Welcome to OC!

NEW STUDENT ORIENTATION

Advising Center

Make an advising appointment on the Advising website:

olympic.edu/advising

OC Bremerton: 360-475-7530
OC Poulsbo: 360-394-2725
OC Shelton: 360-432-5412
Email: advisingcenter@olympic.edu
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
Composites Manufacturing
Cosmetology
Culinary Arts Institute
Digital Photography
Early Childhood Education
Electronics
Engineering Technology
Fashion Marketing
Human Services
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

Transfer Preparation Degrees:

Associate in Arts (AA - DTA)
Associate of Science (AS - T), Associate in Business (AB - 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/Ultrasound
Radiology
Respiratory Therapy
Veterinary Technology

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

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
# Important Dates & Deadlines

## ACADEMIC CALENDAR 2022-2023

### SUMMER TERM 2022 (2225)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 16</td>
<td>Registration begins for continuing and former students for summer</td>
</tr>
<tr>
<td>May 27</td>
<td>Registration begins for new students</td>
</tr>
<tr>
<td>Jul 5</td>
<td>Tuition payment deadline</td>
</tr>
<tr>
<td>Jul 5</td>
<td>Summer classes begin</td>
</tr>
<tr>
<td>Jul 7</td>
<td>Deadline to register for class w/o instructor permission</td>
</tr>
<tr>
<td></td>
<td>except for Open Ended Enrollment (OEE) classes</td>
</tr>
<tr>
<td>Jul 12</td>
<td>Last day for 100% refund for withdrawal from classes</td>
</tr>
<tr>
<td>Jul 14</td>
<td>Last day to:</td>
</tr>
<tr>
<td></td>
<td>- Register for class with instructor permission</td>
</tr>
<tr>
<td></td>
<td>- Officially drop a class with no grade reported</td>
</tr>
<tr>
<td></td>
<td>- File for Pass/No Credit or Audit options</td>
</tr>
<tr>
<td>Jul 24</td>
<td>Last day to request 50% refund for withdrawal from classes</td>
</tr>
<tr>
<td>Aug 1</td>
<td>Last day to officially drop a class and receive a “W” grade</td>
</tr>
<tr>
<td>Aug 4</td>
<td>Last day to apply for summer term graduation</td>
</tr>
<tr>
<td></td>
<td>(degrees and certificates)</td>
</tr>
<tr>
<td>Aug 17</td>
<td>Last day to change a variable-credit class</td>
</tr>
<tr>
<td>Aug 17</td>
<td>Last day to add/drop an Open Ended Enrollment (OEE) classes</td>
</tr>
<tr>
<td>Aug 18</td>
<td>Last day of summer term (Final exams are usually last class meeting)</td>
</tr>
<tr>
<td>Aug 23</td>
<td>Grades submission deadline for faculty: 9pm</td>
</tr>
<tr>
<td>Aug 25</td>
<td>Grades available</td>
</tr>
</tbody>
</table>

### FALL TERM 2022 (2227)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 19</td>
<td>Tuition payment deadline</td>
</tr>
<tr>
<td>Sep 19</td>
<td>Fall classes begin</td>
</tr>
<tr>
<td>Sep 21</td>
<td>Deadline to register for class w/o instructor permission</td>
</tr>
<tr>
<td></td>
<td>except for Open Ended Enrollment (OEE) classes</td>
</tr>
<tr>
<td>Sep 23</td>
<td>Last day for 100% refund for withdrawal from classes</td>
</tr>
<tr>
<td>Sep 30</td>
<td>Last day to:</td>
</tr>
<tr>
<td></td>
<td>- Register for class with instructor permission</td>
</tr>
<tr>
<td></td>
<td>- Officially drop a class with no grade reported</td>
</tr>
<tr>
<td></td>
<td>- File for Pass/No Credit or Audit options</td>
</tr>
<tr>
<td>Oct 8</td>
<td>Last day to request 50% refund for withdrawal from classes</td>
</tr>
<tr>
<td>Oct 10</td>
<td>Annual Community Luncheon (student and faculty Holiday)</td>
</tr>
<tr>
<td>Oct 14</td>
<td>Last day to apply for fall term graduation</td>
</tr>
<tr>
<td></td>
<td>(degrees and certificates)</td>
</tr>
<tr>
<td>Nov 7</td>
<td>Last day to officially drop a class and receive a “W” grade</td>
</tr>
<tr>
<td>Nov 7</td>
<td>Registration begins for continuing and former students for winter</td>
</tr>
<tr>
<td>Nov 11</td>
<td>Veterans Day Holiday</td>
</tr>
<tr>
<td>Nov 14</td>
<td>Last day to add/drop an Open Ended Enrollment (OEE) class</td>
</tr>
<tr>
<td>Nov 21</td>
<td>New student winter term registration begins</td>
</tr>
<tr>
<td>Nov 23</td>
<td>Non-Student day. No day or evening classes</td>
</tr>
<tr>
<td>Nov 24-25</td>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>Nov 28</td>
<td>Last day to change a variable-credit class</td>
</tr>
<tr>
<td>Dec 6-9</td>
<td>Finals and/or instruction</td>
</tr>
<tr>
<td>Dec 9</td>
<td>Fall term ends</td>
</tr>
<tr>
<td>Dec 13</td>
<td>Grade submission deadline for faculty: 9pm</td>
</tr>
<tr>
<td>Dec 15</td>
<td>Grades available</td>
</tr>
</tbody>
</table>

### WINTER TERM 2023 (2231)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 7</td>
<td>Registration begins for continuing and former students for winter</td>
</tr>
<tr>
<td>Nov 21</td>
<td>Registration begins for new students</td>
</tr>
<tr>
<td>Jan 3</td>
<td>Tuition payment deadline</td>
</tr>
<tr>
<td>Jan 3</td>
<td>Winter classes begin</td>
</tr>
<tr>
<td>Jan 5</td>
<td>Deadline to register for class w/o instructor permission</td>
</tr>
<tr>
<td></td>
<td>except for Open Ended Enrollment (OEE) classes</td>
</tr>
<tr>
<td>Jan 9</td>
<td>Last day for 100% refund for withdrawal from classes</td>
</tr>
<tr>
<td>Jan 16</td>
<td>Martin Luther King, Jr. Day Holiday</td>
</tr>
<tr>
<td>Jan 17</td>
<td>Last day to:</td>
</tr>
<tr>
<td></td>
<td>- Register for class with instructor permission</td>
</tr>
<tr>
<td></td>
<td>- Officially drop a class with no grade reported</td>
</tr>
<tr>
<td></td>
<td>- File for Pass/No Credit or Audit options</td>
</tr>
<tr>
<td>Jan 22</td>
<td>Last day to request 50% refund for withdrawal from classes</td>
</tr>
<tr>
<td>Jan 30</td>
<td>Last day to apply for winter term graduation</td>
</tr>
<tr>
<td></td>
<td>(degrees and certificates)</td>
</tr>
<tr>
<td>Feb 13</td>
<td>Registration begins for continuing and former students for spring</td>
</tr>
<tr>
<td>Feb 16</td>
<td>Last day to officially drop a class and receive a “W” grade</td>
</tr>
<tr>
<td>Feb 20</td>
<td>President’s Day Holiday</td>
</tr>
<tr>
<td>Feb 27</td>
<td>New student spring term registration begins</td>
</tr>
<tr>
<td>Feb 28</td>
<td>Last day to add/drop an Open Ended Enrollment (OEE) class</td>
</tr>
<tr>
<td>Mar 9</td>
<td>Last day to change a variable-credit class</td>
</tr>
<tr>
<td>Mar 14-17</td>
<td>Final exams and/or instruction</td>
</tr>
<tr>
<td>Mar 17</td>
<td>Winter term ends</td>
</tr>
<tr>
<td>Mar 21</td>
<td>Grade submission deadline for faculty: 9pm</td>
</tr>
<tr>
<td>Mar 23</td>
<td>Grades available</td>
</tr>
</tbody>
</table>

### SPRING TERM 2023 (2233)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 13</td>
<td>Registration begins for continuing and former students for spring</td>
</tr>
<tr>
<td>Feb 27</td>
<td>Registration begins for new students</td>
</tr>
<tr>
<td>Apr 3</td>
<td>Tuition payment deadline</td>
</tr>
<tr>
<td>Apr 3</td>
<td>Spring classes begin</td>
</tr>
<tr>
<td>Apr 5</td>
<td>Deadline to register for class w/o instructor permission</td>
</tr>
<tr>
<td></td>
<td>except for Open Ended Enrollment (OEE) classes</td>
</tr>
<tr>
<td>Apr 7</td>
<td>Last day for 100% refund for withdrawal from classes</td>
</tr>
<tr>
<td>Apr 14</td>
<td>Last day to:</td>
</tr>
<tr>
<td></td>
<td>- Register for class with instructor permission</td>
</tr>
<tr>
<td></td>
<td>- Officially drop a class with no grade reported</td>
</tr>
<tr>
<td></td>
<td>- File for Pass/No Credit or Audit options</td>
</tr>
<tr>
<td>Apr 19</td>
<td>Last day to apply for spring term graduation</td>
</tr>
<tr>
<td></td>
<td>(degrees and certificates)</td>
</tr>
<tr>
<td>Apr 22</td>
<td>Last day to request 50% refund for withdrawal from classes</td>
</tr>
<tr>
<td>May 15</td>
<td>Registration begins for continuing and former students for summer</td>
</tr>
<tr>
<td>May 17</td>
<td>Last day to officially drop a class and receive a “W” grade</td>
</tr>
<tr>
<td>May 19</td>
<td>Non-Student day. No day or evening classes</td>
</tr>
<tr>
<td>May 26</td>
<td>Last day to add/drop an Open Ended Enrollment (OEE) class</td>
</tr>
<tr>
<td>May 26</td>
<td>Registration begins for new students for summer/fall</td>
</tr>
<tr>
<td>May 29</td>
<td>Memorial Day Holiday</td>
</tr>
<tr>
<td>Jun 7</td>
<td>Last day to change a variable-credit class</td>
</tr>
<tr>
<td>Jun 13-16</td>
<td>Final exams and/or instruction</td>
</tr>
<tr>
<td>Jun 16</td>
<td>Spring term ends</td>
</tr>
<tr>
<td>Jun 19</td>
<td>Juneteenth National Independence Day</td>
</tr>
<tr>
<td>Jun 21</td>
<td>Grade submission deadline for faculty: 9pm</td>
</tr>
<tr>
<td>Jun 22</td>
<td>Grades available</td>
</tr>
<tr>
<td>Jun</td>
<td>OC Commencement (date to be determined)</td>
</tr>
</tbody>
</table>
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: Fall, Winter, Spring, Summer.
⇒ 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)

90 credits = Associate’s degree in two years

### Quarterly Enrollment Status

<table>
<thead>
<tr>
<th></th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>12+</td>
</tr>
<tr>
<td>3/4 Time</td>
<td>9-11</td>
</tr>
<tr>
<td>1/2 Time</td>
<td>6-8</td>
</tr>
<tr>
<td>Less than 1/2 Time</td>
<td>1-5</td>
</tr>
</tbody>
</table>

You do not have to enroll full-time to take classes at OC 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 requires 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!**

- 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**
     - Virtual and limited in-person assessment by appointment only
     - Registration, study guides, and practices tests available on the OC website: olympic.edu/services/assessment-testing-services/accuplacer-assessment
     - Call 360-475-7238 or email 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/current-students/advising/verify-prerequisites
  3. **Submit unofficial college transcripts**
     - On the OC website at olympic.edu/current-students/advising/verify-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, or
  - Fill out the Advising Appointment Request Form on the Advising website: olympic.edu/advising

**INSTRUCTION MODES**

**In-Person:** Class meets on campus for regularly scheduled times.

**Hybrid:** Class is a combination in-person and online class. For example:
- a 5-credit course meets 3 hours on campus and 2 hours via zoom or each week
- a 2-credit course (ie: COLL 110) meets only 4 times during the quarter and the rest of the work is online

**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).
Courses & Technology to Help You be Successful

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

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.

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.

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.

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. GEN-S 97 Orientation to Canvas is a great class to teach you how to navigate this important system.

TECHNICAL SUPPORT

- 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

Contact the IT HelpDesk: 360-475-7600 or 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 / FinancialAid@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
Access Services for Students with Disabilities: ... Bldg 4, Rm 205 / 360-475-7540 / AccessServices@olympic.edu
Military and Veterans Programs: ........................................ Bldg 11, Rm 100 / 360-473-2821 / MVP@olympic.edu
SING (Students in Need Group): ........................................ Bldg 4, Rm 207 / 360-475-6817 / SING@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)

STUDENT SERVICES VIRTUAL OFFICE

Get live help from anywhere! The Student Services Virtual Office is available
Monday-Thursday 8 am - 4:30 pm via Zoom or phone.

Admissions ● Registration ● Financial Aid ● Advising ● Cashier ● Access Services ● Counseling ● Military & Veterans Programs

Click “Virtual Assistance” at the top of the OC website.

FREE SERVICES FOR STUDENTS!

Computer Labs
Counseling Services
Career Center
Library
Tutoring
Writing Center
Math/Physics Study Center
MESA: Math, Engineering and Science support

Students in Need Group
Food Pantry
Fitness Center
Athletic Events
Student Government
Clubs and Organizations
Security Escort
And More!
How to Activate Your ctcLink Student Account

1. Choose ctcLink on the www.olympic.edu homepage or type the url based on your device.

2. Click on ‘Activate Your Account’.

3. Enter your first and last name and date of birth as shown below.

4. Type your ctcLink ID exactly as it appears in your acceptance email.
5. Click ‘Submit’.
6. Choose your password recovery options for later in case you need to reset it in the future.
7. Choose & confirm your Password. It must be at least 8 characters and include uppercase, lower-case, and a number or special character.
8. Click OK and then close the activation window to return to the ctcLink login page.
9. Explore your ctcLink and familiarize yourself with the tools available to you.

For assistance and questions, please email us at welcome@olympic.edu
1. Start at the Olympic College Homepage: olympic.edu
2. Click Services, then click “Student Account Activation” under Student Account Management to the right

3. Enter your ctcLink Student ID and password, then create and confirm a password for your student email that meets the displayed complexity requirements.
4. Click “Submit”: Please write down your email and password.

Note:
- You’ll use your student email address and password to login to your student email, Canvas, and campus WiFi
- Your email address is typically FirstNameLastName@student.olympic.edu
How to Register for Classes

Registering for Classes With "Browse Classes" Portal

1. Go to olympic.edu and click on "Browse Classes" at the top in the red links.

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.
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.

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.

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.

Instructional videos

are available online to walk you step-by-step through the account activation and course enrollment processes. Follow the “Welcome Enrollment Steps” in the “Student Orientation” link on our website.
TUITION, FEES, AND BOOKS

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

* Tuition and Fees listed below are 2021-22 rates. 2022-23 rates will be updated in Summer 2022.

Tuition*: This amount can vary based on the number of credit hours you take and whether you’re an in-state or out-of-state student. Below are resident rates. For more information on tuition and fee details, including non-resident rates, visit our website at olympic.edu/paying-college/tuition-fees.

- 15 credits = $1,447.30
- 12 credits = $1,275.42  (Full-Time status = 12 or more credits)
- 5 credits = $580.25
- 1 credit = $116.05

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

- Student Service: $2/credit (max $20)
- Technology Fee: $3.50/credit (max $35)
- 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 SING office in Bldg 4, Rm. 207.

Some instructors use Open Educational Resources (“O.E.R.”) that are low cost alternative to standard

WHEN AND HOW TO PAY

➤ Tuition is due by the first day of the quarter. You will be dropped from classes if you do not meet the tuition deadline.
   Before the first day, 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, 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: https://www.olympic.edu/paying-college/how-pay
FINANCIAL AID

Types of Financial Aid:

**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/paying-college/financial-aid](http://olympic.edu/paying-college/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

**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

**Military Benefits:**

- See Military and Veteran Programs at [olympic.edu/services/military-and-veteran-programs](http://olympic.edu/services/military-and-veteran-programs).
- Call 360-473-2821 or email 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/paying-college/financial-aid/scholarship-opportunities](http://olympic.edu/paying-college/financial-aid/scholarship-opportunities).

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.
What Do I Do Next?

☐ 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 pages 8-9

☐ Submit your COVID-19 vaccine verification or request for exemption
   ⇒ See page 15

☐ Determine your math and English placement
   ⇒ See page 5

☐ Make an 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 (highly recommended), or call the Advising Center at 360-475-7530.

☐ Determine your funding and/or financial aid
   ⇒ See page 12-13

☐ 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 Access Services (if applicable)
   ⇒ Access Services coordinates accommodations for students with disabilities.
   ⇒ Call 360-475-7540 or email Access Services@olympic.edu

☐ Check your student email account often!
   ⇒ OC faculty and staff communicate via email. Don’t miss important announcements and deadlines!
   ⇒ See page 9 for how to activate your account.
COVID-19 Vaccine Verification
All students who participate in on-campus courses, activities, or other operations at Olympic College locations are required to be fully vaccinated against COVID-19 or have an approved medical or religious exemptions on file.

You are blocked from registering for in-person classes until you have completed your verification.
For more information and instructions and other up-to-date information, see our website:
**Course Planning Worksheet**

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

<table>
<thead>
<tr>
<th>Name</th>
<th>ctcLink ID Number</th>
</tr>
</thead>
</table>

**I want to be:**  
☐ Full Time (12 or more credits)  
☐ Part Time (less than 12 credits)

**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)**
- 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?!  
   Write your THREE favorite subjects in the table below.
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. Please fill out an appointment request form here: [olympic.edu/advising](http://olympic.edu/advising)

<table>
<thead>
<tr>
<th>Course/Subject</th>
<th>Class Number (# in parentheses)</th>
<th>Credits</th>
<th>Location</th>
<th>Days/Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLL-110 College Success</td>
<td></td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gen-s 97 Orientation to Canvas (Free!)</td>
<td></td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math</td>
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<td></td>
</tr>
</tbody>
</table>