

2023 - 2024



Welcome to OC!

# NEW STUDENT ORIENTATION

## Advising Center

Make an advising appointment on the Advising website:

[olympic.edu/advising](https://olympic.edu/advising)

OC Bremerton : 360-475-7530

OC Poulsbo : 360-394-2725

OC Shelton : 360-432-5412

Email: [advisingcenter@olympic.edu](mailto:advisingcenter@olympic.edu)

Get Connected to  
**Advising**

  
OLYMPIC COLLEGE

# Important Dates & Deadlines

## QUARTERLY ACADEMIC CALENDAR

**Important!** Dates are subject to change. Check our website for latest dates by searching for *"Important Dates & Deadlines"*

### SUMMER TERM 2023 (2235)

May 15	Registration begins for continuing and former students for summer/fall
May 26	Registration begins for new students
Jun 30	Tuition payment deadline
Jul 3	Summer classes begin
Jul 4	Independence Day (No classes)
Jul 6	Deadline to register for class w/o instructor permission except for Open Ended Enrollment (OEE) classes
Jul 11	Last day for 100% refund for withdrawal from classes
Jul 13	Last day to: <ul style="list-style-type: none"> <li>▪ Register for class with instructor permission</li> <li>▪ Officially drop a class with no grade reported</li> <li>▪ File for Pass/No Credit or Audit options</li> </ul>
Jul 22	Last day to request 50% refund for withdrawal from classes
Jul 28	Last day to apply for summer term graduation (degrees and certificates)
Jul 31	Last day to officially drop a class and receive a "W" grade
Aug 16	Last day to change a variable-credit class
Aug 16	Last day to add/drop an Open Ended Enrollment (OEE) classes
Aug 17	Last day of summer term (Final exams are usually last class meeting)
Aug 22	Grades submission deadline for faculty: 9pm
Aug 24	Grades available

### FALL TERM 2023 (2237)

Sep 15	Tuition payment deadline
Sep 18	Fall classes begin
Sep 20	Deadline to register for class w/o instructor permission except for Open Ended Enrollment (OEE) classes
Sep 22	Last day for 100% refund for withdrawal from classes
Sep 29	Last day to: <ul style="list-style-type: none"> <li>▪ Register for class with instructor permission</li> <li>▪ Officially drop a class with no grade reported</li> <li>▪ File for Pass/No Credit or Audit</li> </ul>
Oct 7	Last day to request 50% refund for withdrawal from classes
Oct 9	Annual Community Luncheon (student and faculty holiday)
Oct 13	Last day to apply for fall term graduation
Nov 6	Last day to officially drop a class and receive a "W" grade
Nov 6	Registration begins for continuing and former students for winter term
Nov 10	Veterans Day Holiday
Nov 13	Last day to add/drop an Open Ended Enrollment (OEE) classes
Nov 20	New student winter term registration begins
Nov 22	Non-Student day. No day or evening classes
Nov 23-24	Thanksgiving Holiday
Nov 27	Last day to change a variable-credit class
Dec 5-8	Finals and/or instruction
Dec 8	Fall term ends
Dec 12	Grade submission deadline for faculty: 9pm
Dec 14	Grades available

### WINTER TERM 2024 (2241)

Nov 6	Registration begins for continuing and former students for winter term
Nov 20	Registration begins for new students
Dec 29	Tuition payment deadline
Jan 2	Winter classes begin
Jan 4	Deadline to register for class w/o instructor permission except for Open Ended Enrollment (OEE) classes
Jan 8	Last day for 100% refund for withdrawal from classes
Jan 15	Dr. Martin Luther King, Jr. Day Holiday
Jan 16	Last day to: <ul style="list-style-type: none"> <li>▪ Register for class with instructor permission</li> <li>▪ Officially drop a class with no grade reported</li> <li>▪ File for Pass/No Credit or Audit options</li> </ul>
Jan 21	Last day to request 50% refund for withdrawal from classes
Jan 26	Last day to apply for winter term graduation (degrees and certificates)
Feb 12	Registration begins for continuing and former students for spring term
Feb 15	Last day to officially drop a class and receive a "W" grade
Feb 19	President's Day Holiday
Feb 26	New student spring term registration begins
Feb 27	Last day to add/drop an Open Ended Enrollment (OEE) class
Mar 7	Last day to change a variable-credit class
Mar 12-15	Final exams and/or instruction
Mar 15	Winter term ends
Mar 19	Grade submission deadline for faculty: 9pm
Mar 21	Grades available

### SPRING TERM 2024 (2243)

Feb 12	Registration begins for continuing and former students for spring term
Feb 26	Registration begins for new students
Mar 29	Tuition payment deadline
Apr 1	Spring classes begin
Apr 3	Deadline to register for class w/o instructor permission except for Open Ended Enrollment (OEE) classes
Apr 5	Last day for 100% refund for withdrawal from classes
Apr 12	Last day to: <ul style="list-style-type: none"> <li>▪ Register for class with instructor permission</li> <li>▪ Officially drop a class with no grade reported</li> <li>▪ File for Pass/No Credit or Audit options</li> </ul>
Apr 20	Last day to request 50% refund for withdrawal from classes
Apr 26	Last day to apply for spring term graduation (degrees and certificates)
May 13	Last day to officially drop a class and receive a "W" grade
May 13	Registration begins for continuing and former students for summer/fall
May 17	Non-Student day. No day or evening classes
May 24	Last day to add/drop an Open Ended Enrollment (OEE) class
May 24	Registration begins for new students for summer/fall
May 27	Memorial Day Holiday
Jun 5	Last day to change a variable-credit class
Jun 11-14	Final exams and/or instruction
Jun 14	Spring term ends
Jun 16	OC Commencement (tentative)
Jun 18	Grade submission deadline for faculty: 9pm
Jun 19	Juneteenth holiday
Jun 20	Grades available



# Check List

## **Activate your ctcLink student account and OC student email**

- ⇒ Your student accounts give you access to **email, campus computer login, Canvas, and Wi-Fi.**
- ⇒ See page 5

## **Log into Canvas and explore**

- ⇒ See page 5

## **Determine your math and English placement**

- ⇒ See page 7

## **Make an advising appointment with a Student Success Coach**

- ⇒ Student Success Coaches are here to help you make your education a success!
- ⇒ Meet with a coach to **choose your first quarter classes, make an academic plan,** and get connected to resources.
- ⇒ Fill out the Advising Appointment Request Form on the Advising website: [olympic.edu/advising](http://olympic.edu/advising) or call the Advising Center at 360-475-7530.

## **Determine your funding and/or financial aid**

- ⇒ See pages 10-11

## **Get your student ID and parking pass**

- Your ID card and parking pass are included with your student tuition and fees. You can get them in the Safety & Security Office in Bldg 4, Rm 101, or in the Student Services Office at OCP and OCS.
- ⇒ To get your ID, bring proof of class registration and a valid photo ID.
  - ⇒ To get your parking pass, visit <https://www.permitsales.net/olympic>

## **Make an appointment with Student Disabilities Services (if needed)**

- Student Disability Services coordinates disability-related accommodations for students with permanent or temporary disabilities.
- ⇒ For help, visit [olympic.edu/student-disability-services](http://olympic.edu/student-disability-services), visit Bldg 4, Rm 205, call 360-475-7540, or email [disabilityservices@olympic.edu](mailto:disabilityservices@olympic.edu)

## **Check your student email account often!**

- ⇒ Don't miss important announcements and deadlines!
- ⇒ OC faculty and staff communicate via email.
- ⇒ See page 5 for how to activate your account.



# What's Your Goal?

## Associate in Technical Arts (ATA) and Certificates

**Professional / Technical degrees and certificates designed to prepare you for the workforce:**

Accounting Technology  
Administrative Office Support  
Bookkeeping  
Business Management  
Chemical Dependency Professional  
Construction Trades  
Cosmetology  
Culinary Arts Institute  
Digital Photography  
Documentary Filmmaking  
Early Childhood Education  
Engineering Technology  
Fashion Marketing  
Human Services  
Leadership and Human Relations  
Manufacturing Technology  
Medical Billing and Coding  
Medical Receptionist  
Nursing Assistant  
Nursing (RN)  
Payroll Clerk  
Precision Machining  
Substance Use Disorder Professional  
Technical Design  
Unmanned Aerial Vehicle Photography  
Welding Technology

## Associate in Applied Science (AAS) Associate in Applied Science-Transfer (AAS-T)

**Professional degrees that transfer to a limited number of institutions with which OC has articulation agreements:**

Aviation Technology  
Early Childhood Education  
Filmmaking  
Homeland Security/Emergency Management  
Information Technology  
Leadership and Occupational Studies  
Medical Assisting

Organizational Leadership & Resource Management  
Physical Therapist Assistant

## Transfer Preparation Degrees:

**Associate in Arts (AA - DTA)  
Associate of Science (AS - T), Associate in Business (AB - DTA)  
Associate in Pre-Nursing (APN-DTA)**

**Degrees that prepare you to transfer to a 4-year college or university. Areas of transfer include, but are not limited to:**

American Ethnic & Gender Studies  
Anthropology  
Art  
Astronomy  
Atmospheric Science/Meteorology  
Biology  
Biotechnology  
Business and Economics  
Chemistry  
Communication Studies  
Computer Science  
Early Childhood Education  
Education  
Engineering  
English  
Environmental Studies  
Exercise Science  
Fashion  
Geography  
Geology  
History  
Human Services  
Marine Science  
Mathematics  
Music  
Physical Education  
Physics  
Political Science  
Pre-Dental  
Pre-Health Science  
Pre-Law  
Pre-Medical  
Pre-Nursing – DTA  
Pre-Pharmacy  
Pre-Physical Therapy  
Pre-Veterinary  
Psychology

Social Work  
Sociology  
World Languages  
Undecided

## Bachelor of Applied Science (BAS)

Filmmaking  
Computer Information Systems  
Organizational Leadership & Technical Management (OLTM)

## Bachelor of Science in Nursing (BSN)

Nursing: RN to BSN  
Nursing: Veteran / LPN to BSN

## Pre-requisites for many selective programs at other colleges, including:

Dental Hygiene  
Diagnostic Medical Sonography/  
Radiology  
Respiratory Therapy  
Veterinary Technology

## Is transferring to a university your goal?

The freshman and sophomore years of most bachelor's degrees focus on general education requirements, also called "Lower Division Coursework." In our transfer preparation degrees, you will get:

- same type of coursework as first two years at a university
- a lower tuition rate
- typically smaller class sizes
- if accepted to the university, usually admitted with Junior level standing

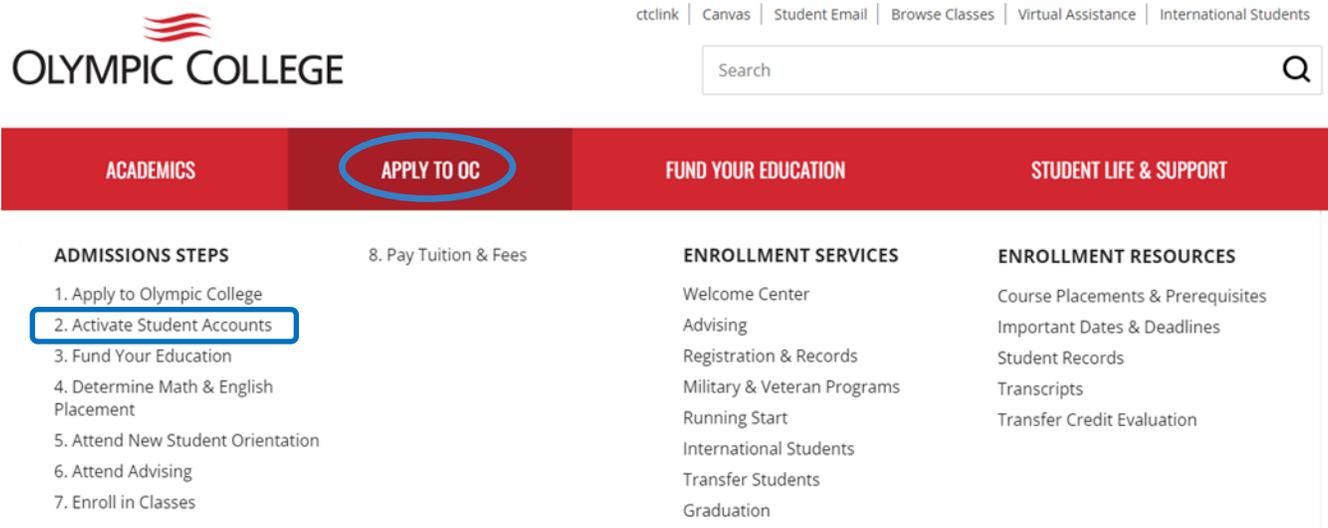
# How to Activate Your Student Accounts

You will have three main student accounts that help you with different aspects of your academic career:

- **ctcLink Student Homepage:** register for classes, pay your bill, see important admission to do items
- **Student Email:** check this often for important messages from OC and your instructors
- **Canvas Account:** Read your syllabus, contact instructors, submit homework, and attend online classes

To activate your accounts:

1. Start at the Olympic College Homepage: [olympic.edu](http://olympic.edu)
2. Click “**Apply to OC,**” then click “**2. Activate Student Accounts**”

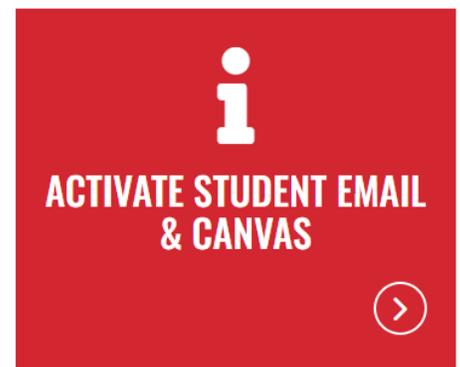
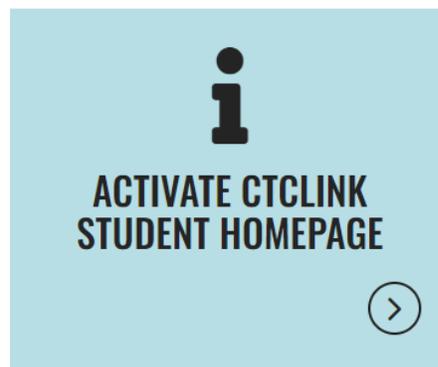


## ACCOUNT ACTIVATION INSTRUCTION PAGES

Click the tiles for instruction on how to activate your accounts.

3. Follow the instruction links on the page to activate your

- **ctcLink Student Homepage**
- **Student Email**
- **Canvas Account**



### Note:

- Your email address is typically **FirstNameLastName@student.olympic.edu**.
- Make sure to write down **your email** and **password**. Follow the “**Recover Account**” instructions on the same page if you lose your password.
- You’ll use your student email address and password to login to your student email, Canvas, and campus WiFi

# Choosing Classes

## Associate Degrees Are 90+ College Level Credits

- College level classes are those **numbered 100 or above**.
- OC is on the quarter system, with four quarters per year: Summer, Fall, Winter, Spring.
- If your goal is to graduate in two years, you will need to take a **minimum of 15 credits each quarter** (not including summer).

Two - Year Plan	}	15 credits FALL
		+ 15 credits WINTER
		+ 15 credits SPRING
	-----	45 credits (Year 1)
	+ 45 credits (Year 2)	-----



Quarterly Enrollment Status	
Full Time	12+ Credits
3/4 Time	9-11 Credits
1/2 Time	6-8 Credits
Less than 1/2 Time	1-5 Credits

..... ➤ **FACT:** You do *not* have to enroll full-time to take classes or receive financial aid!

Financial aid is prorated to the your enrollment status.



### HOW MANY CLASSES SHOULD I TAKE?

- “**Credit**” = the number of hours you will meet in class each week (*ex: 5-credit course meets 5 hours per week*)
- Each credit hour in class expects an *additional minimum* of 2 hours of homework/study time.

**1 credit** = 1 hour in class + 2 hours homework = 3 hours/week commitment

**5 credits** = 5 hours in class + 10 hours homework = 15 hours/week commitment

**10 credits** = 10 hours in class + 20 hours homework = 30 hours/week commitment

**15 credits** = 15 hours in class + 30 hours homework = 45 hours/week commitment = **full time job!**

- Consider your work and life commitments. How many credits can you realistically complete?

# Choosing Classes

## HOW TO CHOOSE CLASSES

➤ **First, determine your English and math placement.** You have 3 options:

1. **Take the ACCUPLACER**

- By appointment only, virtual or in-person
- Register (and access study guides and practices tests) at [olympic.edu](http://olympic.edu). Search for “placement” or go to: [olympic.edu/student-life-support/enrollment-services/assessment-testing-services/placement](http://olympic.edu/student-life-support/enrollment-services/assessment-testing-services/placement)
- Call 360-475-7238 or email [AccuplacerQuestions@olympic.edu](mailto:AccuplacerQuestions@olympic.edu)

2. **Submit high school transcripts, Smarter Balance Assessment (SBA), SAT/ACT scores, and/or AP scores**

- On the OC website at [olympic.edu/student-life-support/enrollment-services/advising/prerequisites](http://olympic.edu/student-life-support/enrollment-services/advising/prerequisites)

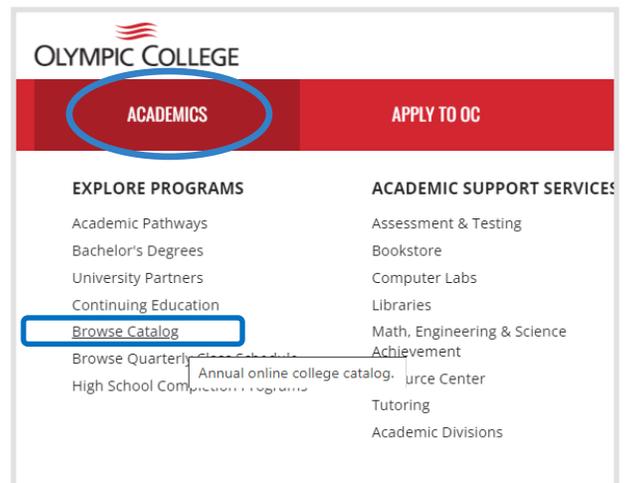
3. **Submit unofficial college transcripts**

- On the OC website at [olympic.edu/student-life-support/enrollment-services/advising/prerequisites](http://olympic.edu/student-life-support/enrollment-services/advising/prerequisites)

➤ **Look at the requirements for your degree** in the College Catalog on the OC website:

➤ **Meet with your Student Success Coach** to discuss options for courses that align with your educational goals.

- Call the Advising Center at 360-475-7530,
- Stop by our office in Bldg 4, Rm. 203, or
- Fill out the Advising Appointment Request Form on the Advising website: [olympic.edu/advising](http://olympic.edu/advising)



## INSTRUCTION MODES

**In-Person/Web Enhanced:** Classes meets on campus for regularly scheduled times and often use an online platform like Canvas to submit assignments.

**Hybrid:** Classes are a combination in-person and online. Read the course descriptions carefully to see what “hybrid” means for that course. Examples:

- a 5-credit course that meets 3 hours on campus and 2 hours online each week
- a 2-credit course that only meets in person 4 times a quarter

**Online - Synchronous:** Class does NOT meet on campus. Class meets online via Zoom at regularly scheduled times.

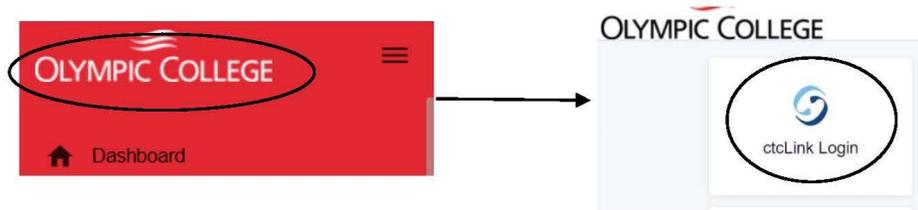
**Online - Asynchronous:** Class does NOT meet on campus and does NOT meet via Zoom. Rather, you take the course on your own schedule. HOWEVER, like other courses, asynchronous courses generally have weekly assignments, deadlines, discussion boards, quizzes and exams (all online).

**Hi-flex:** Some instructors have multiple versions of their class (online, hybrid, and/or on campus classes) listed for the same time slot. This allows students to pivot to taking the class online or in-person as best fits their needs.

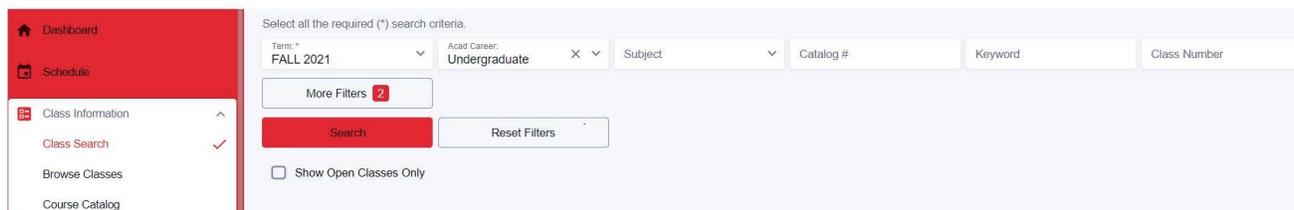
# How to Register for Classes

## Registering for Classes With "Browse Classes" Portal

1. Go to [olympic.edu](http://olympic.edu) and click on "Browse Classes" at the top
2. You will now need to sign into your student portal. Click on the white Olympic College logo in the red menu. This will allow you to sign into ctcLink and provide you with other helpful links.



3. You are now logged in and you should see the red menu populated with your student information. You can view the class schedule in Class Information > Class Search.



4. Choose the class you are looking for in the "Subject" drop down menu. If you know the class number (i.e. ENGL& 101) you can put the number (101) in the "Catalog #" box. To see only open classes, click on "Show Open Classes Only".
5. You will get all the open sections of the class you selected. Once you found one that works for you, click on the section and it will expand to show you more class information and enrollment buttons. This is where you can add classes to your cart and/or enroll.

English Composition I | ENGL& 101

SECTION	DAYS	START	END	ROOM	DATES	INSTRUCTOR	UNITS	STATUS	INSTRUCTION MODE	SESSION
12-LEC (15324)	We	1:00 pm	3:15 pm	Shelton Bldg S2,...	09/20 - 12/10	Carmen Hoover	5	10/20	Web Enhanced	1

**INFORMATION**

Class Number: 15324  
Career: Undergraduate  
Session: Regular Academic Session  
Units: 5 units  
Grading: Graded  
Description: A college-level introduction to effective written composition for academic, vocational, and occupational students, with emphasis on exposition.  
Enrollment Requirements: Appropriate placement test score, or ENGL 091 with grades of 3.30 or better, or ENGL 099 with grades of 2.00 or better or English 101 instructor permission  
Class Attributes: Low-Cost Textbooks (Less than \$50)

**DETAILS**

Instructor: Carmen Hoover  
Dates: 09/20/2021 - 12/10/2021  
Meets: We 1:00pm - 3:15pm  
Instruction Mode: Web Enhanced  
Room: Shelton Bldg S2, Room 121  
Location: Shelton  
Components: Lecture Required

[See Location](#)

**TEXTBOOKS**

[Bookstore](#)

**AVAILABILITY**

Status: Open  
Seats Open: 10/20  
Wait List Open: 20/20

[Share](#) [Add To Cart](#) [Enroll](#)

# How to Register for Classes

6. You will get a dialog box allowing you to put in a permission number. You can bypass this and click "Save." You are now registered for classes or added classes to your cart.

Enrollment options

ENGL& 101: English Composition II 12 - 15324

Permission Number

Cancel Save

7. If you need to enroll in your classes from your shopping cart you can go down to "Enrollment" in the red menu and click on "Shopping Cart." Select the classes you'd like to enroll in and click enroll.

CLASS	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS	Enroll
ASTRO 101 C1 LEC (19076)	Introduction to Astronomy	ARR	-	-	David Fong	5	2/35	<input checked="" type="checkbox"/>
MATH8 141 C2-LEC (17175)	Precalculus I Algebra	MoTuWeThFr	8:00 am	8:50 am	Arienc Wado	5	1/25	<input checked="" type="checkbox"/>

8. Lastly, check your schedule. In the red menu, click "Schedule". You will get a calendar view. In the top right you can switch to list view for a better view.

Schedule

Download (.ics) [List View Icon] [Calendar Icon]

Sep 26 - Oct 02 Today

Class Schedule Class Exams Wait List Classes

## Instructional videos

Videos are available online to walk you step-by-step through the account activation and course enrollment processes. Go to our webpage and click on **"Apply to OC"** and then **"2. Activate Student Accounts"** and **"7. Enroll in classes"**

**ACADEMICS**

**ADMISSIONS STEPS**

1. Apply to Olympic College
2. Activate Student Accounts
3. Fund Your Education
4. Determine Math & English Placement
5. Attend New Student Orientation
6. Attend Advising
7. Enroll in Classes

**APPLY TO OC**

8. Pay Tuition & Fees

**FUND YOUR EDUCATION**

**ENROLLMENT SERVICES**

- Welcome Center
- Advising
- Registration & Records
- Military & Veteran Programs
- Running Start
- International Students
- Transfer Students
- Graduation

**STUDENT LIFE & SUPPORT**

**ENROLLMENT RESOURCES**

- Course Placements & Prerequisites
- Important Dates & Deadlines
- Student Records
- Transcripts
- Transfer Credit Evaluation

# Paying for College

## TUITION, FEES, AND BOOKS

Tuition and fees are the costs for taking classes at your college.



**Tuition:** This amount can vary based on the number of credit hours you take and whether you're an in-state resident or out-of-state student.

**Below are resident rates for 2022-23.** Rates for 2023-24 will be available in the summer. *For more information, visit our website at [olympic.edu/fund-your-education/tuition-fees](https://olympic.edu/fund-your-education/tuition-fees)*

- 15 credits = \$1486.00
- 12 credits = \$1309.18 ●●●▶ **Full-Time status = 12 or more credits**
- 5 credits = \$595.65
- 1 credit = \$119.13

**Fees:** In addition to tuition there are set fees that pay for certain services for students.

- Student Service: \$2/credit (max \$20)
- Technology Fee: \$5/credit (max \$50)
- eLearning (online course fee): \$4/credit
- Security Enhancement Fee: \$20
- Individual class fees (cost varies by class)

**Books and Supplies:** You'll need books and other course materials, available at the OC Bookstore either on the Bremerton campus or online. You may be able to lower these costs by buying used textbooks or renting them. Free textbook lending is available for students in need through the Resource Center in Bldg 4, Rm. 207.

Some instructors use Open Educational Resources ("O.E.R.") that are low cost alternative to standard textbooks. OER courses are noted in the class schedule.

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## WHEN AND HOW TO PAY

➤ **Tuition is due by the last business day before the first day of the quarter** (see pg 2). **You will be dropped from classes if you do not meet the tuition deadline.**

Before the deadline, you must:

- Pay in full, or
- Enroll in payment plan, or
- Be covered by a ctcLink 'hold' from your funding department  
(ie. Financial Aid, Military Veteran Benefits, or Workforce Development)

➤ Pay in the "**Financial Account**" tile in ctcLink Student Homepage, in person in Bldg 4 room 106, or by phone at 360-475-7181.

➤ Sign up for the **Tuition Payment Plan** to pay your tuition in installments.

For more information and instructions on how to pay tuition or set up a payment plan, visit the Cashier's website at: [olympic.edu/fund-your-education/cashiers-office](https://olympic.edu/fund-your-education/cashiers-office)

# Paying for College

## FINANCIAL AID TYPES

**FAFSA or WASFA:** one application to be considered for federal, state, and institutional grants, loans and work-study jobs. Amount awarded is based on financial need.

- Find out more or register for a financial aid workshop at [olympic.edu/financial-aid](http://olympic.edu/financial-aid)
- Submit the FAFSA or WASFA – **AND** – submit the required follow-up tasks listed in your ctclink account
- Call 360-475-7650 or email [financialaid@olympic.edu](mailto:financialaid@olympic.edu)

### **Workforce Development:**

- See if you qualify by completing this short survey: [StartNextQuarter.org](http://StartNextQuarter.org)
- Call 360-475-7166 or email [wfd@olympic.edu](mailto:wfd@olympic.edu)

### **Military Benefits:**

- See Military and Veteran Programs at [olympic.edu/military-and-veteran-programs](http://olympic.edu/military-and-veteran-programs)
- Call 360-473-2821 or email [MVP@olympic.edu](mailto:MVP@olympic.edu)

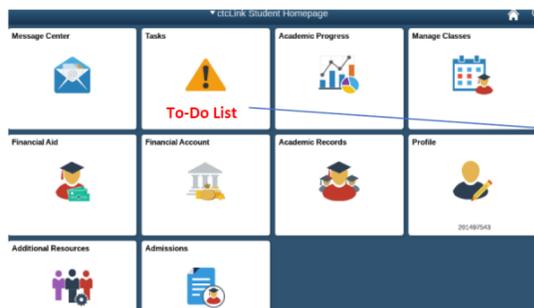
**Scholarships:** The Olympic College Foundation offers hundreds of scholarships each year based on financial need and/or academic merit. See [olympic.edu/fund-your-education/scholarships](http://olympic.edu/fund-your-education/scholarships)

Students receiving financial aid through FAFSA are **NOT** required to be enrolled full-time. If you register for less than 12 credits, simply submit an **Enrollment Status Change** form to the Financial Aid Office.



**Check your Financial Aid Status and Tasks in ctclink often**

After submitting a Financial Aid application, you must check your financial aid status in ctclink and **submit all required follow-up tasks** as soon as possible to complete the process and receive your aid.



# Courses & Technology to Help You be Successful

**Taking these courses your first quarter will set you up for success!**

## **GEN-S 97: General Studies 97 - Orientation to Canvas (0 credits) - FREE!**

This two-hour course teaches you how to use Canvas: find your syllabus and assignments; communicate with faculty or students; submit your assignments online; and identify the resources for online support.

## **COLL 110: College Success (2 credits)**

Students develop an understanding of what it means to be a college student, how to identify, locate and utilize student support services, develop strategies to transition to college, understand the importance of diversity in the immediate learning environment, explore technology, tools and resources, and create an academic plan.

## **DIGL 101: Introduction to Online Learning with Canvas (2 credits)**

This course prepares students for success in the online learning environment. Students will identify essential skills and develop problem-solving strategies unique to online learning.

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## **CANVAS & Student Online Support**

[SOS@olympic.edu](mailto:SOS@olympic.edu) | 360-475-7770 | Bldg. 6, Rm. 20 (down the clocktower stairs)

Our office can help you learn to use Canvas, **the college's primary online learning system**. You are encouraged to enroll in General-Studies 97 (GEN-S 097), a free course that will teach you everything you need to know to be successful using Canvas. All online courses and many in-person classes use Canvas for course assignments, discussion, grades, and communication. Access Canvas using your OC student email address. Find us by searching "Student Online Support" on the OC website.

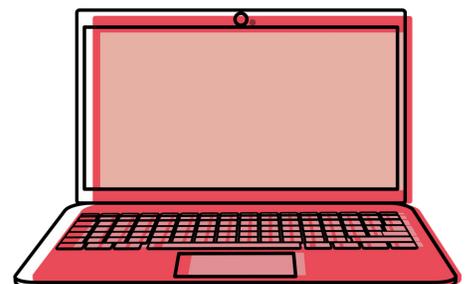


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## **TECHNICAL SUPPORT**

Visit the Information Technology Help Desk website [olympic.edu/student-life-support/it-helpdesk](http://olympic.edu/student-life-support/it-helpdesk) for help with:

- **Laptop, hotspot, and calculator** checkout - **FREE!**
- **Free WiFi** on campus and in the OC parking lots (*need your student email address to log in*)
- **Computer Labs**
- Troubleshoot **account access** for ctclink and email
- For urgent help: 360-475-7600 or [HelpDesk@olympic.edu](mailto:HelpDesk@olympic.edu)



# Discover Your Resources

Welcome Center .....	Bldg 4, Rm 105 / 360-475-7279 / Welcome@olympic.edu
Registration & Records .....	Bldg 4, Rm 105 / 360-475-7650 / Registration@olympic.edu
Financial Aid .....	Bldg 4, Rm 105 / 360-475-7650 / Financial Aid@olympic.edu
Advising Center .....	Bldg 4, Rm 203 / 360-475-7530 / AdvisingCenter@olympic.edu
Assessment & Testing Services (Accuplacer): .....	Bldg 4, Rm 222 / 360-475-7238 / TestingCenter@olympic.edu
Student Disability Services: .....	Bldg 4, Rm 205 / 360-475-7540 / DisabilityServices@olympic.edu
Military and Veterans Programs: .....	Bldg 11, Rm 100 / 360-473-2821 / MVP@olympic.edu
Resource Center:.....	Bldg 4, Rm 207 / 360-475-6817 / ResourceCenter@olympic.edu
Workforce Development:.....	Bldg 4, Rm 204 / 360-475-7555 / WFD@olympic.edu
IT Help Desk .....	360-475-7600 / HelpDesk@olympic.edu
OC Poulsbo Student Services: .....	360-394-2725 (First Floor)
OC Shelton Student Services: .....	360-432-5400 (Palmer Student Center)

## WELCOME CENTER & STUDENT SERVICES VIRTUAL OFFICE

Get help with:

Admissions • Registration • Financial Aid • Cashier

**Monday - Friday 8 am - 4:30 pm**

In-Person: in Bldg 4, Rm 105, or  
via Zoom or phone in the Student Services Virtual Office:

Go to <https://zoom.us/my/oc.studentservices>

Or call (253) 215-8782 and enter Meeting ID: 693 824 6429



## FREE SERVICES FOR STUDENTS!

Find them by searching on the OC website

- The Resource Center
- Computer Labs
- Counseling Services
- Career Center
- Library
- Tutoring
- Writing Center

- Food Pantry
- Fitness Center
- Athletic Events
- Student Government
- Clubs and Organizations
- Security Escort
- And More!

MESA: Math, Engineering and Science Support

# Student Resources

## STUDENT DISABILITY SERVICES

[DisabilityServices@olympic.edu](mailto:DisabilityServices@olympic.edu) | 360-475-7540 | Bldg. 4, Rm. 205

Student Disability Services partners with the Olympic College community to foster a college culture that recognizes disability as a valued aspect of diversity. We are dedicated to ensuring the inclusion and full participation of students with disabilities in all college programs, services, and activities.

We determine eligibility for students with disabilities and coordinate accommodations/adjustments, auxiliary aids, and support services. Any student who feels they may need an accommodation based on the impact of a permanent or temporary disability or for medically related pregnancy conditions may be eligible for services.



We are here to serve and support students with disabilities as they work toward their educational goals at Olympic College. To learn more about us and our services, visit our website at [www.olympic.edu/student-disability-services](http://www.olympic.edu/student-disability-services) or scan our QR code.

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## RESOURCE CENTER

[ResourceCenter@olympic.edu](mailto:ResourceCenter@olympic.edu) | 360-475-6817 | Bldg. 4, Rm. 207

The Resource Center offers you information and referrals, supportive listening, classroom items like our huge book lending library, and when applicable, emergency funding to help support your needs. This program was created by students for students. We want to be your active support team! Stop in, call, or email and see if we can help; you don't have to struggle alone.

Let's have a conversation to see how we can help! Stop by in-person or virtually and visit our website for more information and a list of local resources: [www.olympic.edu/resource-center](http://www.olympic.edu/resource-center)

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## COUNSELING SERVICES

[CounselingServices@olympic.edu](mailto:CounselingServices@olympic.edu) | 360-475-7540 | Bldg. 4, Rm. 205

Counseling Services is dedicated to your wellbeing and supporting your college career at OC. We offer appointments remotely and in person in our office in Building 4, Room 205.

### Our Services

- Personal Counseling
- Career Counseling
- High School Completion
- Consultation Services

To **make an appointment**, email [CounselingServices@olympic.edu](mailto:CounselingServices@olympic.edu), describe your concern briefly, and make sure to include your name and ID number.

Visit [olympic.edu/counseling-services](http://olympic.edu/counseling-services) for more about our services and resources.

### Crisis Prevention Information

- Call 911 if you are experiencing a life-threatening emergency
- Text HELP to 741 741 for the 24/7 [Crisis Text Line](#)
- Call 988 for the 24/7 [National Suicide Prevention Lifeline](#)
- Call 800-500-5513 for the 24/7 [Domestic Violence Protection Hotline](#)

# Student Resources

## ADVISING CENTER

[AdvisingCenter@olympic.edu](mailto:AdvisingCenter@olympic.edu) | 360-475-7530 | Bldg. 4, Rm. 203

In the Advising Center, Student Success Coaches help you explore and achieve your educational goals. Faculty Advisors guide you in your field of study and help you prepare for a career or transfer to a four-year program. Your advising team stays with you through to graduation. To learn more about us and our services and schedule an advising appointment, visit our website at [www.olympic.edu/advising](http://www.olympic.edu/advising)

### OLYMPIC COLLEGE'S HAZING PREVENTION POLICY

**Hazing is prohibited within the OC community, on and off campus.**

Sam Martinez, a first-year student at Washington State University, died of alcohol poisoning while pledging a fraternity in Fall 2019. In 2022, the State of Washington passed "Sam's Law" (HB 1751), which requires colleges and universities to provide hazing awareness and prevention education. As part of "Sam's Law," Olympic College students and employees need to complete online hazing prevention training. The College must also prepare a quarterly hazing report and maintain a Hazing Prevention Committee.

#### What is Hazing?

Hazing is any conduct committed as part of a **person's recruitment, initiation, pledging, admission into, or affiliation** with a **student organization, athletic team, or living group** (collectively "student groups") or any pastime or amusement engaged in with respect to such a student group that causes, or is likely to cause, **bodily danger or physical harm, or serious psychological or emotional harm**, to any student or other person attending Olympic College, including causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm, **regardless of the person's willingness to participate.**

"Hazing" **does not include** customary athletic events or other similar contests or competitions. This prohibition applies to conduct that may occur both **on and off campus**. In compliance with 2SHB 1751, "Sam's Law," (2022), the College will implement procedures and programs, including offering students and employees hazing **prevention training and programming**, implementation of a **mandatory reporting procedure**, creation of a hazing **prevention committee**, and publication of a **hazing report**.

### NOTES

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# Course Planning Worksheet

Use this worksheet to create a wish list of classes you would like to take next quarter

\_\_\_\_\_  
Name

\_\_\_\_\_  
ctcLink ID Number

What is your intended Program/Major? \_\_\_\_\_

*Examples: Undecided, Biology, Business, Computer Science, Education, Engineering, Psychology, Welding, etc.*

**All Students:**

- Students without prior college experience should enroll in **COLL 110 college Success (2 credits)** and **GEN-S 97 (0 credits)**
- If you have received your math and/or English placement, **choose either a math or English class** (or both if you feel comfortable doing so)

My math placement: \_\_\_\_\_ My English placement: \_\_\_\_\_

**Students in the Associate of Arts – Direct Transfer Degree (AA-DTA):**

1. Use the AA DTA worksheet or College Catalog to browse “Courses Meeting Graduation Requirements in Associate Degrees.”
2. Think about your favorite subjects – what excites you the most?!
3. Use the online College Catalog to read course descriptions of classes in those subjects.
4. Click the “Browse Classes” link at the top of the OC website for the current class schedule

**Students in Business, Associate of Science, Nursing, and Professional/ Technical Degrees or Certificates:**

1. Find your program in the online Olympic College Catalog and identify the classes that are required for your degree.
2. Use the College Catalog to read course descriptions of required classes.
3. Write a wish list of 3-4 required classes in the table below.
4. Click the “Browse Classes” link at the top of the OC website for the current class schedule

**NEXT STEP:**

**Make an appointment with a Success Coach** to create an Academic Plan and chose your classes for next quarter. Fill out an appointment request form here:

[olympic.edu/advising](http://olympic.edu/advising)



Course/Subject	Class Number (# in parentheses)	Credits	Location	Days/Times
COLL 110 College Success		2		
GEN-S 97 Orientation to Canvas (Free!)		0		
English				
Math				