seven or more credits, an advisor's signature is required. Ask your advisor for a PIN to register on OASIS.
- **15 or more completed credits:** Faculty advising strongly recommended but not required. Use your global PIN to register online on OASIS.
- **Running Start and International students:** Must meet with their advisor each quarter prior to registration to select courses, and receive quarterly PINs and entry codes.
- **WorkFirst, Worker Training, Opportunity Grant and BFET students:** Must meet with their advisor.

2. Find your "Time to Register"

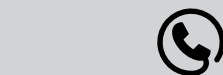
- Look up your "time to register" at www.olympic.edu/OASIS.
- Students may register on or after their "time to register." Former students who did not attend the previous quarter must call 360.475.7200 to set up a quarterly PIN and registration time, or visit any local campus registration office. The time to register is based on the number of credits completed and assigned each quarter.

3. Register

- Select classes using the online "Class Schedule Planner:" www.olympic.edu/ClassSchedule
- Go to www.olympic.edu/OASIS during open OASIS hours.
- Click on "How to Register, Add or Drop a Class."
- Log in with your Student Identification Number (SID) without dashes or spaces (i.e. 860XXXXXX).
- Enter registration PIN as birth date i.e. 50179 if May 1, 1979), or global PIN if it was changed, or a special PIN provided by your advisor.
- Click "Continue."
- Enter item numbers of class selections.
- Click "Submit" (new class schedule will appear on the screen).
- Click "Finish." Print your schedule.

4. Pay tuition and fees

- Online, in person, or by phone within two business days. For more information see www.olympic.edu/Tuition or page 15 of this catalog.



Need help with student PIN?

Call 360.475.7200 or visit a local campus registration office for assistance.

www.olympic.edu/GettingStarted

Enrollment Information

This section provides information on how to apply to OC, get financial aid information, assessment testing, and advising help.

Admissions Eligibility

Students from all walks of life and educational backgrounds are invited to attend OC – an “open door” institution. To be eligible for general admission to the college, one of the following is required:

- 18 years of age or older, or
- High school or GED graduation, or
- A written release from the high school district

Applicants usually under the age of 16 are not offered general admission.

Some programs require special applications, admission, permission, or faculty advising before enrollment. Visit www.olympic.edu for specific admission requirements for: High School Diploma, Running Start, International Students, Nursing, Medical Assisting, Physical Therapist Assistant and Bachelor of Science in Nursing.

If you are interested in non-credit admission, see Continuing Education admission, on this page.

For more information, contact:

Admissions and Institutional Outreach
OC Bremerton: Humanities and Student Services Bldg, Rm 101, 360.475.7479

Email: prospect@olympic.edu
www.olympic.edu/Admissions

Application Process

New Student Admission

New students should follow the “How to Get Started” process on page 7.

For general admission, the application for admission is required. Apply online at the state’s Web Admissions Center (<https://admissions.ctc.edu/applicant/welcome>). Paper applications are also available in the printed class schedule (*The View*), at any campus, and on the OC website at www.olympic.edu/Admissions.

If new applicants have attended other colleges and universities, official transcripts are not required for admission. However, previous course work at other colleges and universities may count for prerequisites or toward degree or certificate requirements. Visit www.olympic.edu/Students/Records/Transfer for more information.

Programs with Additional Admission Procedures

To apply for a degree or certificate program with additional admissions requirements, application deadlines and entrance

requirements must be met. Follow the guidelines prescribed by the specific program.

The following programs have additional admission processes. Contact the program for specific admission or enrollment requirements:

Adult High School Diploma Completion, Running Start, International Student Programs, Health Occupations programs (Nursing/Healthcare, Medical Assisting, Physical Therapist Assistant), and Bachelor of Science in Nursing. Veterans and their family members should contact the Veterans Office. Military students and their family members should contact an advisor at any campus or phone 360.394.2726.

Continuing Student Admission

Continuing students **should not submit** a new application. Please review and follow special instructions for continuing students under “How to Register” on page 7.

Formerly Enrolled OC Students

Former students who wish to return to the college after being away for one or more quarters should call or go to the registration office at their local campus for a “time to register.” Former students **should not submit** a new online or paper application for admission. Former students should also contact an advisor in their program of study before registration to receive updates and procedural or program changes.

Transfer Student Admission

Applicants who have completed course work at another college or university and who wish to transfer to OC should follow the steps for new students. See “How to Get Started” process on page 7. Transfer students must take a copy of their transcript (official or unofficial) to the Advising Center for a preliminary evaluation by an educational advisor. Course work completed at other colleges/universities may count toward OC degree or certificate requirements. After the third week of class, submit the “Request for Advance Standing” form available at www.olympic.edu/Students/Gettingstarted/recregforms and official transcripts to the Registration and Records Office. Information: www.olympic.edu/Students/Records/Transfer

Bachelor of Science in Nursing Admission

Students applying for admission to the Bachelor of Science in Nursing program must meet the application and entrance requirements to be considered. Admission is competitive. See “Bachelor of Science in Nursing Degree” at www.olympic.edu/BSN for special application process and admission requirements.

International Student Admission

International students learn and practice English skills while they complete freshman and sophomore-level classes in academic, career, and professional and technical programs, pursue degrees and certificates, and prepare for transfer to a university to complete a four-year bachelor degree. Guaranteed transfer admission is conditionally offered to admitted international students who graduate from OC with an associate degree. International students may select from universities in Washington, Montana, Arizona or California. Please contact OC for a list of four-year partner universities.

International students who are graduates of Olympic College have been admitted to non-partner universities throughout the United States as they have gained the education and qualifications to transfer to university as third year juniors.

Students may enroll in intensive English credit courses, which provide foreign language skills, cultural knowledge and experience needed to use English effectively, communicate and succeed in academics and the workplace, and to provide opportunities for personal growth. International students may enroll in the high school diploma completion program, college preparatory courses, or freshman or sophomore academic courses.

International students may start during summer, fall, winter, or spring quarters and should apply early enough to: (a) allow time for the processing of a student visa, (b) make travel arrangements, and (c) arrive at least one week before the quarter starts to register for classes. Enrollment in 12 to 15 credits is required. Students may choose to live with a host family or in nearby rental apartments.

For application and admissions steps, please visit www.olympic.edu/Students/InternationalStudents/apply or contact 360.475.7412

Continuing Education (non-credit) Admission

Non-credit continuing education classes offer many opportunities for personal enrichment. Classes are open to the public. Classes can be taken on Saturdays, online or weeknights and students do not have to be enrolled in OC credit courses. To register, students should complete the “Continuing Education Registration” form available at OC’s website at www.olympic.edu/ContinuingEducation or call 360.394.2725. (Shelton continuing education students should call 360.432.5400 to register.) A listing of continuing education classes is available each quarter in the printed class schedule (*The View*) or can be found on the website at www.olympic.edu/ClassSchedule.

College Tours

Campus tours are available at the Bremerton, Poulsbo, and Shelton campuses for students, family and friends. Contact the Admissions and Institutional Outreach Office at 360.475.7479 to schedule a tour.

High School Programs Admissions Processes

Running Start

Running Start is a tuition free Washington State program. High school juniors and seniors who wish to enroll as Running Start (RS) students at Bremerton, Poulsbo or Shelton campuses should follow directions in RS application packets available at high school counseling centers, from the college, or at www.olympic.edu/RunningStart. Complete the online general OC "Application for Admission," take the Accuplacer assessment, and submit the separate RS paper application together with a copy of the assessment scores and high school transcript. Eligible students must have a cumulative high school grade point average (GPA) of 2.5 or higher and demonstrate college-level skills in writing, reading and/or mathematics on the Accuplacer assessment.

Students who wish to appeal the required 2.5 cumulative GPA must submit a letter with their Running Start application describing traits, skills and habits that show readiness for college classes and special circumstances.

All eligible students are required to attend an orientation to learn about the college and Running Start program procedures.

Priority applications due:

May 1	Fall quarter entry
Nov. 1	Winter quarter entry
Feb. 1	Spring quarter entry

Running Start

OC Bremerton: Humanities and Student Services Bldg, Rm 208, 360.475.7646

Email: runningstart@olympic.edu
www.olympic.edu/RunningStart

High School Completion Program

This program is for anyone wanting to earn a high school diploma. Students must have a release from their high school if their graduating class has not graduated or if they are 17 years of age or younger. The first step is to obtain all official high school transcripts and have them evaluated to determine what courses are needed to complete Washington State requirements. Students must also meet any other state requirements like the WASL/HSPE, if applicable. This initial evaluation is accomplished during an appointment with an OC counselor. The cost of the tuition is reduced for students who are at least 19 years of age and who are Washington State residents. For more information, contact 360.475.7530 or visit www.olympic.edu/Students/StudentServices/CounselingServices/hsComp.

Tech Prep - West Sound Education Consortium

Tech Prep offers high school students the opportunity to start professional/technical training programs while still in high school. With Dual Credit, high school students in selected programs can earn both high school and OC credits at the same time by earning a "B" or better in the articulated high school courses.

Education partners include Olympic College, Kitsap and Mason county school districts and the West Sound Technical Skills Center. High school programs are linked to community college programs through articulation agreements. For information on programs and application requirements, go to www.olympic.edu/TechPrep.

Financial Aid

Olympic College provides options to apply for financial aid, including scholarships, grants, loans, and other payment options. Information is available about applying for federal, state and institutional financial aid, including filling in the Free Application for Federal Student Aid (FAFSA), on OC's Financial Aid web page at www.olympic.edu/FinancialAid.

See Workforce Education Programs for additional funding sources for students.

Veterans benefit information and assistance is available to those who qualify. Contact 360.475.7560 or visit www.olympic.edu/VeteransServices.

For more information about Financial Aid, please contact 360.475.7160 or visit the office in the Humanities and Student Services Building, Rm 103.

Financial Aid Eligibility

To qualify for federal/state financial aid, students must meet the following basic eligibility criteria:

- U.S. citizenship or eligible non-citizen
- High school diploma, GED, or pass an "Ability to Benefit Test" at OC
- Enrollment in an eligible program of study
- Maintain satisfactory academic progress
- Comply with selective service registration
- Valid social security number
- Not be in default on a federal student loan
- Not owe a refund to a federal grant

In determining eligibility for need-based aid, the college uses "averages" associated with the following expense components: Tuition/fees; books/supplies; room and board; personal and transportation. Separate budgets are developed for students living

with parents and those not living with parents. Various adjustments are made for students who must pay different tuition rates such as those classified as non-state residents.

Student Financial Aid budgets for the 2011-2012 award year will be established after the catalog has been printed. This information will be posted on the Olympic College Financial Aid webpage when available.

All financial aid is awarded based on the appropriate federal, state or institutional guidelines and eligibility for one financial aid program does not extend to other programs.

Application Procedure

To apply for federal and state financial aid, students must complete:

- Free Application for Federal Student Aid (FAFSA)
- OC Admissions Application
- OC Financial Aid Data Sheet

The FAFSA is available January 1 of each year and may be completed and submitted online at www.fafsa.ed.gov.

Hard copy FAFSAs are also available from OC's Financial Aid office in Bremerton. Some students will be required to furnish additional documentation. A new FAFSA must be submitted each year.

Students are advised to apply early in the year as soon as the FAFSA is available. All applicants are directed to OC's Financial Aid webpage at www.olympic.edu/FinancialAid to access forms, instructions, information, deadlines and helpful links for the application process. Additional forms are required to apply for student loans and these are available on the OC Financial Aid webpage at www.olympic.edu/FinancialAid.

The information provided on the FAFSA will be the basis to determine eligibility for one or more of the available financial aid programs.

Notification

When the Financial Aid office has a completed financial aid file, the file is reviewed and the student will be notified by email and regular mail of their eligibility and options. A completed financial aid file is one that contains a valid and correct Student Aid Report, completed Financial Aid Data Sheet and all requested supporting documentation.

Financial Aid Awards

When aid has been awarded, a student may receive it in a variety of ways. A student who has been awarded a grant prior to registering for classes may use these grant funds to pay all or part of their tuition/fee charges, depending on the amount of aid they have been awarded for that term.

Enrollment Information

Students who have balances in their grant awards after tuition has been paid will have a balance check available on the first day of the quarter. Scholarship recipients are paid at the same time that grant recipients are paid provided the college has received the funds from the donor.

Students who have been awarded a student loan will receive their check by mail after the thirtieth day of the term has passed. Students awarded employment under the federal or state work study programs are paid once each month for the prior month worked.

Financial Aid Available: Grants, Work-study, Loans & Scholarships

Many financial aid programs are based on need such as federal and state grants and employment and loan programs. Other programs are based on merit or achievement that is common to scholarships. OC participates in the following student financial aid programs:

- **Grants:** Federal Pell grant, Federal Supplemental, Opportunity Grant, State Need Grant, OC grant, OC tuition waiver
- **Employment:** Federal work study and state work study
- **Loans:** Federal Stafford Loan, Federal PLUS Loan, alternative private loans
- **Scholarships:** For more information about Scholarships, see "Scholarships".

Student Responsibilities and Satisfactory Progress

All students receiving federal or state financial aid are expected to register for only program-required courses and attend and complete all courses with grades of 2.0 or higher. Financial aid recipients who do not meet the satisfactory academic progress standards may be placed on warning status or may have future aid terminated.

In addition, a student may be required to repay all or part of any aid disbursed if they fail to meet these standards. Visit the OC Financial Aid webpage to view the satisfactory academic progress standards in place for federal and state aid recipients.

Scholarships

Scholarship awards are based on varying criteria (e.g., financial need, academic achievement, area of study, etc.). Interested students of all ages should review their eligibility and apply during the announced scholarship application period for the upcoming academic year.

Financial Aid Scholarships

A variety of scholarships are available through the Olympic College Financial Aid Office located at OC Bremerton. Detailed scholarship information and application forms

are available on the financial aid scholarship webpage at www.olympic.edu/FinancialAid/schol.

OC Foundation Scholarships

Students may also find out about scholarships available through the OC Foundation. Visit the OC Foundation website at www.olympic.edu/BusinessCommunity/Foundation/Scholarships for information on the online application process for OC Foundation Scholarships. If students have questions about the process, the OC Foundation office may be reached at 360.475.7120.

Assessment

Students must complete OC's placement assessment if they plan to register for English and mathematics courses or courses that require English and mathematics prerequisites.

Placement Assessment (Accuplacer)

The placement assessment used at Olympic College is called Accuplacer. The cost to take the Accuplacer at OC twice in a calendar year, if needed. If students took an Accuplacer assessment at another college, students may be able to use those scores for placement into OC courses. Students may request to have their transcript reviewed if they have prior coursework in English and/or mathematics.

For more information, contact an advising location or visit www.olympic.edu/Accuplacer.

Advising

Advising can help students choose classes, map their career or educational path, and introduce them to life at OC.

Specialized advising is available for professional-technical programs, transfer to four-year institutions, science, engineering and math majors, military students, Running Start, Worker Retraining, and WorkFirst. See an advisor for more information.

New and Returning Student Advising

For new or returning students, an educational program advisor will assist with identifying career and academic goals, developing an educational plan, understanding the higher education system, understanding degree requirements, choosing appropriate coursework and more. In addition, an educational advisor will refer students to a faculty advisor who is an expert in the field of interest. Students are strongly encouraged to meet with a faculty advisor throughout their academic career at Olympic College.

Those enrolling in seven or more credits, with fewer than 15 credits on their Olympic College transcript, must obtain a signature to register or a quarterly Personal Identification Number (PIN) for online registration from their advisor. Exceptions can be made for those who are taking six or less credits for personal enrichment. Please see the "Stay on Track" diagram in this section for more information about advising requirements.

NOTE: International Students, Running Start and Work First students are required to meet with their educational program advisor each quarter.

Transfer Student Advising

Students planning to transfer to baccalaureate institutions (four year colleges and universities) need to contact a program or faculty advisor in their field of interest. Educational advisors can refer students to an appropriate program or faculty advisor. Counselors and educational advisors can also assist with reviewing transcripts for degree requirements. Colleges and universities are invited to OC yearly to meet with students and share information about their transfer programs. If students are transferring from a college or university, go to www.olympic.edu/Students/Records/Transfer to learn about having previous classes reviewed for OC credit or contact an advisor. Students wanting to transfer to a baccalaureate institution should work closely with an advisor at the planned institution before finalizing their education plan.

Undecided or Exploring Program Options

New, returning or continuing students who are undecided or exploring educational program options may schedule an appointment with a faculty counselor by calling 360.475.7530. Students may want to take the Career Planning/Life Exploration course, General Studies140, which is a 1-credit class designed to help students identify career goals. The Career Center

New Student Assessment and Advising Locations:

OC Bremerton:
Advising Center, Humanities and Student Services Bldg, Rm 203
1600 Chester Ave., Bremerton
360.475.7230

OC Poulsbo:
1000 Olympic College
Place NW, Poulsbo
360.394.2725

OC Shelton:
937 W Alpine Way, Shelton
360.432.5400

E-mail: GetAdvice@olympic.edu
www.olympic.edu/Advising

is another great way to start researching different career fields and educational pathways that lead to those careers. Visit www.olympic.edu/CareerCenter.

Information about Advisors & Counselors

What is the difference between an educational advisor, a faculty advisor and a faculty counselor?

- Educational program advisors work at all three campus locations to assist new students with developing their educational plan at OC. Educational advisors direct students to faculty advisors for guidance on specific programs.
- Faculty advisors are full-time faculty members who advise students majoring in specific disciplines or technical areas of study.
- Faculty counselors provide career guidance, personal counseling, and help students who are exploring educational options.

Educational Program Advisors

360 Area Code

GENERAL ENTRY ADVISORS

Angela Dorsey475.7235
Kirsten Meador.....475.7533

OC MILITARY EDUCATION

Nancy Buck394.2726

NURSING PROGRAM

Sarah Cook.....475.7175

RUNNING START.....475.7648

SCIENCE, ENGINEERING, MATH ADVISOR475.7743

TECH PREP
Stephanie Thompson475.7839

WORKFIRST
Rose Ferri (OC Shelton)432.5423
Cathy Stinson.....475.7230

WORKER RETRAINING
Rose Ferri (OC Shelton)432.5423
Miste Leib475.7231

Academic Faculty Advisors

See listing of faculty advisors in Transfer Planning and Degrees and Certificates sections of this catalog.

Faculty Counselors

360 Area Code

UNDECIDED MAJORS

John Babbo.....475.7537
Anthony Carson.....475.7530
Teresa Jones.....475.7683

Stay On Track With Advising!		<i>Get Connected to</i> Advising
Use these guidelines with your advisor to reach your academic goal!		
Prepare for College!	New Student Advising Attend an Orientation to Advising session. After the session, you will meet one-on-one with an Educational Advisor or be referred to a Faculty Advisor to plan your first quarter.	<input type="checkbox"/> Determine which math and English courses to start with <input type="checkbox"/> Schedule a new student advising session <input type="checkbox"/> Start college off right! Take Orientation to College or Strategies for Academic Success your first quarter <input type="checkbox"/> Request AP scores or transcripts from previous colleges
Connect with Faculty Advisors: Faculty Advising and/or permission to enroll are required for these programs: Automotive, Cosmetology, Culinary Arts, Electronics, Engineering, Fire Science and Welding Students interested in any Olympic College Healthcare Program should attend an Information Session as a first step.		
Up to 15 credits	Advising is Required! Meet with your Faculty Advisor or schedule an appointment with a Faculty Counselor if you are still undecided.	<input type="checkbox"/> Identify a Faculty Advisor in major area of interest <input type="checkbox"/> Learn to use the class schedule and catalog to choose classes <input type="checkbox"/> Locate and use campus support services <input type="checkbox"/> Research career options at the Career Center <input type="checkbox"/> Still undecided? Meet with a Faculty Counselor!
By 30 credits	Meet With Your Faculty Advisor Evaluate which majors or career choices match your interests and abilities.	<input type="checkbox"/> Explore or identify appropriate major, program or goal <input type="checkbox"/> Know degree or program requirements <input type="checkbox"/> Begin to develop or finalize your educational plan
By 45 credits	Advising is Highly Recommended! Complete an educational plan and review it with an advisor.	<input type="checkbox"/> Consider next steps after OC <input type="checkbox"/> Meet with admissions/major advisor at potential transfer universities <input type="checkbox"/> Include university pre-requisites in your educational plan
By 60 credits	Meet With Your Faculty Advisor Get help with admission essays, letters of recommendation and opportunities after OC.	<input type="checkbox"/> Learn about and visit with potential employers <input type="checkbox"/> Arrange internships in your field of study at the Career Center <input type="checkbox"/> Submit applications for potential colleges, universities or employers <input type="checkbox"/> Research and apply for scholarships
By 90 credits	Meet With Your Faculty Advisor Complete a graduation check and apply to graduate.	<input type="checkbox"/> Finish final degree or program requirements for graduation <input type="checkbox"/> Submit an application to graduate – Check quarterly deadlines!
NOTE: International, Running Start and Work First students are required to meet with the educational program advisor for these specialized programs each quarter to ensure compliance with the program requirements. This requirement is not intended to replace regular meetings with a faculty advisor.		

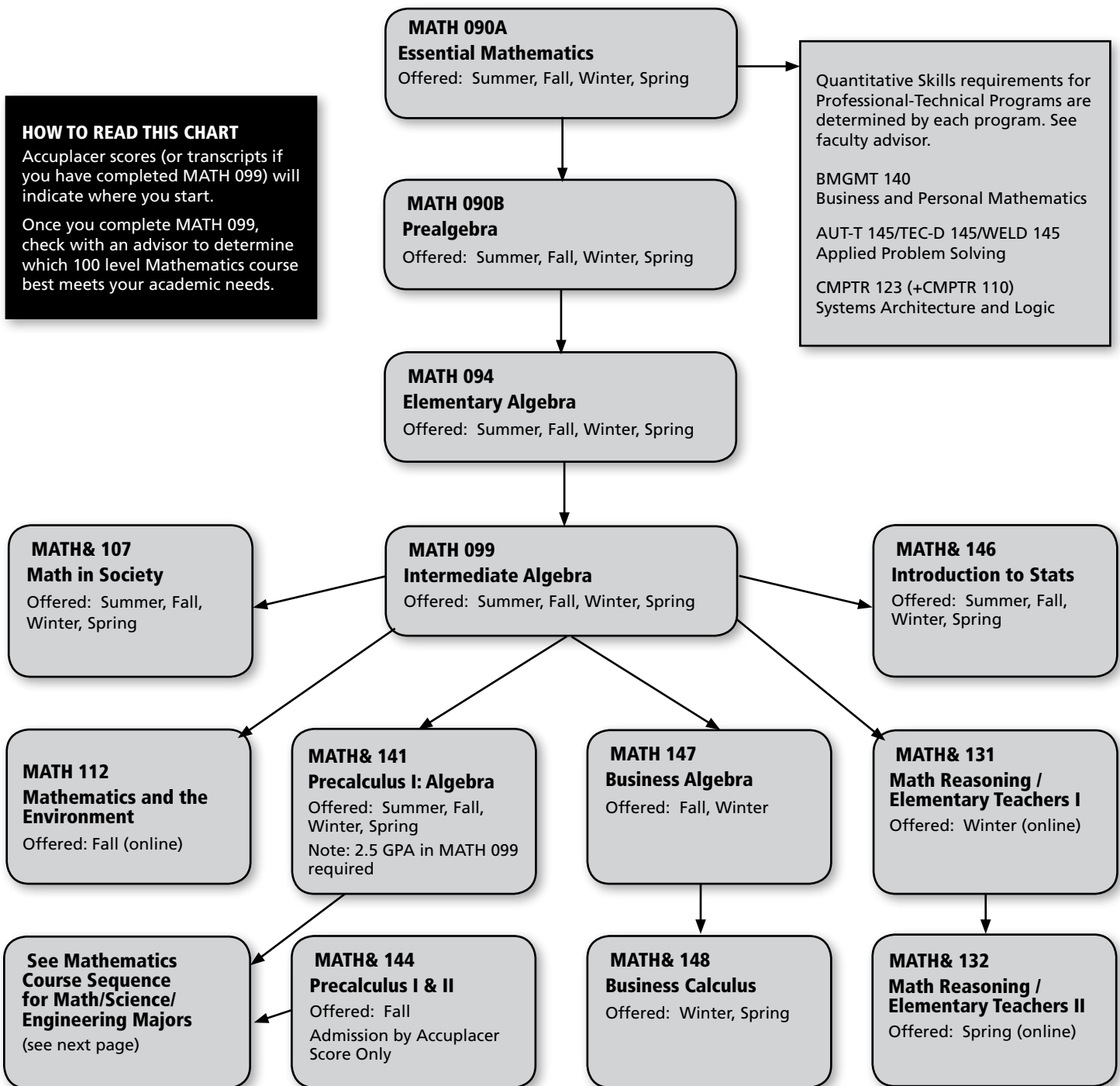
Basic Mathematics Course Sequence

developmental through first (and/or second) college-level course

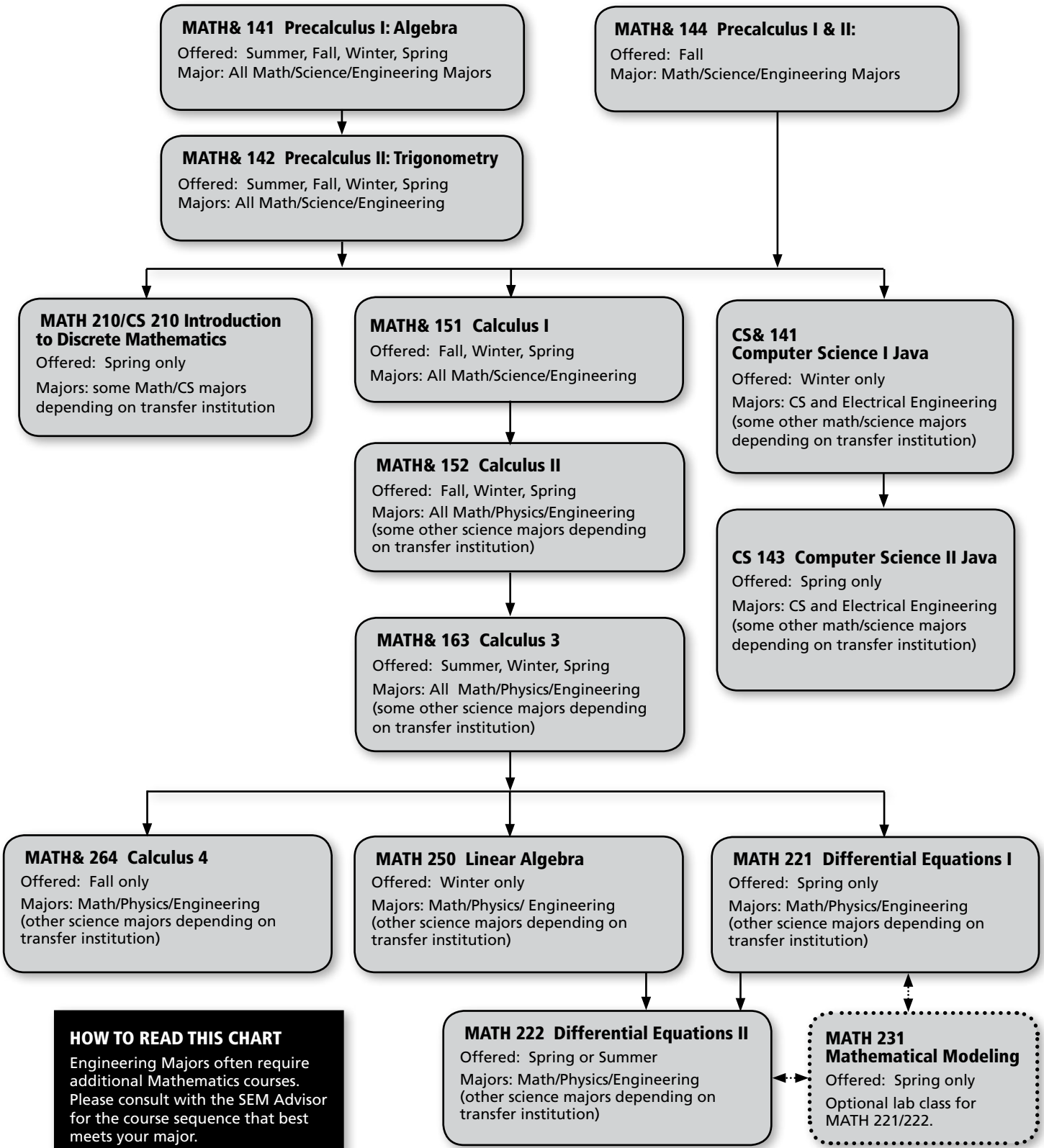
Mathematics Sequence Maps

On these pages is a guide to the math courses needed to reach college-level courses and beyond at Olympic College. The Accuplacer assessment score will determine which course to start with in the math sequence. After successfully completing a course, students will take the next course listed.

For more information about these sequences, contact the Math, Engineering, Science and Health office at 360.475.7700.



Mathematics Course Sequence for Math/Science/Engineering Majors



HOW TO READ THIS CHART
Engineering Majors often require additional Mathematics courses. Please consult with the SEM Advisor for the course sequence that best meets your major.

Enrollment Information

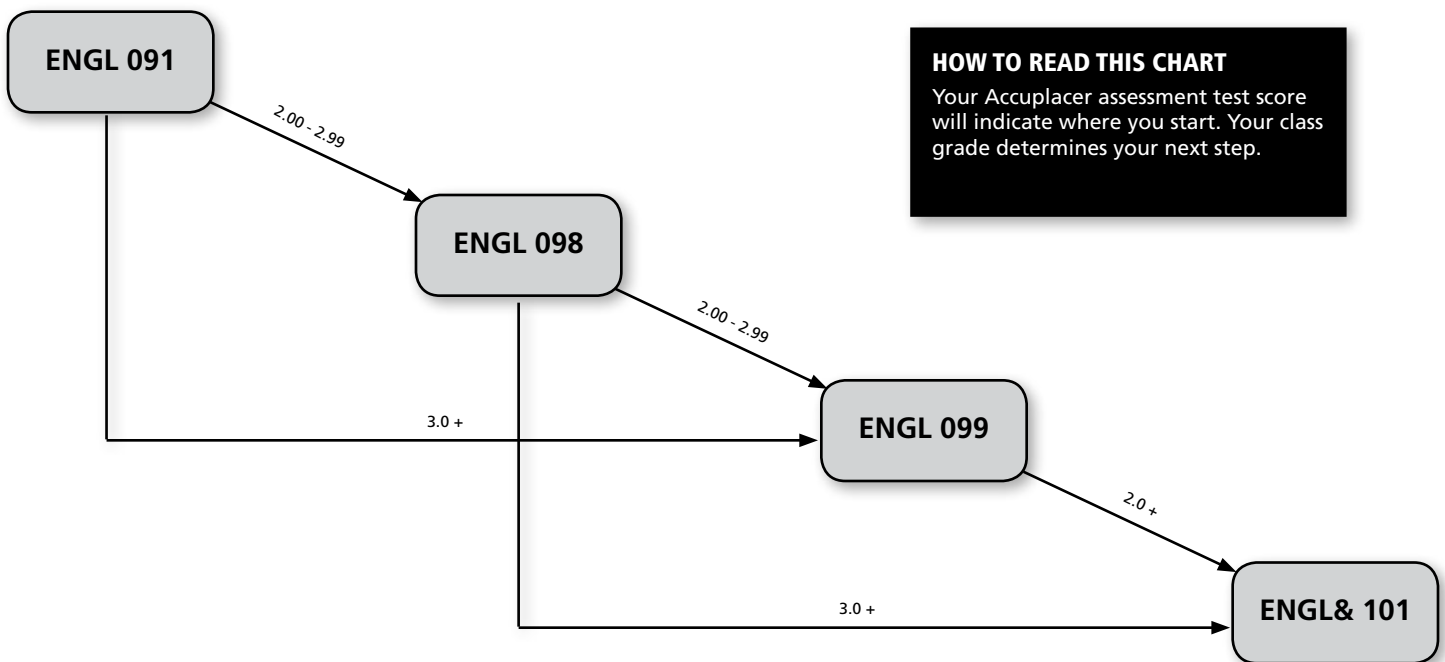
Developmental English Course Sequence

See specific program to determine if your goal is ENGL& 101 or ENGL 100.

English Sequence Map

On this page is a guide to the English courses needed to reach college-level courses and beyond at Olympic College. The Accuplacer assessment score will determine which course to start with in the English sequence. After successfully completing a course, students will take the next course listed.

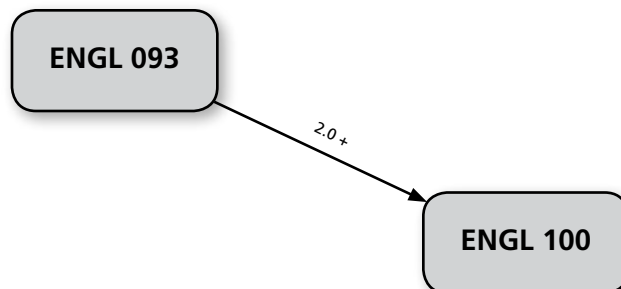
Transfer and Some Professional-Technical Programs:



Other Professional-Technical Programs:

HOW TO READ THIS CHART

Your Accuplacer assessment test score will indicate where you start. Your class grade determines your next step.



You must earn at least 2.0 to advance to the next course.

Registration

Registration includes selection of courses, completion of registration either online (OASIS) or in person, and payment of tuition and fees.

Students must be officially enrolled to attend classes. Registration is held before the start of each quarter and registration dates are listed on the OC website and in *The View*, OC's printed quarterly class schedule.

The class schedule is available at all college campuses by request, online at www.olympic.edu/ClassSchedule, and is delivered to local homes before the start of each quarter.

Students may register for classes offered through the Bremerton, Poulsbo and Shelton campuses.

If students have not applied for admission to the college, please do so prior to registration. See "Application Process" on page 7 for instructions.

Registration: New, Continuing and Former Students

New Students and Transfer Students

Before registration, new students and new transfer students should participate in advising at the Bremerton Advising Center or advising locations at OC Poulsbo or OC Shelton. Advising assistance is available at NBK Bangor or NBK Bremerton by appointment.

Transfer students should take a copy of transcripts to their advising appointment. See "Transfer Student Admission" in this catalog for complete information. After advising, new students and new transfer students may register and pay for classes in-person at any campus.

Continuing Students

Continuing students can find their "time to register" in OASIS (web registration) at www.olympic.edu/OASIS. Continuing students may register and pay online (using OASIS) or in-person at any campus. See "Ways to Register" on this page for more information.

Former Students

Former students must call or visit a registration office to be assigned a "time to register." After receiving a time to register, former students may register and pay online (using OASIS) or in-person at any campus. See "Ways to Register" on this page for more information.

Registration Appointments

Registration appointment times are based on the total number of credits completed and listed on the college transcript, including transfer credits. This method allows those most in need of specific courses required for graduation or program completion to have the first opportunity to register.

Credit Class Schedule

Olympic College publishes and distributes a quarterly class schedule (*The View*) each academic term and provides an online class schedule. The class schedule is mailed to homes every quarter, available at all OC campuses and online at www.olympic.edu/ClassSchedule. Once students select class options, follow registration instructions or discuss with an advisor.

Ways to Register

Web Registration (OASIS)

Continuing and former students with 15 or more transcribed credits can select classes, register, and pay using OASIS (www.olympic.edu/OASIS). See page 7 under "How to Register: Continuing/Former Students" for instructions.

Register online from home, campus computers or kiosks. Visit www.olympic.edu/OASIS to see a complete list of OASIS options, including looking up grades and printing unofficial transcripts.

In Person

Students may register in person at any registration office at OC Bremerton, OC Poulsbo, or OC Shelton.

NOTE: New students should register in person at an Olympic College campus.

Waiting Lists, Over-Enrollment

Students can wait list for a full course if the prerequisite has been met. If an opening occurs, the student's name will be automatically moved from the wait list to the class roster.

Students should check their schedule listed on OASIS regularly for their registration status. The automatic registration may increase the tuition owed.

Tuition must be paid within two business days or by the payment deadline for fall quarter, or the wait-listed registration will be administratively dropped.

1. Wait list restrictions

- **Course conflicts:** Students may not enroll in a wait list and a course that has the same discipline and course number.
- **Time conflicts (overlapping times):** If the selected wait list contains a time conflict with another class, registration staff may remove the restricted class/wait list from the student's registration schedule.
- **Three-course limit:** Students are limited to three wait listed enrollment entries at any one time.

2. Over-Enrollment: Wait list students who have not gained entry to a course before the first-day of the quarter should

attend the first class. The instructor may sign an "Over-Enrollment" form which will permit the student to register. The Over-Enrollment form must be submitted to the registration office immediately.

Entry Code

Entry codes may be obtained from an advisor and expire after one use. The code provides a way for students to register online or in person for: a) a class that requires instructor permission, or b) a class that has a prerequisite block.

Prerequisite Block

Some classes require completion of a prerequisite.

- For specific prerequisites, see class listings in the printed schedule or online at www.olympic.edu/ClassSchedule.
- For more information on English and math prerequisites, see "Assessment" in this catalog.
- If the prerequisite was completed at another college or university, present the appropriate transcript to the faculty or Advising Center advisor to obtain permission to enroll.

Add, Drop, Complete Withdrawal, Late-starting Classes

Add/drop dates are listed in *The View*, OC's printed quarterly class schedule and online at www.olympic.edu. In general, the following procedures apply:

Before courses start

- Students may add (providing prerequisites/admission requirements have been met), drop, or completely withdraw via OASIS or in person.

Day one through day five

- Students may register for open courses day one through day five.
- Wait listed students may register for full courses only with instructor signature or "Over-Enrollment" form, day one through day three.
- Students may drop courses via OASIS or in person registration.

Day six through day 10

- Students may add courses with instructor signature via in person registration.
- Students may drop courses via OASIS or in person.
- Withdrawal from courses allowed for the first 10 days without transcript notation.

Enrollment Information

Day 11 through 60% of quarter

- Withdrawal from a course with a "W" grade noted on the transcript is allowed to the end of 60% of the quarter. Check specific quarter dates on the OC website or contact a registration office.

After the sixth week

- Course withdrawal with "W" grade noted on the transcript requires approval of the Registrar. The "Registrar's Petition" form must be completed and filed with the Registrar for consideration.

Complete withdrawal

If it is necessary to withdraw from all courses after the start of the quarter, students must complete an "Add/Drop" form and return it to the Registration Office. Students who do not withdraw officially, but simply stop attending courses, may be assigned a fail grade by their instructor. Students who receive veteran benefits or financial aid must obtain a signature from the appropriate office prior to withdrawal.

Financial aid recipients who stop attending all courses prior to 60% of the calendar days of the quarter will likely owe a repayment of financial aid.

Late-starting/continuous enrollment courses

Late-starting and continuous enrollment courses are open for registration according to the dates printed in OC's quarterly class schedule or on a pro-rated schedule based on the class start date.

Attendance

Regular attendance in all classes of enrollment is required. Non-attendance does not constitute an official drop from a course or withdrawal from the college. Filing an official drop form with the Registration Office is expected and required.

Administrative drop for non-attendance

To accommodate the wait listed students, instructors may file an administrative drop if students (a) do not attend the first three class periods of a day course or the first two period of an evening course, or (b) have not met the required course prerequisite.

In the event of an unavoidable absence, students have the option to contact their instructors to request an exception to this action so they will not be dropped from the class for non-attendance.

CAUTION: Not all instructors will use the administrative drop option and will award a "fail" grade for non-attendance. Students should not expect to be administratively withdrawn for non-attendance.

Tuition and Fees

OC offers standard tuition rates for resident, U.S. citizen non-residents and international students. Tuition and fees may be paid through Visa, MasterCard, check, or cash.

Tuition and fees for 2011-2012 have not been determined at the time of the publication of this catalog. If there are any rate increases, they will become effective fall 2011. Please see OC's printed quarterly class schedule (*The View*) or visit OC's website at www.olympic.edu/Students/Tuition for current tuition and fee rates.

OC tuition and fee rates are subject to change by the Board of Trustees and/or the Washington State Legislature.

Tuition Payment Plan - STEPP

Students are encouraged to participate in the STEPP program, a tuition payment program that requires a minimum down payment of 34% of tuition and fees plus a \$10 non-refundable application fee. The balance of tuition and fees is to be paid in two installment payments; the second installment payment is due at the end of the third week of the quarter and the third (final) installment payment is due at the end of the sixth week of the quarter.

STEPP forms are available in the Cashier's Office on the Bremerton campus, the Student Services Office on the Poulsbo campus and the Shelton main office on the Shelton campus. Additional information and an enrollment form are available at www.olympic.edu/students/tuition/stepp.

Fee Information

All students in credit classes are charged the following fees each quarter, including summer session. Any increases to fees will become effective fall quarter.

Student Service: \$1/credit (maximum \$10)
Technology*: \$3.50/credit (maximum \$35)

*Technology Fee exemptions: Running Start, apprentice trade theory courses, zero-credit, and adult basic education.

Security Enhancement: \$20

The Security Enhancement Fee is charged for courses held at OC Bremerton, OC Poulsbo, and OC Shelton.

Testing Fees

Accuplacer: \$20 (non-refundable);
Test retakes: \$20
GED test series: \$75; Test retakes: \$15
Proctor Test Fee: \$25

Other Fees

Washington Online: \$8/credit
Telecourse: \$30 (Optional Telecourse Tape Rental Fee: \$35)

Class Fees

Some classes require additional fees. If applicable, the specific amount of the fee appears in the class listing in *The View* or www.olympic.edu/ClassSchedule.

Drop for Non-payment

Olympic College will cancel the registration of students who do not pay tuition and fees. Students who wish to re-register for classes may do so online or in-person, with payment due within two business days.

How to Pay

- **ONLINE:** OC accepts only Visa, Mastercard. Go to <https://www.oc.ctc.edu/wrcba> to pay.
- **BY PHONE:** Cashier 360.475.7467 or 1.800.259.6718, Ext. 7467 and pay by Visa or Mastercard. The Cashier's Office experiences a high volume of calls during peak registration; please be patient.
- **IN PERSON:** At the Bremerton Cashier's Office, Shelton main office and Poulsbo Student Services office. OC accepts check, money order, cash, personal checks for the exact amount of tuition and fees, Visa and Mastercard or debit card.

NOTE: Active duty students may be eligible to use military tuition assistance to pay for classes. For details, contact Nancy Buck; nbuck@olympic.edu or call 360.394.2726.

Refunds

Refunds are issued for partial or full withdrawal from classes only if the student **officially withdraws**; either online through OASIS or in person by submitting an "Add/Drop" form to the Registration and Records Office. Online access is available at: www.olympic.edu/OASIS.

For credit courses

Refunds may be made for tuition and fees according to the official refund policy listed below:

- 100% refund prior to the first day of the quarter
- 80% refund 1st through the 5th day of the quarter
- 40% refund 6th through the 10th day of the quarter

For courses less than 13 weeks in length

- Refund is prorated

For Continuing Education (zero credit) classes

- 100% - classes and workshops canceled by OC
- 90% - withdrawal five days prior to class start date
- 0% - after class starts

Transfers to other continuing education classes five days prior to class start date are allowed.

Refund Processing Time

- Original payment made by check: The refund will be made by check and mailed to the address on file with the college within ten business days of the request.
- Original payment made by cash or debit card: The refund will be made by check and mailed to the address on file with the college within three business days of the request.
- Original payment made by credit card: The refund will be made in the form of a credit back to the charge card that originally paid tuition.

Tuition Waivers

OC participates in the following optional tuition waivers. Specific per credit rates for 2011-2012 have not been determined at the time of this publication. Please visit OC's website for a current listing of waiver rates at www.olympic.edu/students/tuition/spaceavailable.htm.

Mandatory Waiver

- Fallen Veterans: All tuition and fees are waived for a child or spouse of an eligible veteran or National Guard member who became totally disabled or lost their life while engaged in active federal military or naval service. Contact the Veteran's Office for more information.
- Running Start: All courses with item numbers 100 and above are waived for students in the Running Start program. Contact the Running Start Office for more information.

Optional Waivers

- Adult Basic Education
- Active Duty Military/Dependents and WA Nat'l Guard/Dependents
- Athletic Waiver (must have approval of Athletic Dept)
- High School Completion
 - Maximum Credits: Resident=45, Non-Resident=45
 - Adult High School waiver eligibility is determined by an OC counselor. Must be 19 years of age or older.

- Parent Education Co-Op
- Refugees
- Senior Citizens (audit only): (60 yrs of age or older; limited to two classes quarterly on a space available basis)
- Veterans (for current information on veterans waivers, please visit OC's website at: www.olympic.edu/VeteransServices)

Vocational Waivers (>18 credits)

- WA Resident
- WA Non-Resident: Requires the signature of the division dean and the Dean of Workforce Development.

Washington State Residency for Tuition Purposes

For students, Washington State residency status determines their basic tuition for most college credit classes. Information about residency is available online at www.olympic.edu/Students/Registration/Residency.

Military personnel stationed in Washington State and their dependents who present military ID at registration will be granted a waiver of non-resident tuition and will receive the resident rate.

Individuals who are non-residents or U.S. citizens MAY qualify for resident tuition if they meet certain criteria. Contact the Admissions Office for more information.

Student Contribution to Tuition

Washington State contributes to the cost of student education through support of basic instructional costs and state-supported financial aid. Student tuition represents approximately 33% of the total instructional cost. Exact figures available from the HEC Board website: www.hecb.wa.gov/research/issues/cost. Reference: RCW 28B.76.300.