Adjunct Faculty Handbook
2009-2010

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August 24, 2009

Dear Adjunct Faculty Members:

On behalf of my fellow administrators, it is my pleasure to welcome you to another academic year at Olympic College. The adjunct faculty members of Olympic College— at the Bremerton, Shelton and Poulso campuses— are an integral part of the Olympic College learning community. Whether you have been teaching here for years, or this is your very first quarter, I am pleased that you will be with us during the upcoming months.

As always, there are many changes underway at the College and this past year is no exception. The new Humanities Building has been under construction since spring 2007 and is scheduled to be completed in 2010. On the administrative front, there have been other changes as well. Dr. Kim McNamara, formerly the Director of the Shelton campus, has been appointed as the Dean for Student Development replacing Dr. Gina Huston. While most of her responsibilities are in the Student Services area, the advising piece reports to Instruction. Dr. Gina Huston has been reassigned as the new Dean for Social Science and Humanities; and, Dr. Kristin Poppo, the Director of OC Poulso, has added the Shelton Campus to her list of responsibilities making her the new Director for Extended Learning.

Lastly, I was appointed as the Vice President of Instruction. I am very excited about this assignment and yet aware of the inherent responsibilities. As a former faculty member, I have not lost sight of what it is to be in the classroom. I know the challenges you face and the expertise you bring to the classroom and I am most appreciative for all that you do for students. In the face of these changes and thanks to our outstanding faculty and staff, the College continues to grow and evolve yet never loses site of its mission of high quality instruction. You are a vital part of that mission.

The information contained in this handbook is intended to assist you in your efforts to provide quality education. You can also find both the Adjunct Faculty Handbook and the Student Handbook on our website at http://www.olympic.edu/ However, if you have any questions, please contact the appropriate division office or your site director. Also, please feel free to contact my office, the Office of Instruction, at 360-475-7400.

In the course of the year at Olympic College, there are several opportunities to participate in activities, staff development, committees and faculty meetings. I know your schedule may prevent your participation. Nonetheless, you are always welcome at these campus events should you be interested. I do not have the opportunity often enough to spend time with our part-time faculty. In spite of this, I do want you to know that I am grateful for all of your hard work, dedication and commitment to our students. Truly, without you we could not fulfill our College's mission and I want you to know that your efforts do not go unnoticed by me.

Once again, welcome to the 2009-10 academic year at Olympic College and best wishes for a successful classroom experience.

Sincerely,

Mary Garguile
Vice President of Instruction

MG/aph
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2009-2010 Adjunct Faculty Guide
A Warm Welcome and Orientation

A Warm Welcome
Welcome to Olympic College! The best way to get started is to visit your division office or site director. Contact information as well as a description of the services division offices and site directors can provide is located on page 9 of this handbook. It is recommended that you introduce yourself to the office staff and check your campus mailbox for information.

Contact your division office or site director to find out where the adjunct mailboxes are located. At the division office or from your site director, you will be able to garner information, have your questions answered and the friendly staff is there to assist and support you. You can fill out paperwork for keys, get your e-mail and voice mail set up as well as pick up any additional materials you may need. At the Shelton campus, you can do this through the front office.

On the Bremerton campus, you can stop by Human Resource Services located in the CSC-5th floor. At HR, you can pick up a copy of the Faculty Contract - Collective Bargaining Agreement. (Collective Bargaining Agreements are also available at the satellite campuses. See the site director to procure a copy). Human Resource Services also maintains a current listing of jobs at community colleges and higher education institutions statewide.

In order to familiarize yourself with the services available to students, visit the Student Entry and Advising Center located by the clock tower on the Bremerton campus. Your next stop should be our beautiful Haselwood Library and Media Services Center. After that, please visit our bookstore and the Bremer Student Center. The satellite campuses offer the same services. Please inquire at the front office at Shelton and room 114 at Poulsbo for information. Finally, visit your classroom(s). Best wishes for a rewarding classroom experience!

Annual Orientation Session
Every fall quarter during "Opening Days," the Office of Instruction hosts an orientation for adjunct faculty to welcome new faculty and update returning faculty on college issues. Although this is an unpaid orientation, we encourage you to attend. At the orientation, we cover issues such as classroom management, instruction, faculty assessment and any new developments on the college campus.

Teaching Duties for Adjuncts
The duties of Adjunct Teaching Academic Employees as outlined in the Collective Bargaining Agreement are as follows:

1. Provide quality teaching including related preparation and grading.
2. Provide class to students enrolled in classes and to the division office as requested.
3. Teach assigned courses in appropriate disciplines in accordance with college catalog, schedule of classes, course outlines, course syllabi, and any departmental guidelines.
4. Maintain accurate records of students and complete forms as required.

Adjunct Counseling Academic Employees
The responsibilities for Adjunct Counseling Academic Employees are:

1. Facilitate the personal, vocational and educational decision-making of students.
2. Assist students with admission, registration, transfer, withdrawal, schedule changes and advising.
3. Provide group instruction to students as appropriate.
4. Administer and interpret individual and group psychometric assessments.
5. Provide crisis intervention to students in need.
6. Provide current vocational and educational information for career planning and for future educational experiences.
7. Evaluate student records and experiences.
8. Provide individual and group counseling on a range of career, academic and personal growth topics.
9. Accept student referrals from faculty and administrators and to refer students to other agencies when appropriate.
10. Maintain records of contacts with students and complete forms as required.
11. Work with community agencies, schools civic groups and individuals in meeting student needs.
12. Serve as liaisons to instructional divisions providing counseling-related services.
13. Provide reports of contact data quarterly and annually.

**Adjunct Library Academic Employees**
The duties for Adjunct Library Academic employees are:

1. Provide research assistance and individual instruction in the use of the library’s services and print and electronic resources.
2. Develop and teach general and discipline-specific orientations and workshops.
3. Work with teaching faculty to integrate information literacy into curriculum and programs.
4. Implement the library’s information literacy instruction program and services.
5. Develop library research guides, bibliographies, and other instructional aids and disseminate them in a variety of formats.
6. Evaluate electronic resources and new end-user information technologies for possible acquisition by the Library.
7. Direct the work activities of student employees.
8. Perform other related professional duties as requested or assigned by the full-time Library Academic Employees or the appropriate Academic Administrator.
9. Develop and teach research/information literacy courses at the direction of the Dean.
10. Participate in discipline and/or subject and/or division planning at the direction of the Dean.
11. Serve on department and division committees at the direction of the Dean.

**Academic Issues and Instructional Policies and Procedures**

**Academic Honesty**
As an institute of higher education, it is important that the highest academic standards are maintained. The OC Student Code states:

"Any student shall be subject to immediate disciplinary action provided for in this Student Conduct Code who either as principal actor, or aided or abettor...commits any of the following acts which are hereby prohibited. (a) All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the College, and forgery, alteration, or use of College documents or instruments of identification with intent to defraud..." (WAC 132C-120-065 Violations)

We recommend that class syllabi clearly state that all forms of cheating, stealing and plagiarizing with the intent to defraud are
prohibited and will be reported to the Vice President of Student Services. In the event that you suspect that this has occurred, please contact the Vice President of Student Services (475-7476) and inform the student that it has been reported.

To expedite this process, you may file a report online by simply going to: http://www.olympic.edu/forms/forms/newsform.aspx

Complete the Student Conduct Incident Report for any student conduct code violations such as academic dishonesty and/or student misconduct. Once the form is electronically submitted, the Vice President of Student Services and his staff will follow up and work to rectify the situation.

Add-Drop/Late Add/Refund Policy/Petition Process

1. Before the first day of the quarter:
   Adds/drops are accepted in person or online (OASIS) registration. Also, the students on waitlists are added automatically via a job that is scheduled overnight each day. A confirmation of registration from the wait list is mailed to the student by the Registration Office.

2. Day one through three:
   Students may drop classes and instructors may add students from the waitlists by signature on the “Registration” form or the “Over-enrollment” form. Students may also add classes if space is available. At midnight on day three, the waitlist is suspended and students may add/drop classes through the end of the fifth day of the quarter based on space availability.

3. Day four and five:
   Students may add classes if space is available without instructor signature.

4. Day six through ten:
   A. Late adds accepted ONLY with faculty signature. Use the “permission to enroll” section on the reverse side of the “Registration” form.
   B. Drops accepted without faculty signature.

Refund Policy:

- 100% prior to the first day of the quarter.
- 80% refund, first through the fifth day of the quarter
- 40% refund, sixth through the tenth day of the quarter.
- No refunds after the tenth day of the quarter.
- Refunds may be made for tuition, operating fees and special fees unless listed as non-refundable. Refund is pro-rated for courses less than 13 weeks in length.

5. Day 11 through the end of quarter:
   A. Registrar’s Petition process in effect. Students must present a rationale for the action requested, and instructors of the class have the option of signing or not signing the petition request. Petitions should be submitted in a timely manner and medical or substantiating documentation should be attached to the form. The requested action is subject to the final decision of the Registrar. Approved petitions may result in additional tuition charges.

B. End of the sixth week or 60%: Last day to officially drop a class and receive a “W” grade.

Administrative Withdrawal

Instructors or program advisors may request the Registration and Records Office staff to withdraw a student's registration from a class for either of the following reasons:

A. A student fails to attend the first two class sessions of a daily class or the first class session of a twice weekly class; or

B. The student has not met the required prerequisite. No grade will be given in a dropped class, and a refund will be issued to the student, if appropriate. However, students are not to assume that they have been administratively
This procedure often causes confusion for the students as they expect to be administratively dropped if they do not attend. Students must submit formal withdrawal from classes to the Registration Office (any campus).

**Class Cancellation**
Occasionally, a class will not have the required minimum number of students enrolled prior to or at its first class meeting. In this event, the appropriate unit administrator or site director will consult with the instructor regarding a possible cancellation. Under no circumstances should an instructor cancel a class. Specific authorization to cancel a class is made only by the appropriate unit administrator or by the Vice President of Instruction. If an instructor has reason to believe that a class might not have the required minimum enrollment, the instructor should contact his or her unit administrator.

**Class Materials**
Instructors should check with their division office or site director regarding class textbooks and securing desk copies.

**Class Place/Time Changes**
An instructor cannot change the time or place of a class without specific authorization by the unit administrator, site director, or the Vice President of Instruction. The appropriate unit administrator or site director must be notified in advance if an instructor plans to take a field trip or to change the normal classroom meeting time and/or place. All classes should meet at the scheduled time and place unless otherwise authorized.

**Class Rosters**
Class rosters are available on Instructor’s Briefcase (IBC) at any time. Directions on IBC use are available in a printed brochure available at the Dean’s or Registration Office. Paper rosters are distributed after the tenth day of instruction and should be returned only if corrections or deletions are needed. Class rosters for submission of grades are available online.

**Students may not attend or participate in a class without completion of formal registration.** Students entering a class late and not appearing on the roster should not be admitted to class without presenting a copy of their registration form showing payment. If such proof of registration is not present, please refer the students to the Registration and Records Office (360-475-7200 or 1-800-259-6718 ext.7200) to clarify their registration status, or the registration office at any college campus (OC Shelton, OC Poulsbo, Naval Base Kitsap, Bremerton or Bangor.)

**First Day Rosters**
Full-time and part-time faculty members are to use Instructor’s Briefcase (IBC) to see, print or copy over their first-day rosters.

For instructors who are unable to print the rosters, please phone (360) 475-7207 for assistance.

**Tenth Day Rosters**
Tenth day paper copy rosters are not printed as most faculty use Instructor Briefcase (IBC). If you need a copy of the roster, you may print a copy from IBC or make a request to Registration and Records at 360-475-7207 or 7203 or 1-800-259-6718 ext.7207 or ext. 7203.

**Class Waitlists**
Waitlist rosters can be found at the end of your class roster or in IBC. Please sign and date an "Over-enrollment Authorization Form" for the students you wish to allow into your class from the waitlist. Have the student take the signed form to the registration office during the first five days of the quarter to add to the class.

**Classrooms**
General purpose classrooms should be open prior to class meeting time. Laboratory classrooms, computer rooms, rooms containing instructional equipment, and off-
campus or weekend classrooms may need to be unlocked by the instructor or by Security (360-475-7800 or 1-800-259-6718 ext. 7800). For the Shelton campus, see the front office and for the Poulsbo campus see the Campus Director’s office in room 222 or call Poulsbo security at (360) 394-2719 or on campus ext. 2719. Refer any problems or facility needs to the appropriate unit administrator or site director.

Classroom Discipline/Management
It is the instructor’s responsibility to clearly articulate to the students the expectations for appropriate behavior in the classroom. The course syllabus is a good place to communicate this. Disorderly or abusive behavior that interferes with the rights of others or which obstructs or disrupts teaching, research and classroom function is not allowed. In the event of any problems, please contact the Vice President of Student Services (360-475-7476 or 1-800-259-6718 ext 7476) for assistance. Or you may file a report online by simply going to http://www.olympic.edu/forms/ssform.aspx

Course Outlines
Every course has an approved course outline with goals, objectives and student learning outcomes. All instructors are expected to fulfill the approved goals and objectives and to meet the desired student learning outcomes. Course outlines are available at the division offices.

Course Promotion
Adjunct faculty members may want to share information about the course(s) that they teach with prospective students and the community. With the approval of the appropriate unit administrator or site director, the first opportunity is through the published quarterly schedule, The View. Each division and branch campus determines which courses will have enrollment benefits from an advertisement in The View, and they are included on a space-available basis.

Due to printing deadlines, this information is due well in advance. Contact the appropriate division office or site director for dates. Other promotional assistance is available for new or infrequently occurring courses in the form of a news release to the media and in the form of community-access television outlets within Olympic College’s service district of Kitsap and Mason Counties.

New classes – Allow four to six weeks to generate a major Communications or public relations event. While the interest of reporters working directly with any communication medium in the form of a “feature” is encouraged, the issue of news releases, biographies, and press packets by instructors (including advertising paid directly by individual instructors) is not appropriate. Consult the appropriate unit administrator or site director for guidance or call the Communications Office at 360-475-7106 or 1-800-259-6718 ext. 7106.

Course Syllabus and Template
Instructors should review course objectives and expectations with their students. A written copy of the course syllabus should be given to the students as well as to the appropriate unit administrator or site director. Examples of course syllabi developed by Olympic College faculty are on file in the division offices. Instructors who need assistance with developing a course syllabus should contact their division office or site director. However, as a point of reference, you may use the following template in developing a course syllabus.

Syllabus Template

1. Course Information
   - Title of Course
   - Item number, section, quarter, time, location and credit hours
   - Pre-requisite (if any)

2. Instructor Information
   - Name and Title
Office location, office hours, office phone number and e-mail address

(We recommend that you NOT give students your home phone number).

3. Texts, Materials, Readings and Resources
   - Textbooks (titles, authors, editions)
   - Readings or other resources such as videos, CD ROM, etc. (titles, required or optional, where to locate the resources), other electronic resources (Web sites, listserv, newsgroup, etc.)

4. Course Description
   - General description of the course
   - Instructional methods (lecture, group discussion, Socratic, didactic, etc.)
   - General education requirements met by course

5. Course Specific Learning Outcomes
   - Course objectives
   - For each course specific outcome list "demonstrated by" and list the assignment(s) that will be used to assess this outcome

6. Course Policies
   - Attendance/tardiness policy
   - Class participation policy
   - Missed exams or assignments policy
   - Academic honesty policy
   - Plagiarism/Cheating policy

7. ADA Statement
   A simple disability statement on your syllabus does several things:
   - Promotes awareness of available services by directing students to appropriate campus resources;
   - Communicates your interest in the success of your students with disabilities and your commitment to provide reasonable accommodations;

   - Normalizes the accommodation process by incorporating it as an element of the course.

Please feel free to use or adapt the following statement: “Any student who feels s/he may need an accommodation based on the impact of a disability should contact the office of Access Services in Humanities 114 (Bremerton campus), or call (360) 475-7540 for information or appointment.”

(If you are teaching at a satellite campus or via ITV, the contact information for the Shelton campus for Access services is the front desk at 360-432-5400 and 360-475-7543 for TTY. At Poulsbo, contact the site director's office at (360) 394-2702. These sites can put the students through to Access Services.)

8. Requirements: Assessments, Assignments and Grading
   - Factors included in grade (how it is assessed and weighted)
   - Grading scale

Faculty Assessment/Student Feedback
Adjunct faculty members are required to participate in the Olympic College faculty assessment as outlined in the Collective Bargaining Agreement, Appendix D, Section 4. Adjunct faculty members may also place their own request for the assessment of one or more of their classes. Assessment materials are provided by the Faculty Assessment Office under the auspices of the Vice President of Instruction.

The Faculty Assessment office is currently revamping the system in an effort to make it more streamlined and allow for quicker turnaround time. To that end, the office is converting the current paper assessment to an online assessment process. At the October 8, 2008 Instructional Administrators meeting, it was decided by the academic deans and the AHE that adjunct faculty would be assessed via the online system. (To read the minutes from that meeting, go to: X:\Shared
Documents and Forms\IAM\Pipeline 2008\Fall and access the 10-8-08 minutes).

Do note that until the system is completely online, all probationary tenure track faculty currently on the paper system will continue with paper assessments. After the transition to an online system, off-site and ESOL students will continue to be assessed via the paper process.

For paper assessments, faculty members should not be present in the classroom during the evaluation process. Completed assessments are summarized in a report by the Faculty Assessment Office. The completed assessments and reports are forwarded to the respective division office. The original report is provided to the instructor along with the original student evaluation forms. For more information, consult the appropriate unit administrator or contact Tess Harrison in the Faculty Assessment Office at 475-7403.

**Faculty Assessment Process as Outlined in the CBA**
The procedure for assessment of adjunct faculty has been modified this year by the AHE and the College’s Administration. The following is a summation of what (as of this printing) will be published in the Collective Bargaining Agreement.

**Quarters 1-3**
For quarters 1-3 Student assessments will be completed for each class taught and for library adjunct faculty, student assessments will be completed for at least one and no more than three library orientation sessions per quarter. For counseling adjunct faculty, student assessments will be completed for twenty percent of individual counseling sessions.

A required written self-reflection in response to the student assessments will be submitted to the Division Dean by the end of the quarter the faculty receives the results. One classroom faculty evaluation with an optional written response to this evaluation will be completed during the first quarter of employment, if possible; but no later than the second quarter. Classroom faculty evaluations will focus on five criteria:

- Classroom management
- Organization
- Student-faculty interactions
- Mastery of the subject matter
- Presentation

For Counseling adjunct faculty, a faculty evaluation of an individual counseling session will be completed, with permission of the student, during the first quarter. The faculty counseling observation will focus on the following criteria:

- Counselor-student interactions
- Knowledge of College/area resources
- Knowledge of graduation, transfer and technical/professional requirements

**Quarters 4-6**
Student assessments will be completed for each class taught. For library adjunct faculty, student assessments will be completed for at least one and no more than three library orientation sessions per quarter. For counseling adjunct faculty, student assessments will be completed for twenty percent of individual counseling sessions. A required written self-reflection in response to the student assessments will be submitted to the Division Dean by the end of the quarter the faculty receives the results.

One classroom faculty evaluation with an optional written response to this evaluation will be completed. A copy of the faculty evaluation must be submitted to the adjunct/full-time temporary faculty member and the Division Dean by the end of the quarter in which the evaluation took place.

**Quarters 7-9**
Student assessments will be completed for each class taught during one quarter of the adjunct/full-time temporary faculty’s choice. For library adjunct faculty, student
assessments will be completed for at least one but no more than three library orientation sessions during one quarter of the library adjunct’s choice. For counseling adjunct faculty, student assessments will be completed for twenty percent of individual counseling sessions.

A required written self-reflection in response to the student evaluations will be submitted to the Division Dean by the end of the quarter the faculty receives the results. One classroom faculty evaluation with an optional written response to this evaluation will be completed. A copy of the faculty evaluation must be submitted to the adjunct/full-time temporary faculty member and the Division Dean by the end of the quarter in which the evaluation took place.

Subsequent quarters
Student assessments will be completed for each class taught during one quarter of the adjunct/full-time temporary faculty’s choice once every three years. For library adjunct faculty, student assessments will be completed for at least one, but no more than three library orientation sessions during one quarter of the library adjunct faculty’s choice once every three years.

For counseling adjunct faculty, student assessments will be completed for twenty percent of individual counseling sessions. A required written self-reflection will be submitted to the Division Dean by the end of the quarter the faculty receives the results.

One classroom faculty evaluation with an optional written response to this evaluation will be completed once every three years. A copy of the faculty evaluation must be submitted to the adjunct/full-time temporary faculty member and the Division Dean by the end of the quarter in which the evaluation took place.

If student assessment and/or faculty evaluations are unsatisfactory, the Division Dean may require additional evaluations. In the case of a pattern of student complaints, or a concern is identified from the student evaluations or classroom faculty evaluation, written notification will be given to the adjunct/full-time temporary faculty by the Division Dean.

An improvement plan will be developed by the Division Dean and the adjunct/full-time temporary faculty member to address the identified concerns and should include a timeline regarding expected improvements where appropriate.

The process for Academic Employee Assessment Procedures will be published in full detail in the Collective Bargaining Agreement and will be available to faculty upon publication.

Response to Student Feedback
Once you receive your report, per the Collective Bargaining Agreement, for the first nine quarters of employment, adjunct faculty are asked to write a response to their report. (Reference: CBA Appendix D, Section 4 and Section 4.1.2) In writing your response, some questions to consider are:

- What do the results suggest to you?
- What changes might you make based on the feedback you have received?

Grade Appeals
Students wishing to pursue a formal grade appeal process must comply with the Grade Appeal Procedure listed in the current OC catalog (page 41) or on-line. Written copies of the Grade Appeal Procedure are available in the Office of the Vice President of Instruction, the Office of the Vice President of Student Services, or from any instructional division office or site director.

Grade Appeal Procedure

Purpose:
Students are responsible for maintaining standards of academic progress and following
procedures established and made known by their college instructors. The purpose of the grade appeal is to protect each student against prejudiced, arbitrary or capricious academic evaluation.

**Appeal expectations and conditions:**

- A grade appeal ONLY applies to the final course grade.
- The assignment of a grade is the right and responsibility of the instructor.
- It is the right and responsibility of the student to appeal a grade he/she deems arbitrary or capricious.
- In a grade appeal, the Dean will meet only with the student or instructor, and no other advocate may be present.
- The student is responsible for knowing and initiating the grade appeal procedure.

**Process:**

1. A student must first review his or her grade with the instructor who assigned the grade. The burden of proof shall rest with the student to demonstrate arbitrary or capricious assignment of the final course grade.

2. If a student wishes to further pursue the formal grade appeal, it must be done in writing to the instructor's Dean, with a copy to the instructor, within the first three instructional weeks of the subsequent quarter, including Summer Session. Because many faculty are not on campus during Summer Session, some Spring Quarter grade appeals may not be resolved until Fall Quarter. The student should have documentation such as graded assignments and test results to support the written grade appeal. Within two weeks of receiving a written grade appeal, the Dean will review the documentation presented by the student and faculty, discuss the matter with either as necessary, and provide a written response to the student, with a copy to the instructor.

3. The student may appeal the Dean’s written response by delivering a written justification for further review to the Dean within ten days of the date the Dean’s decision was mailed. The Dean will then appoint a review team of three faculty members from related disciplines who will review documentation and provide a written recommendation to the Dean. The Dean will submit the faculty review team's recommendation to the student and instructor within 15 instructional days. The recommendation of the faculty review team is the last step in the process.

4. The evaluation of the extent of course mastery is exclusively within the province of the instructor for a particular course, and adjustments or grade changes may be initiated only by that instructor.

Revised Per IPC Agreement--1/10/2000
Revised Wording Per IPC Agreement -- 4/10/00
Revised by IPC – 1/09/06

**Grade Due Dates**
Grades must be submitted on IBC or grade rosters submitted to Registration and Records in person by the published deadline by 9:00 p.m.

- Fall 2009– Monday, December 14, 2009
- Winter 2010– Monday, March 22, 2010
- Spring 2010– Monday, June 14, 2010
- Summer 2010 – Monday, August 16, 2010

**Grades and Grade Policies**
The Grading Policy is outlined on pages 39-40 in the current Olympic College Catalog. Olympic College uses a decimal grading system. The possible decimal grades are listed below. A reference to letter grades is offered only for clarity and comparison.

- 3.9-4.0 A
- 3.5-3.8 A-
The following letter grades are used at Olympic College and receive neither grade points nor credits, except as indicated.

I - Incomplete
The "I" grade is used to indicate that a grade has been deferred. The instructor may choose to award an "I" grade to a student who is making progress, but for reasons beyond the student’s control, is unable to complete course requirements on time. To award an "I" grade, the instructor must submit an Incomplete Grade Contract to the Registration and Records Office. The instructor must specify the work to be completed and the grade to which the "I" will revert if the work is not completed by the specified time. The "I" grade does not count for College credit, nor is it computed in the GPA.

Note: If an incomplete grade contract is not received, but an "I" grade has been assigned, the grade will appear as an asterisk (*). If the contract is not received within two quarters at the Registration and Records Office, the "*" grade will revert to what is indicated on the contract or default to a “0.0”.

Grade Change – (How to Submit a Grade Change)
Only the instructor may change a grade. Submission of the grade change is limited to the next quarter (excluding summer quarter) after the grade has been officially tendered to the student. The procedure does not apply to “I” grades. The grade change form is available at the division offices or at the Registrar’s Office or may be submitted electronically to ndownard@oc.ctc.edu or bdailey@oc.ctc.edu.

How to submit an “I” or Incomplete Grade Contract
Go to http://www.olympic.edu/students/gettingstarted/recregforms.htm Print the incomplete grade contract form. Fill out the form and forward to the Registration and Records Office. The “I” grade may be entered by registration staff only upon receipt of the contract. IBC will not accept “I” grades. Please read the complete description of the use of “I” grades in the grading section of this handbook or the College Catalog.

N - Audit
To audit a class means to participate without evaluation. Students may elect to audit any course for which course prerequisites have been met. Students electing the Audit option must pay regular tuition and fees, and must file a form with the Registration and Records Office by the tenth day of the quarter. If the course is late-starting or "continuous enrollment," then the form must be filed prior to 20 percent of the course being completed. This grade is not counted for college credit or computed into grade point average.

P/NC - Pass/No Credit
For a course designated by the College as a "Pass/No Credit," the grades of "P" or "NC" must be assigned. In addition, a student may select the Pass/No Credit option for a course, by submitting a "Pass/No Credit" form to the Registration and Records Office by the ten instructional day of the quarter. For zero-credit, Adult Basic Skills and Community Service courses, a "P" or "NC" grade is assigned.

P - Pass
For credit courses, the "P" grade may be assigned and is defined as a grade point of 2.0 or higher. The "P" grade is not used to compute the GPA. Note: Upon transfer, some educational institutions may convert the "P" grade to a "C" for purposes of grade point average calculation.
NC - No Credit
The "NC" grade is assigned for failure to satisfactorily complete a zero-credit course, or a course designated by the College or selected by the student as "Pass/No Credit." The "NC" grade is not counted for College credit, nor is it included in the GPA.

Use of the NC Grade
Refer to the grading section of this handbook or the College Catalog. The NC grade may only be used for zero-credit classes, or courses designated previously as a P/NC (Pass/No Credit) class by the instructional department, or selected by the student as P/NC. Students may request up to 30 credits as P/NC to be used toward completion of their degree. Students who request this option must do so by the tenth day of the quarter and must complete the P/NC Request Form available in the Registrar’s Office. A copy of the form will be forwarded to the instructors.

W - Official Withdrawal
An instructor cannot assign a “W” grade. The “W” grade will automatically be assigned by the Registration and Records Office staff when a student officially withdraws from a course between the sixth day and end of the sixth week of the quarter, or prior to the completion of 60% of the course. Except for compelling reasons, a student is not allowed to drop a course or withdraw completely from the College after the deadline or after 60% of the course has been completed. Examples of compelling reasons: proof of death in the immediate family, serious illness or injury or surgery, or unexpected and mandatory job shift or change.

WP - Discontinued Attendance - Passing
The “WP” grade may be assigned by the instructor to indicate that the student did not complete enough of the course to be graded and did passing work while in attendance. This grade is not counted for college credit or computed into the grade point average.

WF - Discontinued Attendance-Failing
The “WF” grade may be assigned by the instructor to indicate that the student did not complete enough of the course to be graded and did failing work while in attendance. This grade is not counted for college credit or computed into the grade point average.

For more information, or with questions regarding grading, instructors should contact the appropriate division office or site director and the Academic Progress Policy in the College catalog.

Grade Rosters
Grade rosters will not be distributed, and faculty members are to use IBC to submit grades.

For those with printing or access difficulties, printed grade rosters will be available for faculty members to pick up at the Bremerton Registration and Records Office or at the main offices at Bangor, Shelton and Poulsbo upon request two weeks before final exams. For assistance please phone 360-475-7207.

Student Conduct Code
As outlined in the current catalogue, students are required to follow a certain code of conduct that is appropriate to the classroom and that contributes to the collective learning environment. The Student Conduct Code is listed in its entirety at the following link:
http://www.olympic.edu/policies/conductcode/index.htm

In the event of any inappropriate behavior by students, you may file a report online by simply going to:
http://www.olympic.edu/forms/ssform.aspx

Complete the Student Conduct Incident Report for any student conduct code violations such as academic dishonesty and/or student misconduct. The form also asks for a suggested resolution. Once the form is electronically submitted, the office of the Vice President of Student Services will investigate...
the matter issue and work to rectify the problem.

**Standards of Academic Progress**
The Standards of Academic Progress policy is designed to help students who are having academic difficulty. The purpose is to quickly identify students whose quarterly grade point average (GPA) falls below 2.0 and to provide assistance to improve their academic standing.

This policy determines academic suspension in cases where students are unable to achieve satisfactory academic performance. The standards are to be considered a framework to help identify students who may need additional support. Copies of the Standards of Academic Progress policy are available from the Office of the Vice President of Student Services (360-475-7473). This policy is also outlined in the current Olympic College Catalog on page 35.

**Student Complaint Procedure**
The purpose of the Student Complaint Procedure is to respond to a student’s dissatisfaction with the performance or action of a College employee or with a process that the student believes to be unfair or inconsistent with College policy or usual practices. The procedure may be used when other appeal procedures are inappropriate or insufficient. The Student Complaint Procedure may be found in the Student Handbook. Copies are also available in the office of the Vice President of Instruction and the policy is provided here for quick reference.

1. **Definition:**
   The purpose of this procedure is to provide guidelines, which promote constructive dialogue, understanding, and informal resolution of student complaints and concerns in circumstances where the use of formalized procedures is not required. A complaint expresses dissatisfaction with the performance or action of a College employee which the student believes to be unfair or inconsistent with College policy or usual practices.

2. **Exclusions:**
   This procedure is not to be used where other procedures are required for the resolution of specific categories of student complaints or student appeals. Student concerns with existing College policy or practices are excluded from this complaint procedure and should be brought to the attention of the appropriate College committee or administrator.

3. **Time Limitation:**
   A student wishing to express a complaint, as previously defined, should do so **not later** than two calendar weeks of the time the student should have reasonably been aware of the concern. The timely initiation of a complaint rests with the student.

4. **The Complaint Process:**
   A. The student should discuss the complaint informally and thoroughly with the employee. Both parties should openly discuss the student complaint/concern, attempt to understand the other’s perspectives, explore alternatives, and attempt to arrive at a satisfactory resolution to the complaint.

   B. If the student is dissatisfied with the complaint resolution in Section 4.A, the student should express the complaint in writing and forward the written complaint within **five** instructional days to the employee and employee’s immediate supervisor. At the student’s request an ASOC member shall be assigned to assist in clarifying the complaint process, writing the complaint, and supporting the student throughout the complaint process.
C. On receipt of the student’s written complaint the immediate supervisor may ask the employee for a written response and shall, within five instructional days following receipt of the student’s written complaint, hold a conference with the involved parties. The supervisor may request supporting materials of either employee or student. If after discussion, mediation, and review of materials at the conference the involved parties have been unable to find a mutually acceptable resolution, the supervisor shall render a verbal decision on the complaint to all present parties or shall within five instructional days provide a written copy of his/her decision on the complaint to each involved party.

C. If the decision of the immediate supervisor does not resolve the complaint to the satisfaction of the student the appropriate Vice President shall, on request of the student, convene a conference of all previously involved parties and any additionally affected supervisors within five instructional days. All written statements and supporting materials of involved parties will be provided to the Vice President prior to the conference.

Written materials will be retained by the Vice President for College files. If after discussion, mediation, and review of materials at the conference the involved parties have been unable to find a mutually acceptable resolution, the Vice President shall within five instructional days render a written decision on the complaint and will provide copies to all involved parties. The decision of the Vice President on a student complaint will be final except that a student complaint originally initiated on the performance or actions of a Vice President, may be appealed to the College President for final resolution consistent with procedures established in Section 4. A-C.

OC Association for Higher Education (AHE)

Note: this information is authored by the OC Association for Higher Education (AHE), OC’s faculty union.

AHE Page

The OC AHE, affiliated with the Washington Education Association (WEA) and the National Education Association (NEA), is the exclusive collective bargaining agent for OC’s 115 full-time and 375 adjunct faculty. AHE encourages adjuncts to view themselves as an integral and vital part of the campus. Joining the faculty union is an excellent way to work together to improve faculty working conditions, increase compensation and defend the teaching profession. A teacher’s working conditions are a student’s learning conditions.

For adjuncts, membership fees are 1 percent of gross earnings, which are deducted by payroll. Contact AHE president Ted Baldwin (tbaldwin@olympic.edu, campus mailstop: MESH) or AHE adjunct vice president Katy Baldwin (kbaldwin@olympic.edu, campus mailstop: SSH) for membership forms.

Union meetings are monthly in the Faculty Lounge, Humanities 110. The part-time faculty caucus meets at 1:00 PM and is followed at 2:00 p.m. by the union meeting.

Filing for Unemployment between Quarters

OC adjunct faculty are employed on a quarter-by-quarter basis; when the quarter ends, adjuncts are no longer employed, which means that most adjuncts are eligible to file for unemployment between quarters, including summer.
For detailed information about applying for unemployment, contact the OC AHE Vice President for Adjunct Faculty, Katy Baldwin (kbaldrin@olympic.edu). Also see “Unemployment Law for Part-time Faculty” at http://wa.aft.org/index.cfm?action=article&articleID=2495e48d-152e-4cf3-b502-4ac25caeb887 at the website of our sister union AFT WA. To borrow a DVD of the May 23, 2008 unemployment workshop for adjuncts, contact the AHE. Adjuncts whose unemployment claims are challenged by Olympic College should contact the AHE union.

Multiple Quarter Contracts (MQCs)
MQCs are OC’s first step at conferring a measure of job security for established adjuncts. The initiative for getting an MQC currently is the responsibility of the adjunct faculty member and must be filed each year by the end of winter quarter that she or he is eligible. The AHE hopes to make this process more automatic in future contracts. Receiving an MQC does not prevent adjuncts from applying for and receiving unemployment.

Health Care Averaging
Adjuncts who receive employer-provided health care must indicate to Human Resources in the fall and spring their willingness to “average” their health care. Otherwise, if their workload dips below 50% one quarter, their coverage will be cancelled.

Additional Sources of Funding/Professional Development Opportunities for Adjunct Faculty at OC
Many adjuncts are unaware of their eligibility to apply for funding to support professional development.

- **Professional Enrichment Committee** (PEC) grants. The PEC accepts proposals in early fall and usually offers a second round in winter.

- **Funds for Excellence** grants, administered by the OC Foundation, can grant up to $500 for projects. See http://www.olympic.edu/BusinessCommunity/Foundation/Funds4Excel.htm

- **Student Outcomes Projects**. Originators of research projects dealing with assessments of student learning may receive a stipend. Adjuncts are eligible and encouraged to apply. In 2007-2008, only 3 of the 27 were adjunct faculty projects.

**Primer on Adjunct Faculty Salary/Bargaining/Legislative Issues**
The following are concepts related to part-time faculty salary discussions.

**Workload Cap**
Adjuncts at OC are able to teach up to 85 percent of a full-time load. Adjunct faculty who are offered more than 85 percent of a full-time load are eligible for a temporary full-time contract.

**Equity Funds**
These funds, which are also called part-time faculty salary improvement funds, were allocated by the legislature to reduce the pay disparity between full-time and part-time faculty pay rates. Because the gap between part-time and full-time faculty pay has been historically greater at OC, relative to adjuncts statewide, the college received a disproportionately larger share of equity funds in 2006 - 2007 and adjunct pay increased 20%. Full-time faculty who teach course overloads are paid at the same part-time faculty rate.

**COLA - Cost of Living Adjustment**
Initiative 732 stipulated that the state provide a COLA for all community college faculty. The amount of COLA varies per year and is indexed to the Seattle/Tacoma/Bremerton Consumer Price Index. COLAs are controlled by the legislature, and may be suspended by legislative decision.

**Increments**
As OC full-time faculty acquire Qualifying Years of Experience and professional
enrichment credits, they receive a small pay increase. At present, the OC adjunct pay schedule does not reward either years of experience or professional development. However, OC now receives funding for adjunct increment pay step increases. Currently, that funding is being used for general salary improvements for adjuncts.

**Legislative Issues**
At present, two-year faculty compensation gets set by the Washington State legislature each year and pay increases are limited to legislative appropriations. Four-year college faculty have the legal right to bargain with college administrations and can increase compensation using local college funds.

Two-year college faculty unions are working to get equal bargaining rights, but in the meantime we, in effect, must bargain with the state legislature every year about the size of our paychecks. The disparity between Washington State 2-year and 4-year college faculty pay is the largest in the nation and the gap increases year by year. It is imperative for 2-year faculty to understand their interests and articulate the solutions to ongoing and systemic problems. Faculty unions and their members actively advocate for you on the local and state level.

**Campus Logistics**

**Adjunct Faculty Office**
The Adjunct Faculty Office is located in ART-124 and is available to all adjunct faculty members. Resources include computers, desks, filing cabinets, printers, reference books, telephones and a television/VCR. The office also provides a small conference area for meetings with students or for offering make-up tests. Interested instructors should contact the appropriate division office for more information and for a key. The Adjunct Faculty Office is provided and maintained by the Social Sciences and Humanities Division office, located in the Music Building, room 113 (360)-475-7766.

For the Shelton campus, the adjunct computer area is available. See the site director. On the Poulsbo Campus, there are two cubicles available for drop-in use in the rear of the Learning Center, room 106. In addition, there are two workstations available for drop-in use in the second floor faculty office suite, room 217. The Conference Room (OCP 210) may also be booked for private conferences except during lunch hours from 11:30 a.m.-1:30 p.m. daily. Contact Candace Alvarez at (360) 475-7320 to arrange to book the room. You can also make the request via email at: roomscheduling@olympic.edu

**Division Offices**
Division offices are the key resource for adjunct faculty members on all campuses. They are the budget authority for many faculty needs, and they provide information that can be critical for conducting classes successfully at Olympic College. For example, to procure teaching aids, supplies, room keys or equipment, an instructor may place an order with his or her division office. To forecast budget needs for the following year, the offices normally maintain a priority listing. Adjunct faculty members at the Shelton and Poulsbo campuses and at the extension sites (PSNS, Bangor and Naval Hospital) should contact their site director for this type of assistance.

**Division Offices - Hours and Location**

**Business and Technology (B&T)**
**TEC-103, 360-475-7360**
8:00-4:30 pm, Monday-Friday
Dr. Richard Strand, Dean
rstrand@olympic.edu
Carol Robles, Administrative Assistant
crobles@olympic.edu
Karen Zadworny, Program Coordinator
kzadworny@olympic.edu
Gwen Garrett, Program Coordinator
ggarrett@olympic.edu
Mathematics, Engineering, Sciences, and Health (MESH)
ST- 103, 360-475-7700
7:30am-4:30pm Monday-Friday

Dr. Judi Brown, Dean
jbrown@olympic.edu
Teresa Thompson, Administrative Assistant
tthompson@olympic.edu
Cheryl Phillips, Program Coordinator
cphillips@olympic.edu

Military and Continuing Education
CSC-401, 360-475-7786
8:00am-5:00 p.m. Monday-Friday

Wendy Miles, Director
wmiles@olympic.edu
Nancy Buck, Program Support Supervisor I,
Bangor
nbuck@olympic.edu
Jackie Lorenz, Program Coordinator
(Continuing Education)
jlorenz@olympic.edu

OC Poulsbo, OCP 221A
360-394-2702
poulsbocampus@olympic.edu
8:00 a.m.-5 p.m. Monday-Thursday
8:00a.m.-4:30p.m. Friday

Dr. Kristin Poppo, Director of Extended Learning
kpoppo@olympic.edu
Kathy Giovanni, Secretary Supervisor
kgiovanni@olympic.edu
Suzie Holley, Office Assistant
sholley@olympic.edu

Social Sciences and Humanities (SSH)
MUS-103, 360-475-7766
7:00 am-5:30pm Monday-Friday
7:30am-4:00pm Monday-Friday

Dr. Gina Huston, Dean
ghuston@olympic.edu
Kathie Olmstead, Administrative Assistant
kolmstead@olympic.edu
Eleanor Lagman, Program Coordinator
elagman@olympic.edu
Scott Sigman, Program Assistant
ssigman@olympic.edu

Workforce Development (WFD)
CSC-421, 360-475-7555
8:00am-4:30pm Monday-Friday

Amy Hatfield, Dean for Workforce Development and Basic Studies
ahatfield@olympic.edu
Rhonda Boothe, Administrative Assistant
rbothe@olympic.edu
Michelle Van Berkom, Fiscal Specialist
mvanberkom@olympic.edu
Elaine Williams-Bryant, Associate Dean of Adult Education (ESOL and Basic Skills)
ewilliams@olympic.edu
Vickie MacKenzie, Adult Education Program Coordinator
vmackenzie@olympic.edu
Jim Friedman, Director of WorkFirst
jfriedman@olympic.edu
Cathy Stinson, WorkFirst Educational Planner/Advisor
cstinson@olympic.edu
Teresa McDermott, Director of Worker Retraining & Work Integrated Learning
tmcdermott@olympic.edu
Miste Damrill-Leib, Worker Retraining Educational Planner/Advisor
mdamrill@olympic.edu
TBD, Tech Prep Director
Cindy Wyman, Director of Program Development & Outreach
cwyman@olympic.edu
International Student Programs

International Student Programs is under the auspices of Student Services and is located on the first floor of the College Service Center in the Admissions office. This program is responsible for recruiting international students, assisting students through the admissions and visa application processes, advising students, and ensuring compliance with immigration while attending Olympic College.

One of the goals of this program is to foster learning for our domestic and international students as well as for faculty and staff so that all of us are enriched by a multicultural experience. To contact the International Student Programs staff, please call (360) 475-7479.

Internship, Cooperative Education, Volunteer/Service Learning

Who Are They?
Faculty, students, and employers partnering with the Work-Integrated Learning program to offer students the opportunity to earn college credit by combining classroom learning with real on-the-job practical work experience or through volunteer/service learning.

What Do They Do?
1. Don’t Cancel That Class! -- They offer class presentations on how students can earn college credit for cooperative education, internship or volunteer service opportunities and

the numerous resources available to them.
2. Job Skills -- We teach the application of critical job skills and competencies via an online seminar or face-to-face class on how to be a better and more successful employee.
3. Employer Contacts -- They help students develop a work history and valuable employer contacts for job opportunities after graduation.
4. Skilled Employees -- They contribute to the development of a steady flow of highly qualified, appropriately skilled employees for employers.
5. Build Partnerships -- They provide direct services to Kitsap and Mason County businesses and organizations to build communication channels leading to continued cooperation between Olympic College and local businesses.
6. Online Database – Access to cooperative education, internship and volunteer service listings along with employment, career, and event resources to students via a 24/7 Web based system.

Scheduled Events

• Internship and Volunteer Service Fair (November 5, 2009) – An opportunity for students to talk to representatives from non-profit agencies to discuss how one can make a difference in the community, enhance career development and earn college credit.
• Internal Revenue Service Tax-Aide Internship (December 2009 to April 2010) – Free IRS/AARP income tax preparation training for students who want to earn college credit for volunteer work completing income tax returns.
• Career Development and Exploration Month (April 2010) – Topics may include: Federal Application Process,
Using Technology in the Job Search Process, How to Find and Apply for Internship and Volunteer Opportunities, Job Search Skills and much more!

Contact Information
Work-Integrated Learning Program – Bremerton, Poulsbo and Shelton

Teresa McDermott, Director
Rosanna Ramirez, Office Assistant
Art 122-C, Career Center
360-475-7480 or 1-800-259-6718 Ext. 7480
Cooped@olympic.edu
www.olympic.edu/Internship

Lockers/Storage Space
On the Bremerton campus, a limited number of lockers are available for faculty use. Interested instructors should contact the Business and Technology Division at (360) 475-7360 for lockers located in the Engineering building. Instructors must provide their own lock. At the end of the quarter, instructors must revalidate their continuing need for locker space.

Lost and Found
Lost or found items should be reported to the Safety and Security Office in the Bremer Student Center, at the front desk at the Shelton campus and at the Director’s office or Student Services office in Poulsbo. When reporting a lost or found item, an instructor should include his or her name, a description of the item, and the time and location in which it was lost or found. Lost items may be claimed between 7:00am through 4:00pm, Monday through Friday.

For the Shelton campus, items may be picked between 8:00am through 4:00pm at the front desk. In Poulsbo, lost and found items are held by the Facilities Services staff who can be reached at (360) 394-2719.

Military Education
Naval Base Kitsap Locations

Bangor
Olympic College
2000 Thresher Avenue, G 215
Trident Training Facility
Silverdale, WA 98315-2000
(360)697-3656

Those with access to the Naval Base Kitsap at Bangor will find courses toward fulfilling either an Associate in Arts and Science or Associate of Technical Arts degree (Criminal Justice), plus the specialized Marine Systems Technology Degree for service members. Civilians may be granted access to attend courses at Bangor. Please contact the OC Military Education office at Bangor at least one week prior to the start of class to arrange for base access.

Bremerton-Naval Base Kitsap
Navy College Building 853, Rm. 104
(360) 377-8178
120 S. Dewey Street, Bldg. 491
Room 101 & 102
Bremerton, WA 98314

Students can access a variety of services at the OC Military Education office at Bangor and Bremerton, including advising, admissions, cashiering, new student information, registration, and transcript evaluation.
SOCNAV agreements are available, providing one more way for service members to complete a degree regardless of their location.

Opportunity Grant
CSC-305, 360-475-7675
8:00am-4:30pm Monday-Thursday

Opportunity Grant is an innovative financial aid grant program for low-income adult students on specific career pathways including Welding, Health Care, Early Childhood Education, Electronics, Accounting, and Office Technology. The funding is intended for students who do not yet have a two-year degree and have a high school diploma or GED. New enrollment is limited each quarter. For complete program guidelines, contact the Opportunity Grant office.
Parking
Bremerton campus: A parking decal is required to park in all campus parking lots. Full-time college employees are eligible to request designated on-campus parking during the hours of 7:00am to 4:00pm. (After 4:00pm, parking is open in all staff designated lots.) Please contact the Safety and Security Office to add your name to the parking waitlist. Some parking lots have long waitlists.

Campus parking lots are monitored; do not park in a reserved parking space without a permit or you will receive a parking citation. Effective Fall Quarter 2009, all full-time staff parking ($50 per year) will be paid through mandatory payroll deduction, no exceptions. Please see the Safety and Security Office for additional details.

Limited parking spaces are reserved especially for adjunct faculty, and permits are available for $5.00 per quarter. Also, starting Fall Quarter 2009, any staff with a designated parking decal may park in student designated lots Monday through Friday, starting at 12:00 p.m. (This does not apply to the Shelton campus).

For the Bremerton campus, visit the Security Office (located in the Bremer Student Center) for a map or other assistance in locating designated staff and student parking lots. Additional information on parking is available on the website: http://www.olympic.edu/CampusResources/Parking/

Poulsbo: All vehicles must display a valid parking decal or visitor permit which may be obtained from the Security Office or by contacting Bremerton Campus Safety and Security at (360) 475-7800. Full-time faculty and staff are eligible to request designated parking in the upper faculty and staff lot on a space-available basis at a cost of $50 per year. Part-time faculty and staff may park in the lower faculty and staff lot adjacent to the student parking lot at a cost of $15 per year. Vehicles parked in disabled parking must display appropriate licensing or permit.

Shelton: The Shelton campus parking fee is $25.00 per year for full-time staff. See front desk for a copy of the new parking procedures effective Fall 2009. Adjunct parking is located on the northeast side of the campus and is designated by a sign that says “Faculty and Staff Parking”. All vehicles must display a valid parking decal or visitor permit.

Publications on Campus
Accolades in Instruction. This newsletter is published ten months out of the academic year. It features the latest highlights within Instruction and is published by the Office of Instruction.

Annual Report: The Communications office publishes the College’s Annual report. It features the previous academic year’s highlights and achievements at the institution as well as demographic information.

Board of Trustees Minutes. The Office of the President publishes the minutes from the Board of Trustees meetings. It is sent out electronically throughout the year.

Cabinet Minutes. The Office of the President publishes minutes from the Cabinet meetings. It is sent out electronically throughout the year and is also located on the shared drive at: http://www.olympic.edu/Campuses/AboutOC/Governance/PresidentsCabinet/PresidentsCabinetMinutes.htm

Catalog: The annual catalog describes all classes offered at OC along with the policies governing admission, registration, grades, and degree requirements. It is published annually by the Communications Office in coordination with Instructional Support Services.

2009-2010 Adjunct Faculty Guide
Continuing Education Brochures: Continuing Education publishes flyers and brochures at intervals throughout the year to describe the classes and workshops available. For the most part, Continuing Education offers non-credit instruction. Continuing Education programs are held on the Poulsbo, Bremerton and Shelton Campuses. For Continuing Education information, contact 360-475-7494. Additional programs are offered to business and industry through the Customized Training department. For information on these programs, contact 360-475-7586.

The Olympian: This student-run newspaper is published and distributed around campus bi-weekly. An experienced faculty advisor directs the Olympian staff.

The Pipeline: The Office of Instruction publishes the minutes from the Instructional Administrators meetings. It is sent out electronically during the academic year. Minutes from the meetings are also available electronically on the shared drive at: X:\Shared Documents and Forms\IAM

Student Handbook: Student Services annually publishes information about campus services, student clubs and government. It also includes the student code of conduct, basic enrollment and grading policies, the academic calendar and a telephone directory.

Student Services Annual Report: Student Services publishes an annual report of the previous academic year’s highlights and events that occurred within that area.

Student Services Minutes: Student Services publishes the minutes from the Student Services administrative meetings. They are sent out electronically throughout the year.

The View: The credit class schedule is published by the Communications Office in coordination with Instructional Support Services and sent out four times a year. It gives basic information about classes being offered each quarter. It includes a list of services, phone numbers, registration information, maps and other basic college information. It is also available on the OC website.

Room Scheduling
To schedule a room on any of our campuses, contact Candace Alvarez in Instructional Support Services, at (360) 475-7320. Rooms may also be scheduled via email at: roomscheduling@olympic.edu

The Center for Learning and Teaching
As of this printing, The Center for Teaching and Learning has undergone some changes and is currently under review by a team comprised of faculty, staff and administrators. This team is revising the goal and purpose of The Center and is looking to find ways to continue this effort at a minimal cost due to budget constraints. More about the The Center for Teaching and Learning and its future will be forthcoming throughout the academic year.

Employment Benefits and Issues

Absence/Illness
If an illness or an emergency causes an instructor to be absent, that instructor must notify his or her unit administrator who will either arrange for an approved substitute or postpone or cancel a class meeting. The respective division office or site director will post an appropriate notice in the classroom. Cancelled classes should be made up during the course of the quarter. In cases of illness, a sick leave form should be completed and submitted to the unit administrator. Leave reporting forms are available electronically at X:\SharedDocumentsandForms\HumanResources\Leave, at your division office, front desk at Shelton, director’s office at Poulsbo, Human Resource Services office or you may contact your site director.

Employment Benefits
Benefits eligibility is determined by pre-established criteria for the higher education
system. Insurance benefits available to eligible adjunct faculty include medical, vision and dental insurance, basic life and basic long-term disability insurance (employer-paid premiums), and retirement benefits (employer-matching contributions).

Optional long-term disability and life insurance plans are also available (employee paid premiums). Employees may choose from available medical and dental plans within the first thirty days of eligibility. After thirty days, the plan defaults to Uniform Medical Insurance. Employee premiums are required by all plans; there are no exclusions for pre-existing conditions within the first 30 days of employment.

Eligibility Requirements:
1. (a) Eligibility for insurance benefits is determined on a quarterly basis. To become eligible, an instructor must be employed at least half-time (50%) for two consecutive quarters. Eligibility begins at the start of the second consecutive quarter when the teaching assignment is 50% or more of full time;

(b) eligibility may also be determined by working at one or more community and technical colleges. It is the responsibility of the employee to notify Human Resource services if you are working for multiple agencies;

(c) employees who have averaged a 50% or higher load each year during the previous two academic years may apply for averaging eligibility during spring quarter for the upcoming year. Employees must request to be considered for averaging eligibility; Human Resource Services will send a notice to all adjunct faculty advising them of this option.

2. Spring and Fall quarters may be considered consecutive quarters;

3. "Half-time or more employment" will be determined by each institution's definition of "full-time."

Coverage will continue for summer quarter if an employee is eligible for benefits fall, winter, spring and is scheduled to teach at least 50% in the fall quarter. More information on variables for insurance eligibility is available at Human Resource Services.

Once enrolled for insurance benefits, adjunct faculty members must maintain at least half-time employment (50% or more) in one or more state institutions of higher education each quarter to continue eligibility (unless a class is cancelled after the start of the quarter and benefits will continue). If eligibility lapses, benefits may be self-paid (medical only or medical and dental, life, and long-term disability for up to 18 months). (WAC 182-08-160 and WAC 182-12-210) Eligibility for insurance resumes when the teaching load is 50% or higher within 18 months (6 quarters). Employees are not required to re-qualify for eligibility as long as there is not a break in service.

If an adjunct faculty member has teaching assignments at more than one college during any quarter, the percentage of employment at all colleges will be combined to determine benefit eligibility. Instructors are responsible each quarter to notify Human Resource Services, in writing, of concurrent employment at more than one college. In no case will there be a requirement for retroactive coverage or employer contribution if an instructor fails to inform each of his or her employing institutions about employment at other institutions each quarter. Contact Human Resource Services at 360-475-7307 with questions regarding these benefits.

Example for determining eligibility:
Instructors who work 50% of a full-time load for one quarter, and are assigned to work 50% or more of a full-time load the following quarter, are eligible for benefits the beginning
of the second quarter. If the load falls below 50% at the start of a quarter, the employee is no longer eligible for College-paid medical benefits. Employees are eligible for COBRA and instructors may self-pay the premiums for up to 18 consecutive months including periods when they are not contracted to teach. Once instructors are employed again at 50% or more of a full-time workload, Olympic College will resume paying premiums for health benefits if within 18 months.

If a class is cancelled after the start of the quarter and the load drops below 50%, the College will carry the benefits through the quarter.

Whether employees opt to self-pay or not during periods of ineligibility, when they become eligible again for health benefits, the employer-paid benefits will resume on the first day of the month in which the employee returns to eligible.

If you believe you qualify, notify Jacquie Curry in Human Resources. Notification must be in writing and received by May 15th of the current academic year. In your written notification it is strongly advised that you include information that may be helpful in establishing your eligibility such as teaching at other Washington State and Community and Technical Colleges. If you have any questions, please call Jacquie Curry at (360)-475-7307.

Washington State Basic Health Plan
Instructors who do not qualify for health benefits through the Olympic College District may be eligible for the Washington Basic Health Plan. Washington Basic is a state plan that subsidizes medical coverage for working residents of Washington. The charges are made on a sliding scale. Call 1-800-660-9840 or 1-800-826-2444 to reach Washington Basic Health Plan.

Life/Accidental Death and Dismemberment Insurance (LADD)
Life insurance benefits ($25,000) basic life insurance for death from any cause and $5,000 accidental death and dismemberment coverage) is provided at no cost to eligible employees; additional optional coverage is available for employees and family members. Employees who qualify for medical insurance are automatically eligible for LADD.

Long-Term Disability
Basic Long-Term Disability coverage is provided to eligible employees at no cost as part of the Medical package. (See medical and dental eligibility requirements above.) The Basic LTD plan provides a maximum benefit of $240 per month ($50 minimum), which begins after 90 days of disability. Additional optional coverage is available.

Medical/Sick Leave for Part-time Academic Employees

Employees shall earn sick leave at the rate of one (1) day per calendar month prorated to the in-class teaching hours of full-time academic employees who teach in the same discipline. Leave for part-time counselors and librarians shall be prorated on the percent of full-time based on 35 hours per week. Part-time academic employees shall accumulate sick leave on a quarter-to-quarter basis as long as there is no break in service.

Sick Leave Use
Sick leave can be used for personal or dependent family-member needs. Sick leave cannot be used prior to accumulation. For the purpose of leave use, a day defined shall be equal to the accumulation rate for the quarter in which the leave is taken. Sick leave use requires supervisors’ approval. Forms for requesting leave are available electronically at X:\SharedDocuments\Forms\HumanResources\Leave, in Division offices or in Human Resource Services.

Retirement
Retirement benefits have the same eligibility requirements as insurance coverage. To qualify for retirement benefits, instructors must be employed in one or more teaching position(s) for at least 50% of full-time for at least two consecutive quarters. Unlike medical
eligibility, once instructors become eligible for retirement benefits, they remain eligible regardless of teaching loads. Retirement is a mandatory, pre-tax reduction. The contribution rate varies from 5% to 10% of gross income depending on the age of the employee; the College matches the employee’s contribution. Any instructor who is an active member or has ever been a member of the Washington State Retirement System or TIAA-CREF should contact Human Resource Services at ext. 475-7307 immediately.

Pre-tax Supplemental Retirement Accounts
All Olympic College employees are eligible to participate in tax-deferred annuities (eligible within the confines of IRS regulations). Supplemental Retirement Annuities (SRA’s) are voluntary saving plans that may lower current tax liabilities while setting aside money for the future. Contributions are self-managed -- contributors determine the amount they wish to contribute and they have the flexibility to start and stop or change contributions at their discretion.

Other Benefits (Employee financed)
- Direct deposit of paychecks
- Credit Union membership
- Dependent Care Insurance
- Employee Assistance Program
- US Savings Bonds
- Group Rate Insurance - home, auto, boat or motorcycle
- Flexible Spending Medical Account

Other Benefits

Child Care
Children between twelve months and ten years old from Olympic College staff and faculty are eligible for enrollment at the Child Development and Family Center. While primarily offered as a student service with rates substantially subsidized through the allocation of Student Fees, it charges staff and faculty the full cost of care. There are waiting lists for every age group. Interested parents should call (360) 475-7191.

Employment Conditions
Adjunct faculty must have a signed contact, a current application, a W-4, a completed I-9 (required by federal law to be received within three days of employment), and official transcripts on file. If transcripts are not required by the discipline, a resume or certification outlining qualifications and skills must be on file.

All adjunct faculty members are contracted on a quarter-to-quarter basis as needed dependent on the need as determined by Olympic College. Contracts are issued for each period of employment with the beginning and ending date of the contracted period. Employment paperwork must be completed and contracts signed and returned to Human Resource Services to activate payroll records. For more detailed and specific terms of employment, refer to the Collective Bargaining Agreement.

Adjunct faculty members are normally paid a set fee for a course. Course pay is determined by how the course's classroom hours/week relate to full-time teaching load in the discipline. Full-time annual teaching loads are listed in the Collective Bargaining Agreement, App. B-3. The full-time equivalent percentage is applied to a quarterly dollar amount set by negotiation. Instructors who have taught more than six quarters receive an additional five percent. Assignments over and above those set forth in the adjunct faculty teaching job description are contracted separately. Adjunct faculty members are normally paid on the 10th and 25th of each month.

Fitness Center
The Fitness Center is available to employees who have an official Olympic College ID at no charge (based on availability of the Center). Adjunct faculty should contact HRS to be issued an ID card.
Hiring Requirements
An instructor is not authorized to work until the hiring paperwork is complete and has been approved by Human Resource Services. The following documents must be on file before any adjunct faculty member may begin teaching:
- Completed I-9 Form, including copy of verification documents (within three days of employment)
- Contract (CIF or Special Screen Assignment Form)
- OC Application
- Authorization Form for criminal background check

Multiple Quarter Contracts (MQCs)
Part time faculty who have taught six (6) of the last nine (9) quarters (excluding summer session) and who have taught a course three (3) times or more during that period and who have received satisfactory evaluations in these courses can be offered a multiple quarter contract (MQC) to teach these courses in the following year.

MQCs are for good for one academic year only and one must reapply for them each year. Once eligibility requirements are met for one course, one may become eligible for any other course that one has satisfactorily taught three times in that same 9-quarter period. Such appointment shall entail a percentage of teaching load consistent with the percentage taught during the prior year.

Library, counseling, and media part-time faculty members may also qualify for Multiple Quarter Contracts on the basis of having worked in their position during any six of the preceding nine quarters (excluding summer session) and having received satisfactory evaluations for their work in these positions.

Part time faculty members who believe they meet the foregoing criteria should notify their appropriate administrator by the end of winter quarter. Upon verification of service, a MQC will be issued prior to the end of spring quarter for the following year’s assignment. In order to be valid, the MQC’s must be signed and returned by the employee not later than 60 days prior to the effective date of the MQC. Such MQCs will be expressly subject to:
- Any pay rate changes during the following year, as and when effective; the schedule of classes; and the need for part-time faculty assistance in the library, media, or counseling offices.

For more information regarding MQCs, please refer to the Collective Bargaining Agreement, Appendix G. Part-time Faculty Provisions section.

Paychecks
Adjunct faculty members may pick up their paychecks before 3:00 p.m. on payday. Checks not claimed in person, will be mailed out at 3:00 p.m. on payday. For inquiries, phone the Payroll Office at (360) 475-7270.

Payday
The payday list is on the OC website. Since the dates are subject to change, the most up-to-date information is located on the website which is located under Inside OC, Business Services at:
http://www.olympic.edu/StaffFaculty/AdministrativeServices/payroll/paydaysched.htm

Be sure to scroll down to the Adjunct Faculty Payday List.

Professional Development
Olympic College has a professional enrichment program that sponsors workshops, lectures, and other materials highlighting various events of interest or teaching tips. These events are open to all adjunct faculty members, and notification of various opportunities will be provided. PEC has adjunct development money and Workforce Development also has professional development funds available for professional/technical faculty.

Professional Development Tuition Waiver
To promote professional development, adjunct faculty who teach at least a 33% load are eligible to apply to have tuition waived for
Olympic College credit classes for up to 5 credits per quarter. This waiver is not dependent on available space and there is not administrative fee. Books and course fees are at the expense of the employee. Supervisor approval is required.

**Space Available**

Full or part-time employees may obtain instructor overload form to enroll in a class that has officially reached capacity; may NOT use waiver for zero credit, continuing education, independent study, or WAOL classes taught by non-OC instructors. The cost shall be $5 per quarter with any applicable fees paid by the student.

Staff may use the Space Available Waiver for WAOL classes taught by Olympic College faculty only. Fees for *embanet* of $8.00 per credit must be paid. Enrollment in WAOL classes taught by Olympic College faculty is allowed prior to the start of the class.

Complete the Space Available Waiver Request form; available in Registration and Records.

**Non-Resident (for dependents/spouse)**

Exempt any faculty, classified or dependents residing in Washington and holding not less than a half-time appointment. The waiver consists of 66% of the current nonresident operating fee waived plus a $15 per credit surcharge. This amounts to an approximate 50% tuition discount for the first ten credits.

**Tuition Waiver**

Adjunct faculty members who are contracted to teach at least 50% of a full-time load are eligible to participate in the space-available tuition-waiver education program. Eligibility is determined quarterly. Eligible employees may register for Olympic College classes (on a space-available basis) after the sixth day of class. An administrative fee of $5.00 is charged plus lab and other required fees. Tuition for the class is waived. On-site classes offered by Continuing Education are offered at half the regular fee. Please note that changes are being considered for the tuition waivers policy.

**Vocational Certification**

General standards of qualifications for a Washington State Community College Professional in Vocational Fields require that part-time vocational education teaching personnel have temporary certification. Applications for vocational certification may be obtained from a division office, site director or the Workforce Development Office, CSC - 4th floor.

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<th><strong>Instructional Materials and Support</strong></th>
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**Bookstore**

The Olympic College Bookstore is a college owned, self-supporting auxiliary established to support the academic mission of Olympic College. The mission of the OC Bookstore is to “provide quality, affordable, and convenient goods and services in support of Olympic College activities”. Each campus has a centrally located Bookstore operated by the Bremerton campus. Stop in and get to know the friendly, professional Bookstore staff. Contact us at ocbookstore@olympic.edu or 360-475-7420.

**Bookstore hours:**

**Bremerton:**
Mon-Thurs. 8:00 a.m.-7:00 p.m.
Friday 8:00 a.m. - 1:30 p.m.
Saturday 8:00 a.m.-1:00 p.m.

**OC Poulson:**
Mon-Thurs. 8:30 a.m.-1:30 p.m.
4:30 p.m.-7:30 p.m.
Friday 8:30 a.m.-1:30 p.m.

**OC Shelton:**
Mon-Thurs. 9:00 a.m.-2:00 p.m.
4:30 p.m.-7:30 p.m.
Friday 9:00 a.m.-2:00 p.m.

**Desk Copies:** Faculty members should request desk copies through their division office. The
Bookstore will gladly loan desk copies with the approval of the division office.

**Textbooks:** The Bookstore orders and provides sufficient quantities of textbooks for all classes at all locations. Textbooks are requisitioned through the appropriate division office. Instructors are encouraged to provide a list of required supplies with their textbook order. Class materials to be duplicated for resale should be included on the textbook requisition along with appropriate copyright clearance.

**Duplicating Services**
Hours of operation are:

7:00 am—5:30 pm, Monday thru Friday
7:00 am—4:00 pm, Friday/non-instructional days

Phone: (360) 475-7155
Fax: (360) 475-7151
E-mail: duplicatingservices@olympic.edu

Duplicating requests may be submitted with proper request information as follows:

- Sent electronically via email attachments to duplicatingservices@olympic.edu.
- Routed to Duplicating with proper request info via the campus mail system.
- Hand delivered to the Duplicating
- Facilities Services Building
- CSC-5th Floor
- B&T Division
- MESH Division
- Humanities Workroom
- Health Occupations
- CSC-1st Floor
- Haselwood Library
- CSC-2nd Floor
- University Quad (WWU)
- CSC-3rd Floor
- Bremer Student Center
- CSC-4th Floor
- SSH Division

“In” box located in the FSB building.

- While you wait. (Black/White requests only)

The booklet “Question & Answers on Copyright for the Campus Community” is available to aid in conforming to U.S. copyright laws.

**Duplicating from OC Poulsbo and Shelton**
If you are off campus, you may use Duplicating Services on the Bremerton campus by sending requests via email or through inter-office mail. All jobs received by 1:00 will be guaranteed to be sent via courier that afternoon which arrives at Shelton or Poulsbo the next day by noon. For copying at each campus, contact the office at Shelton and Poulsbo for that information.

**Course Packets**
Faculty who write class materials such as handbooks and manuals may have their course packets duplicated for sale in the Bookstore. Orders for course packets originate from the Bookstore after receiving a textbook requisition. If required, the faculty member is responsible for obtaining appropriate copyright clearance.

**Mail Services**
Hours of operation are:
8:00 am—4:00 pm, Monday thru Friday
Phone: (360) 475-7820  Fax: (360) 475-7151
E-mail: mailandreceiving@olympic.edu

Adjunct faculty are assigned a mailbox/folder through their division office or site director. Be sure to check your mailbox/folder regularly as they are used for distributing mail, announcements, notice of student enrollments, and other documents.

Inter-campus and US mail is delivered to and collected from designated campus mail stations twice daily. Place material in an inter-office envelope, clearly marked with the recipient’s name and mail station. Each mail station has an outgoing mail bin, supply of inter-office envelopes and a current staff mail station listing.
Students can route material to faculty by using the drop box located in the Haselwood Library on the main floor in the alcove by the drinking fountains (across from the telephones).

**Mail Service for OC Shelton - OC Poulsbo**

Inter-office mail for the Poulsbo and Shelton campuses are routed each workday via private courier. There will be a one day delivery time for all correspondence and must be deposited in any outgoing mail bin before 2:00 pm for delivery the next work day.

OC letterhead, envelopes, postage and mailroom processing are for official college business only. Personal and pre-paid mail should be deposited directly in the U.S. Postal Service collection box located in front of the Facilities Services Building. For specific details and assistance in sending foreign mail, packages, large quantity mailings, and in preparing certified, registered, insured or express mail, contact the Mail Services Supervisor at 360-475-7820.

**Classroom Equipment, Technology & the HelpDesk**

Haselwood Library, 360-475-7770 or via Helpdesk, 360-475-7600

Mon-Thurs 7:30am-6:00pm; Fridays, 7:30am-5:00pm

Charlie McWhorter, Net/Web Manager  
cmcwhorter@olympic.edu  
Cara Lunsford, ITV Technician  
elunsford@olympic.edu  
Matt Cooley, ITV Technician  
mcooley@olympic.edu

Support personnel for all equipment found in classrooms [regardless of kind] can be contacted via the Helpdesk (475-7770). If you need help with ITV equipment, teaching workstations, overhead projectors, circulating media equipment, event support or telecourses, please contact the Helpdesk. In addition, the following services may be requested through the Helpdesk:

**Equipment Reminders**

Please remember to turn off the equipment when not in use. Also, do not use permanent markers on the whiteboards.

**Media Equipment Repair/Replacement** – The Instructional Media will repair its inventoried equipment, both assigned to facilities and circulating from its pool. Users are asked to alert Media Services when they encounter problems with any media equipment. Report issues with classroom equipment to the Helpdesk at 475-7600.

**Rented Media Materials (Videos, Films, Visuals)** – All films, videos, and videodiscs rented for instructional use must be ordered through Media Services. Faculty may request media materials not available on campus by contacting the helpdesk. Three weeks’ notice is required before the desired use date in order to complete a rental on time.

**Satellite Teleconferences** – Faculty and staff members often receive information on live satellite video teleconferences in their area of expertise. Classroom Technology can "downlink" those programs and make viewing facilities available with a telephone link back to the originating site. Videotape recordings of these programs are made available for later review. Requesters will be responsible for promoting the teleconference to other interested parties and for paying license fees. Classroom Technology maintains files on teleconference opportunities from a variety of providers.

**Telecourse Support** – Telecourses are offered as a team effort between Classroom Technology, the Haselwood Library, and the College Divisions. Once a telecourse need is identified, Classroom Technology determines possible pre-produced courses, secures video and resource materials, duplicates video materials, and arranges or maintains appropriate distribution channels for student
viewing. These include cable TV, rental sets, circulating copies, and in-house viewing of the courses.

Classroom Equipment Distribution – Classroom Technology equipment for instructional and presentation uses are assigned to facilities and scheduled on a first-come, first-served basis; please contact the Helpdesk at 475-7600. Some facilities are specially equipped; instructors should contact the Helpdesk to determine if the equipment they need is in the room they have scheduled. If it is not, Classroom Technology can meet most needs through the equipment pool maintained at the Haselwood Library and can answer your questions about what equipment suits a particular need, about how to operate equipment, or about how to enhance instruction by using relevant technology.

Distance Learning
Online Classes. Distance Learning (located in the Haselwood Library) offers a number of different support systems for classes using the web or electronic components of any type in their courses. Starting in the summer quarter 2009, the College, along with the other community colleges in the state system transferred over to Angel® and is part of this state-wide consortium. Instructors wanting to use other Internet based systems or tools in their courses need to speak with their respective Dean for permission before coming to Distance Learning for help in getting these elements into the course. For all online and web-enhanced/hybrid course support, please contact Ben Meredith at (360) 475-7772 or Tiffany Dawson (360) 475-7770 or via email at tdawson@olympic.edu

USB Drives – USB Drives are unique to Olympic College. Developed by the Media Specialists in the Distance Learning Department, USB Drives give students the operability of the Internet without Internet access. Instructors interested in learning more about USB Drives are encouraged to contact Distance Learning at (360) 475-7770.

However, as of this printing the USB program has been significantly reduced due to the lack of specialized personnel trained to handle the program.

Information Technology
Information Technology (IT) is located on the 2nd floor of the College Service Center building. IT supports computers, network connections and telephones for faculty, staff, administrators and students. These include e-mail, data storage, Internet connectivity, voice-mail, and applications such as word-processing, publication software, and spreadsheets. As of July 1, 2008 Media Services merged with IT and is now known as Instructional Technology. They are responsible for ITV and classroom equipment/teaching workstations. It is also helpful to remember that prior to leaving the classroom turn off the equipment. Also, be sure not to use permanent markers on the whiteboards.

As a part of Information Technology’s goal to give you a more hands-on, self-guided approach to computing at Olympic College, we offer the following Wiki site http://instructors.olympic.edu/ocwiki/IT/Home.aspx which contains tips, tricks, and information that will help you use the technology available at OC. The IT newsletter, policies, wireless, streaming media tools and other resources can be found at the following site:
http://www.olympic.edu/stafffaculty/informationtechnology

Adjunct faculty members may receive services by requesting access through their division offices. For further information about using IT and Instructional Technology services, contact the Help Desk at extension 7600 (from on campus) or 360-475-7600 (from off campus) or use the toll-free number 1-800-259-6718. The Help Desk also responds to email sent to helpdesk@olympic.edu.
Accessing Email via Outlook Web Access

Outlook Web Access (OWA) is an application interface that allows you to access your Olympic College email virtually anywhere in the world. It is Internet-based and has many helpful tools, such as spell-check and calendaring. You can also reset your password using OWA. To use OWA:

1) Open Internet Explorer (or any other program you use to access the Internet).
2) Type http://mail.oc.ctc.edu/exchange directly into your browser's address line, or go to OC's homepage at http://www.olympic.edu and click on Bremerton campus, go to Staff and Faculty, then OC Web Mail.
3) A logon dialog box will appear. Enter your user name and password. This login information is the same as your Olympic College network login (username is your first initial and last name (example: for John User, enter juser). The password must consist of at least 6 characters, at least 1 uppercase letter, at least 1 lowercase letter and at least 1 number.

   a) Type in your username and password. Select Premium if you are using broadband (DSL, cable, etc.) and select Basic if you are using dial-up.
   b) In the Username field, type office, backslash (\), and your first initial of your first name and your full last name.
   c) In the Password field, type the same password that you use to log onto any computer on campus.
   c) If you have problems logging in following the instructions above, you can try using the following string in the login field: username@office.oc.ctc.edu (note, this is not your email address, rather it serves to describe your account on the OC network). Type in your password and click OK.
   d) If these actions do not gain you access to your email, please contact the IT Help Desk using the contact numbers listed above.

4) Once you successfully logged in, a new page will come up with the words Microsoft Outlook Web Access in the upper left-hand corner. Your folder list should be on the left side under this. All of your messages will be shown in the right-hand side of the screen.

Classroom Computer Labs

Instructors that require assistance with issues relating to the use of computers and other technology in classrooms, including specialized hardware or application software used in conjunction with the delivery of instruction, should contact the IT Help Desk at (360) 475-7600 or by email at HelpDesk@olympic.edu.

Instructors may also read the Student Computing Guide located http://www.olympic.edu/campusresources/computerlabs/studentcompguide for more information on using computer labs and instructional network resources.

New users of computer labs and other technology are encouraged to contact IT for more detailed instructions about lab resources, including sharing documents on the network’s Common directory, saving files, setting up voice mail, archiving e-mail, using teaching computer workstations, and other tools available for use.

Instructor's Briefcase (IBC)

Instructor Briefcase is an online program to view the names of students enrolled and waitlisted, print class rosters and post final grades. The program is accessible from any computer (at home, at work, etc.). Instructor Briefcase allows class rosters and/or grade rosters to be copied into an Excel spreadsheet.
or Word document. The information is "real time" which means that the information is "of this moment" and there is no waiting. All you need to access Instructor Briefcase is your instructor ID (your employee identification number) and a PIN number.

**How to Use IBC**

Faculty members must have a faculty ID (or Social Security number) and PIN to access IBC. Neither number will change unless you change your PIN.

To log onto and access "Instructor Briefcase" please follow these steps:

1. Open your Internet browser by clicking on your Internet access icon (Internet Explorer). For most, this means click on the blue "e" at the bottom, left side of your screen.

   NOTE: Your PC must have Internet Explorer 5.0 or higher and Windows 95 or higher. IBC will not function through AOL or CompuServe browsers. If you do not have Netscape on your computer, you can upload it from www.netscape.com

2. Clear the address line and enter -- in lower case: https://www.oc.ctc.edu/ibc/ and press "enter".

3. Your instructor ID number is the 860-xx-xxxx number assigned to you as a faculty member. Your social security number also works in that field.

   If you do not know your PIN, call or e-mail: Nora Downard at 360-475-7207, ndownard@olympic.edu

**Helpful Hints for IBC**

- A class roster will not appear on IBC unless at least one student has registered for the class.
- The waitlist, if any, appears at the bottom of the IBC class roster.
- IBC rosters and waitlists are always current. As soon as the registration/change is made, that information is reflected on the roster.
- Drops and late adds are indicated on IBC rosters. If the list of names on the roster does not match attending students, students need to visit the Registration Office immediately to sort out the enrollment and payment.
- If the quarter is not listed, that quarter is not available for grade submission.

**Technology Practices**

While working on any computers at OC, please follow these guidelines. *(Excerpt from the OC Information Technology pamphlet).*

**Good Account Practices**

- Keep passwords private.

If you are concerned that your grades have been submitted and received, call (360) 475-7200 and staff will check for you.
- Change passwords when prompted.
- Don't post passwords.

**Good E-Mail Practices**
- Read mail often.
- Archive messages regularly to avoid filling up your mailbox on the server.
- Limit file attachments to under 10 megabytes in size.
- Don't visit or use chat rooms.

**Good File Management Practices**
- Use the "My Documents" folder to save and organize files.
- Use network home directories to save and organize files.
- Delete unnecessary files.
- Make regular backups of important files.
- Back up critical data to three separate locations (such as floppy disk, hard-drive and network).
- Do not exceed space limits on the network (250 megabytes).

**Good Hardware Practices at OC:**
- Always ask IT for help moving computing equipment.
- Always ask IT for help attaching equipment to wall jacks.
- Contact the Help Desk (475-7600) for all computer-related repairs.

**Please don't:**
- Share surge protector with non-computer equipment, such as radios, fans, space heaters.
- Repair or have your brother, friend, etc. repair the computing equipment in your office or lab.

**Good Software Practices**
- Contact the Help Desk for all software installations.
- Do not install software without IT’s assistance.
- Do not download software from the Internet.
- Do not download MP3s.

**Good Virus Protection Practices**
- Call the Help Desk if you suspect your computer or any file is infected with a virus.
- Don't cancel automatic virus signature updates.
- Don't spread computer viruses.

**Use of Technological Resources**
Use of Olympic College technological resources, including electronic messaging and Web-sites, is limited to educational purposes. The following actions are in violation of this policy and may result in disciplinary action:

A. Harassing others by sending or posting threatening, libelous, fraudulent, or sexually, racially, or religiously offensive materials. Use that creates or contributes to a hostile work and/or learning environment.

B. Transmission of commercial or personal advertisements, solicitations, promotions, or use of the resources for personal business interests.

C. Waste, misuse, or abuse of technological resources. An individual's use should not interfere with the operation of the networks, computers, or with the work of others. Examples of prohibited activity include (but are not limited to): flooding systems, networks, or user accounts with e-mail; forging e-mail or obscuring the identity of the e-mail sender; providing access to your account to people not affiliated with the College, or unauthorized access to other users’ accounts, data, files, or passwords.

D. Promotion of political beliefs or unlawful activities.

E. Use of state resources to benefit nonprofit organizations shall be consistent with the Executive Ethics Board Advisory Opinions; specifically, any use should be of de minimis cost, should not interfere
with any employee’s official duties, and should be officially sanctioned by Olympic College.

**Instructional Media**

Location: Haselwood Library, Bremerton, 360-475-7770

Mon-Thurs 7:30am-6:00pm; Fridays, 7:30am-5:00pm

Roger Nick, Video/Media
rnick@olympic.edu

Ray Quick, Graphics
rquick@olympic.edu

**Studio and Video Production Lab** – For assistance with a video production project or the scheduling of the use of the television studio or the video production lab, please contact Roger Nick in Instructional Media.

**Media Production** – Instructor requests for media production are done through Instructional Media located in the Haselwood Library. Production may include posters, audio/video films, streaming audio/video, e-learning items, etc. All production is done in coordination with the instructor and after consultation with a Roger Nick or Ray Quick, depending on the specific materials needed.

As projects increase in significance and complexity, this consultation should occur further in advance of deadlines. Production capabilities vary in complexity and range from laminating to tape duplications to TV Studio programs. For further questions or assistance, please contact Instructional Media.

**Libraries**

Libraries are available on all three campuses. In Bremerton, the services are located in the Haselwood library. In Shelton, ask at the Johnson Library; in Poulsbo, services are available in the computer lab located across from the entry on the main floor. Instructional support services are available to all faculty, staff and students. The public may also obtain computer and borrowing privileges with appropriate identification.

A librarian is on duty (during open hours) at Haselwood to answer reference questions and to assist in finding information. Library technicians or librarians are available during open hours at Poulsbo and Shelton to assist in finding information.

All libraries are open during the regular instructional calendar; hours are truncated during summer session. Please see the website for summer hours.

**Haselwood Library, Bremerton**

Bremerton, 360-475-7252 [Reference Desk] or 1-800-259-6718 ext.7252

Mon-Thurs 7:30am-9:00pm; Fridays 7:30am-5:00pm; Saturdays, 10:00am-4:00pm; Sundays, 12:00pm-6:00pm

**Staff**

Ruth Ross, Dean, rross@olympic.edu
Naomi Saunders, Administrative Assistant/nsaunders@olympic.edu
Mike Hesson, Circulation & ILL/mhesson@olympic.edu
Linda Zimbeck, Circulation/lzimbeck@olympic.edu
Donna Forbes, Cataloging dforbes@olympic.edu
Miriam Wall, Periodicals, mwall@olympic.edu
Kent Mercer, Library Faculty, MESH Division liaison/kmercer@olympic.edu
Dianne Moore, Library Faculty, B&T Division liaison, dmoore@olympic.edu
Amy Herman, Library Faculty, Bremerton & Poulsbo Librarian and Workforce/ABE/ESL liaison aherman@olympic.edu

**Library at Poulsbo**

Poulsbo Library – 360-394-2720

Mon-Thurs 8:30-5:00 p.m. library technician or librarian; lab open 7:30-10 p.m.;
Fridays, library tech or librarian, 8:30-5:00 p.m.; lab open 7:30-5:00 p.m.

Saturdays, Lab only 8:00-4:00 p.m.

Staff
Amy Herman, Library Faculty, aherman@olympic.edu
Kathy Weigert, Library Technician, kweigert@olympic.edu

Johnson Library at Shelton
The Johnson Library – Shelton - 360-432-5460

Mon-Thurs 8:00-5:30 p.m.;
Fridays, 9-1 p.m.

Library Services
Online Access – Access to a wide variety of full text databases that contain both reference materials and periodical articles can be had through the library website. In addition a large selection of full-text Electronic Books can be accessed through the library catalog. All of these materials can be accessed by all faculty and staff off-site (yes, at home, in your pajamas, at 2 a.m.) All you need is your employee ID number! To obtain your employee ID number, contact Human Resources at 475-7300. When prompted enter your last name and employee ID number.

Access to Library Materials – Library materials are checked out to instructors for regular circulation and renewal periods. If circumstances require an instructor to use the materials for longer periods, special arrangements can be made for a longer circulation period. Otherwise, instructors will receive an overdue notice and request that the materials be returned. Since the Library has a limited collection of media materials, their circulation is restricted to library and classroom use. Items that are available in any of the three libraries can be moved to accommodate instructor/student need; please contact a librarian.

Ask a Librarian - The OC libraries are happy to report that their new 24/7 Ask a Librarian!

Service is now up and running on the College’s website:
http://www.olympic.edu/CampusResources/Library/.

Look for the ‘Ask a Librarian’ Logo on the College’s homepage and choose any of the three methods to reach us with your information needs. The newest addition is “chat.” This service is now answered 24 hours a day, 7 days a week, either by OC librarians or by our consortium partners from libraries across the country. OC’s patrons can ask questions anytime from anywhere in the world and receive an answer live, via chat, whenever they sign in.

Partner librarians have access to all sorts of information about our library’s policies and OC librarians can follow up the next day if needed. Librarians can also show students websites by pushing them to the students’ computers, making the chat visual and interactive in very useful ways.

In return, OC’s librarians provide 2 hours a week of question coverage for consortium patrons at times when they are closed. This new service is a big help to students studying late at night, early birds and our distance students who cannot reach one of our three libraries.

Interlibrary Loan – Materials can be lent from other libraries around the world to the Haselwood Library by request. Normally such loans require from ten days to two weeks for completion, and there is no fee for the service. Contact the reference desk at any of the three libraries for assistance.

Teaching and Learning Materials – Helpful materials on improving instruction are available in a special teaching learning section of the Library and may be checked out. Ask a librarian or the circulation technician for assistance, or contact the Center for Teaching and Learning (extension 7326).
Reserve Materials – Faculty members may place materials they believe will supplement classroom instruction on reserve or supply additional information to their students by contacting the reference desk. Reserve requests should be made one week in advance to allow the Library staff time to process the request. Please follow this procedure before notifying students that the materials are on reserve in the Library. Reserve materials may also be made available electronically through the Library Catalog.

Student Entry and Advising (SEAC)
The Student Entry and Advising Center provides placement assessment and entry advising for new and returning students.

Hours of operation are: Monday through Thursday, from 8:00am to 7:00pm, and Friday from 8:00am to 4:00pm. Advising is conducted individually face-to-face and online, as well as in groups.

Entry advising is available at OC Poulso and OC Shelton by appointment.

Placement Assessment
Assessment is used to evaluate students’ writing, reading, and mathematics skills. Students are required to take an assessment to enroll in English or math classes. Students who successfully completed a college level English Composition and/or college level math at another institution may be exempt. An Educational Advisor in SEAC can help make this determination.

The assessment is offered four times a day Monday through Thursday at 8:30am, 11:00am, 1:30pm, and 3:30pm and on Fridays at 8:30am, 11:00am, and 1:30pm. The assessment is offered at OC Poulso and OC Shelton by appointment.

Entry Advising
General entry advising is available for
- students returning to Olympic College, or college in general, after any length of absence
- students who intend to transfer to a four-year college or university
- students who want to earn a certificate or degree in a professional-technical program

MAPS (Mentoring and Advising for Persistence and Success)
MAPS is a developmental advising program for students who are first-generation college students (first in their families to attend college), come from low-income backgrounds, and/or have disabilities. The MAPS advisor, in collaboration with the Student Success and Persistence Counselor, supports the educational goals of students in the program by matching students with mentors, providing mentor training; and offering proactive referrals.

Worker Retraining
Worker Retraining provides access to training for unemployed workers who need to upgrade their skills or enter a new career. To qualify for Worker Retraining assistance they must have met one of the following criteria:

1. Collected Washington State unemployment insurance (UI) in the past 24 months, or
2. Been determined eligible to collect WA state UI, or
3. Were a displaced homemaker, or
4. Received a lay-off notice.

Student eligibility may include Financial Assistance with:
- College Tuition
- Books
- Transportation
- Childcare
- Living Expenses

www.olympic.edu/WorkforceDevelopment
WorkFirst
Low-income working parents and/or parents enrolled in the WorkFirst TANF Program who currently receive cash benefits may be eligible for assistance in participating in any of the Professional-Technical Certificate programs offered at Olympic College through the WorkFirst program.

Contact Information
Contact Information for Placement Assessment, Entry Advising, MAPS, Worker Retraining and WorkFirst:

OC Bremerton
360-475-7230 or 1-800-259-6718 Ext. 7230

OC Poulsbo
360-394-2700

OC Shelton
360-432-5400

Telephone/Voice Mail System
Administrative responsibility for the telephone system is assigned to Information Technology. All adjunct faculty members are encouraged to make arrangements through their division office or site director for the assignment of a telephone voice mailbox. This extension number should be printed on each class syllabi to provide for more direct communication with students. Faculty members may access their voice mailbox system by dialing 7660 from an on-campus phone or 360-475-7660 from any off-campus phone and following instructions as prompted.

Directions for placing a call from a campus phone are outlined below:

- For another extension on Bremerton, Shelton or Poulsbo campuses, dial the 4-digit extension number.
- To make an off-campus local or toll-free call, press 9 for an outside line. Next, dial the local number or dial 1 and the toll-free number.

- Consult the appropriate division office or site director for assistance with long distance calls (Olympic College business only).

The campus telephone directory is available on-line at:
http://www.olympic.edu/Directory/phoneDir.aspx

A printed version is provided to all division offices and site directors. Pay telephones are located on the first floor of the College Service Center, in the Bremer Student Center, and next to the Business and Technology Division Office. At the Shelton campus, payphones are located in the lobby and vending area. A courtesy phone is located in the Poulsbo campus commons.

Voice Mail Instructions
To set up your voice mail box:
Dial 7660 from on campus and 475-7660 from off campus. You will connect with Audix. The Audix voice will prompt you through a series of steps. Follow these directions and you should be able to set up successfully.

Enter the four digit extension number you were issued followed by the pound (#) sign. Enter password. (Password will be provided to you upon request for voice mail).

Once you have logged in, the system will ask you to:
Record your name
Press (1) and speak only your name at the tone.
Press (1) when you are finished.
Listen to the play-back and either press (1) to re-record or (#) to approve.
Once you have initialized your mailbox, you will hear the activity menu with options to record messages, retrieve your messages or create personal greetings. Choose option (3) to create personal greeting.
After choosing option (3) – press (1) – enter greeting number (1) and follow the prompts to record greeting. This mailbox is not associated with a phone, so your greeting should say, “You have reached the voice mail box for (state your name), please leave me a message and I will return your call.”

You will be asked to activate a greeting number. Please activate greeting number (1). When the Audix voice says, “Greeting number one activated for all calls.” At this point, the voice mail set up is complete and you may hang up.

There are two voice mail systems on campus. One is internal 7660 and is available to employees to set up and retrieve voice mail. The other is connected your main listed number at 792-6050 and is for outside callers to access your voice mail box.

To retrieve voice mail messages:
On campus, dial 7660 or 360-475-7660 if off-campus and enter four digit extension number followed by the pound (#) sign. Enter password. Audix will relay your messages. You may save, forward, reply to others with voice mail or delete messages. Please delete all messages that you do not need to keep. Audix will only hold messages for ten (10) days.

Give the following information to people wishing to leave you messages in your voice mail box:

Dial (360) 792-6050. The recording will state: “If you know your party’s four digit extension, you may dial it at any time.” (Once the caller puts in your four (4) digit extension number, the caller will be sent directly to your voice mail box.

If you have any problems or questions, please call Charlotte Purl at (360) 475-7607.

Bremer Student Center Posting Policies & Procedures
The Bremer Student Center Office must approve all postings in the BSC. Approval will be indicated by a date stamp applied by the BSC Office staff on each poster or flyer to be distributed. The BSC Office reserves the right to deny the posting or distribution of flyers or posters if information or material is commercial, obscene, and/or unlawful, or if contrary to the missions and goals of the college.

Only posters promoting events, classes, programs or services sponsored by Olympic College or its official departments or organizations (including recognized student clubs and organizations) will be allowed. The BSC Office reserves the right to impose limits regarding size, quantity and duration of display.

Unless designated a posting area, all areas in the BSC are to be considered non-posting areas. Non-posting areas include – but are not limited to – painted walls, columns, exterior/interior glass and building entrance/exit doors. Exceptions to this policy must be approved in advance by the Vice President of Student Services (or his/her designee).

No commercial or sales advertising is allowed on BSC bulletin boards.

Posters/flyers for events, classes programs or services must clearly identify the sponsoring Olympic College group, organization, or department. These posters must be taken down the next working day following the event or 30 days after the posted authorization date, whichever comes first.

Materials found posted in unauthorized places or areas, or materials not approved by the BSC Office will be removed. Posters or flyers without the required date stamp (as noted above) will also be removed.

OC Policies and Procedures
Torn or damaged flyers or posters will be removed from the BSC bulletin boards before the deadline date.

**Children on Campus Policy**

The purpose of this policy and its implementation procedures are intended to promote a safe, healthy, and productive environment for the Olympic College campus and visitors which is welcoming to families, yet respects the educational and work environments and protects children.

A child is defined as a person who has not achieved their 16th birthday and is not enrolled as an Olympic College student.

Olympic College recognizes that children often appropriately accompany adults during visits to campus. Children, however, need at all times to be under the supervision of their parent(s)/designated guardian. It is inappropriate for a parent to ask a member of the College community to assume supervision, unless he or she is leaving the child in a college program sanctioned for children as defined in this policy. This policy was approved by the Board of Trustees on January 25, 2005 and effective during Spring Quarter 2005.

This policy pertains to all employees and persons who visit the College, participate in classes, and/or programs, events or activities.

- Children are not permitted in classrooms at Olympic College except with the specific approval of the faculty member responsible for the class, on an emergency basis, and for a specific and limited period of time. Children are NOT allowed in areas where dangerous equipment is operated and/or where chemicals, cleaning products, solvents or any hazardous products are stored or used such as science and computer laboratories, art studios, the welding shop and the weight room. **As casual visitors to the open campus area,** children shall not be restricted except when being disruptive.

- No employee, student or visitor to the College shall leave a child unattended at the College, including in campus buildings, on campus grounds, or in a vehicle. Nor shall a child be left with a College employee unless that child is enrolled in an authorized program of the College.

- Olympic College offers certain programs and activities targeted towards children (i.e., Child and Family Development Center, Head Start, Parent Education, computer camps or sports campus). The College provides supervision for children enrolled in these activities. The College does not supervise children outside of such programs and neither the College nor its employees, agents or students may accept responsibility to do so on behalf of the College.

- Children shall not be present at an employee’s workplace (e.g., office, classroom, shop, etc.) in lieu of other child care arrangements during the employee’s working hours. Exceptions may be granted on an emergency basis and for a specified and limited period of time by the appropriate supervisor or his/her designee.

- When a child is present in the classroom or work place, it is the responsibility of the parent/accompanying adult to ensure that children do not unduly disrupt the educational or work setting.

**Harassment/Discrimination**

Olympic College provides equal educational and employment opportunities without regard to race or ethnicity, creed, color, sex, national origin, age, marital status, religious preference, life-threatening illness, the presence of any sensory, mental or physical disability, reliance on public assistance, sexual orientation, status as a disabled or Vietnam Era veteran, or political opinions or affiliations.
Olympic College believes in and supports healthy relationships among individuals. Therefore, harassment and discrimination are not tolerated. A student or employee who believes he or she has been harassed or discriminated against and wishes to discuss a complaint may contact his or her supervisor or a process facilitator as listed below:

- Laurie Adamson, Women's Programs, 360-475-7478
- John Babbo, Counseling, 360-475-7530
- ASOC Executive Board, 360-475-7291
- Karen Fusco, Access Services, 360-475-7542
- Anne Mulligan, OC Poulsbo, 360-394-2740
- Charlotte Purl, IT, 360-475-7607
- Rachel Wellman, Multicultural Center, 360-475-7681
- Kristin Poppo, OC Poulsbo, 360-394-2706
- Kristin Poppo, OC Shelton, 360-432-5404

Students and employees who believe they have been harassed or discriminated against may file a written complaint with Linda Yerger, Executive Director of Human Resource Services, located on the 5th floor of the College Service Center.

**Non-Smoking Policy**
In consideration of promoting a safe, healthy, and productive environment for students, employees, and members of the public who conduct business in College facilities and use its vehicles, it is the policy of Olympic College, Community College District #3, to prohibit smoking in all campus buildings and in state vehicles.

Smoking, as used in this policy, refers to smokeless tobacco, the inhaling, exhaling, burning, or carrying any lighted smoking equipment, including cigarettes, cigars, or pipes. Smoking is prohibited in all campus buildings and state vehicles.

Effective Summer 2005, Olympic College campuses prohibit smoking in all areas except those assigned as designated smoking areas. There is clearly posted signage to indicate the designated smoking areas and several covered kiosks located on campus for this purpose.

All smoking materials are to be lit, smoked and extinguished in designated areas ONLY. Seating is provided within the covered areas. Smoking cessation pamphlets and information will be available at each campus.

**Standards of General Academic Progress Policy**
The Standards of Academic Progress policy is designed to help students who are having academic difficulty. The purpose is to quickly identify students whose quarterly grade point average (GPA) falls below 2.0 and to provide assistance to improve their academic standing. This policy determines academic suspension in cases where students are unable to achieve satisfactory academic performance.

The standards are to be considered a framework to help identify students who may need additional support. Copies of the Standards of Academic Progress policy are available from the Office of the Vice President of Student Services (360-475-7473). This policy is also outlined in the current Olympic College Catalog on page 35.

**Standards of Student Conduct**
Each student, by the act of registering, agrees to obey the rules and regulations of the College. The administration reserves the right to deny admission or suspend enrollment of any student for conduct disruptive to the purposes of the College. Under such circumstances, the student has the right to appeal disciplinary decisions through established College procedures. A copy of the Student Conduct Code is available in the Office of the Vice President of Student Services and is also outlined in the Student Handbook.
**Student Complaint Procedure**
The purpose of the Student Complaint Procedure is to respond to a student’s dissatisfaction with the performance or action of a College employee or with a process that the student believes to be unfair or inconsistent with College policy or usual practices. The procedure may be used when other appeal procedures are inappropriate or insufficient. Copies of the Student Complaint Procedure are available from the Office of the Vice President of Student Services. The policy is also outlined on page 15 of this handbook.

**Safety and Security**

**A Guideline to the OC Emergency Plan**
The Olympic College Emergency Plan establishes a line of communication, and an Emergency Management Team (EMT) that ascertains the scope of an incident and advises the College President. The Emergency Management Team establishes response strategies, deploys resources and initiates the emergency process.

**The current EMT Leader is Barbara Martin, Vice President of Administration.**
She is located in the CSC building in room 200 and may be reached at 360-475-7502. Emergency response actions are guided by Olympic College’s overriding emergency goals to protect life, secure our infrastructures and facilities, and resume the academic process.

The Emergency Management Team will mobilize at a central Emergency Operations Center (EOC), located on campus, and at the selection of the Emergency Management Team Leader. In the event of an emergency, the EMT will set up a base of communications with other campus first responders (Security, Physical Plant) via the campus two-way radio traffic. Channel 2 will be used to direct other campus personnel. The EMT will gather information from and disseminate emergency bulletins and announcements to the offices of the Vice Presidents and Division Heads using the emergency radio channel 1.

**Assigned Assembly Points**
1. College Service Center, Humanities, and the Theater will assemble across Ohio Street at the Bremerton High School track and field. (West Campus)
2. Health Occupations, Math and Science and the Library will assemble in the S-4 parking lot. (East Campus)
3. Physical Plant, Security, Multicultural Services, Central Receiving, PE, Bremer Student Center and the University Quad will assemble in the S-4 parking lot behind the Information/Parking Annex. If necessary, the Parking Annex could be used as a command center.
4. Music and Art buildings will assemble in the S-1 parking lot. (Corner of 13th and Broadway).
5. Rotunda, Engineering, Shop, Business and Technical Buildings will assemble at the corner of 13th and Chester.
6. Automotive Center will assemble in the S-5 lot (behind bldg.)
7. The Facilities Services Building (Physical Plant, Central Receiving, and IT) will assemble at the church parking lot on 13th and Lincoln.
8. Shelton campus will assemble at the Northwest corner of the student parking lot.
9. Poulsbo campus will assemble at the southeast corner of the main (student) parking lot.

**10. Do not return to an evacuated building unless authorized to do so.**

**Bomb Threat**
If you observe a suspicious object or a potential bomb on campus **DO NOT HANDLE THE OBJECT!** Immediately call the Safety and Security office at Ext. 7800.

*Bomb Threats by Phone*
1. Any person who receives a bomb threat by phone should do the following:
   a. Ask: Where is the bomb located on campus? (which building, what room?)
   b. Ask: When is the bomb going to explode?
   c. Ask: What does it look like?
   d. Listen closely for any background noise.
   e. Any additional information relevant to the incident.

A. Remain calm and try to get the following information:
   a. Time of call.
   b. Estimate age and sex of caller (adult or juvenile).
   c. List identifiers such as speech (accent, slurred, etc).
   d. Emotional state of caller.

2. Notify the Safety and Security office at ext. 7800 and report the incident immediately.

3. Safety and Security office personnel will contact the following:
   a. CenCom (9-911)
   b. Safety and Security Supervisor
   c. Physical Plant Director
   d. Vice President of Administrative Services
   e. President of Olympic College

4. When the local building alarm sounds or an emergency exists, DO NOT PANIC. Walk quickly to the nearest marked exit. DO NOT USE THE ELEVATORS!!!

5. Assigned building coordinators will alert other employees of the emergency and assist the physically disabled with exiting the building.

6. Once outside, move to your designated assembly point. Keep streets, fire hydrants and walkways clear for emergency vehicles and crews.

7. Do not return to an evacuated building unless authorized to do so.

**Building Coordinators' Responsibilities**

Building coordinators are to ensure that an emergency evacuation plan is in place for their building(s) and/or their floor. This plan will be approved by the OC Safety Committee. The plan should include, but shall not be limited to, the following:

1. Explain basic evacuation procedures for your area to all new employees.
2. Ensure building evacuation routes and charts are posted near exits.
3. Be familiar with all exits out of your assigned building.
4. Check assigned area ensuring everyone has evacuated and all doors and windows are closed.
5. Know where your assigned assembly pointed is located.
6. Have a contingency plan for evacuations of persons with physical disabilities.
7. At your assigned assembly point, physically account for all faculty, staff and students on your floor or in your building.
8. Allow no one to re-enter the building until the "all clear" signal has been given.

**Building Evacuation Procedures**

Before a fire or emergency:

1. Know the location of your building's assembly point.
2. Know the locations of fire alarm pull stations in your area and how to work them.
3. Know the locations of all available exits from your area.
4. If you need special assistance during an evacuation, please contact your building's emergency coordinator beforehand. If you do not know the name of your coordinator, call Safety
Earthquake

Indoors
Procedures if inside a building: drop, cover and hold.

1. **Drop** to the floor.

2. **Cover.** Take cover under a sturdy desk, table, or other furniture. If that is not possible, seek cover against an interior wall. Protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.

3. **Hold.** If you take cover under a sturdy piece of furniture, HOLD on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.

Outdoors
If you are outside when the shaking starts, get into an open area away from trees, building, walls and power lines. Remain in the clear until the shaking stops. If you are on a sidewalk near a building, step into a doorway to protect yourself from falling bricks, glass, plaster or other debris. Once the shaking stops, move to an assigned assembly point and await instructions from the command center.

High-Rise or Multi-Story Buildings
If you are in a multi-story building and an earthquake hits, follow the drop, cover and hold procedures. If you are not near a desk or table, move against an interior wall and protect your head with your arms. Do not be surprised if the fire alarm or sprinkler system is activated. Once the shaking has stopped and it is safe to move, evacuate the building as quickly and safely as possible. DO NOT USE THE ELEVATORS.

Injured/Trapped
If you or someone else is injured or trapped in a building/room by falling debris, yell for help and notify others of the situation. If a window is available and you are able, hang a piece of clothing out the window to alert others of your location.

Wheelchair
If you or someone else is in a wheelchair, stay in it. If possible, lock the wheels and protect the upper body, especially the head.

Emergencies/Illness/Injuries
In case of emergency, dial 9-911 (from a campus phone) for fire, medical, or police assistance. On the Bremerton campus, notify the Safety and Security Office at extension 7800 as soon as possible.

If you are in doubt or are unable to reach the Safety and Security Office, call 9-911 (from a campus phone) or 911 from a pay phone and alert the authorities.

In case of injury, do not attempt to move the victim. If the victim complains of being cold or feels cold to the touch, cover him or her with whatever is available. Stay with the injured person until other assistance arrives. Treatment beyond emergency care should **not** be given (including medication such as aspirin). First aid equipment is available at several locations on campus.

If ambulance service is required, charges are the responsibility of the injured individual(s), not Olympic College, Community College District No. 3. Reportable accidents or injuries include those requiring treatment or first aid beyond a simple Band-Aid type of cut or scratch. Please contact the Safety and Security Office at 360-475-7800 to complete accident or injury reports. For the Shelton campus, please contact the front desk at 360-432-5400. For the Poulsbo campus, please contact the director's office at (360) 394-2719.
Evacuation Procedures for Persons with Physical Disabilities

1. **DO NOT USE THE ELEVATORS!!**
2. Sight impaired persons should develop a buddy system or a volunteer be assigned to assist the individual during the evacuation.
3. Alert the hearing impaired to an emergency and initiate their evacuation.
4. If not located on a ground level floor, there are two schools of thought concerning mobility impaired persons.

   I. Mobility impaired or disabled persons should go to an emergency exit and wait while the main flow of people pass. They should remain at the same exit until emergency personnel (fire or police) arrive and can safely complete their evacuation. **The rescue of mobility impaired or disabled persons will be the first priority of fire and law enforcement departments.**

   II. Assisting mobility impaired/disabled person in an emergency.

   Be prepared to abandon wheelchair or other devices used for mobility.

   1. Ask the person the safest method people can use to assist them. Seek out volunteers and make sure you have enough people to provide assistance.

   2. Once the person(s) with physical disabilities has been evacuated, proceed to assigned assembly area and make them as comfortable as possible.

   3. Faculty and staff are to assist the physically disabled in evacuating the building by whatever method is most appropriate and safe for the given circumstance.

Faculty Classroom Responsibilities

1. Explain basic emergency procedures to students at the beginning of each quarter, including the evacuation plan and assembly points for their facility.
2. Faculty, upon hearing the fire/emergency alarm, or when instructed by the building coordinator, ensure the safe evacuation of all students, including the evacuation of persons with physical disabilities, per a previously established contingency plan.
3. Time permitting, close all windows and doors.
4. Alert others in the building as you exit.

5. **DO NOT USE THE ELEVATORS!!**
6. Stay with the students throughout the evacuation and assemble at the designated assembly point until notified otherwise by authorized personnel, including OC Physical Plant staff, Security Supervisor, OC Administrator, or Fire Department personnel.

Fire Safety Plan

Upon discovering a fire:

1. Remove any person in immediate danger and evacuate the area.
2. **DO NOT USE THE ELEVATORS!!**
3. Sound the fire alarm by activating the manual pull station located near the facility exits as you leave the building.
4. Locate the nearest phone and call 9-911 and give the exact location of the fire.
5. Call Safety and Security at ext. 7800 and give the location of the fire.

If you are not able to evacuate:

1. Feel all doorknobs you encounter before opening any door. If it is HOT, **DO NOT OPEN THE DOOR. Stay in that room.**
A. Seal the cracks around the door with any available material.
B. Call 9-911 and let them know your location and that you are unable to exit.
C. Open the window a few inches for fresh air and hang an object out of the window to alert the fire department to your location.
D. Keep low to the floor and await evacuation by emergency personnel.

2. If the doorknob is NOT HOT, brace yourself behind the door and open it slightly. If heat or heavy smoke is present, close the door and stay in that room. Follow the procedures as outlined in A-D.

3. If you are able to move around within the building, but cannot exit, find a safe room farthest from the fire and follow the procedures outlined in A-D.

Hazardous Material Spill or Release
Report spills/releases of hazardous chemicals, suspected gas leaks, or suspicious odors to the Safety and Security office at 475-7800. Security will notify the appropriate response personnel. **Call 9-911 if the spill/release presents an imminent danger (injuries, fire or explosion).**

On Campus Spill or Release
Procedure in the event of a hazardous material spill or release on campus:

- Evacuate the building/area immediately and alert others to do the same.
- Seal off a spill/release in a building by closing the door to the area.
- Activate a fire alarm on the way out of the building if the spill presents an imminent danger such as fire, explosion, injuries, etc.
- Report the spill/release to Safety and Security and/or 9-911 from a safe location.
- Move to an area at least 500 feet upwind from affected building/area and keep streets, fire lanes and walkways clear for emergency vehicles and personnel. Instructors and supervisors have the responsibility of assuring that all students and staff have evacuated their classrooms and work areas.
- Call the Safety and Security Supervisor for technical and clean-up assistance.
- Return to building(s) only when they are declared safe to occupy.

Off-campus Spill or Release
Procedure in the event of a hazardous material spill or release off-campus:
This section refers to an airborne chemical release caused by a natural disaster or an industrial, railway or freeway accident occurring near College property.

1. Seek shelter inside a building.
2. Stay inside; do not evacuate buildings or "peek" outside buildings.
3. Close all building doors and windows.
5. Wait for instructions from College President or designee.

Minor Hazardous Material Spill
1. Call the Safety and Security Supervisor for assistance in assessing and clean-up of the spill.
2. Use appropriate personal protective equipment.
3. Contain the spill.
4. Clean up the spill using specific clean-up materials appropriate for the chemical(s) spilled.
5. Dispose of the contaminated spill material by contacting the Safety and Security Supervisor.
Hazardous Materials Inventory and Material Safety Data Sheets (MSDS)
Know the location of department/division MSDS binder(s). Be familiar with the MSDS's and the potentially hazardous materials inventory contained in the binder(s).

Before handling any potentially hazardous material, read and understand the MSDS and product label and follow special handling instructions to prevent chemical exposure and accidents.

After office hours always contact the Safety and Security Supervisor at 360-475-7800 or 360-475-7805 for technical assistance regarding hazardous materials.

School Closures/Inclement Weather
The College normally remains open during inclement weather conditions. To find out if a decision has been made to change or suspend operations FOR ANY REASON, please call 360-732-6050 or 1-800-259-6718 or visit http://www.olympic.edu . The College will notify the media by 6:30 a.m. regarding day classes, and by 3:00 p.m. regarding evening classes. KITZ, KMAS, KIRO, KOMO, and KING will be notified. Faculty members with difficulty getting to class should contact their respective division offices or site director so that students can be informed regarding the class meeting status.

Student Safety
Instructors are asked to assist with promoting the message, "Don't Walk Alone!" Please encourage students to "buddy up," especially to parking lots. On the Bremerton campus, an escort service is available 24 hours a day from Security (360-475-7800). Yellow emergency phones are marked on the Bremerton campus map.

Poulsbo Campus – OCP
The Adjunct Faculty Guide now includes general information that is usually distributed directly at the site. The Poulsbo Campus follows the academic calendar and instructional/college policies of Olympic College as outlined in this guide. Additional copies of this guide can be procured either through the division office or the OCP director’s office staff. This office provides tours for new adjunct prior to each quarter. Contact Suzie Holley to arrange for a tour.

Bulletin Board Posting Policies
Students, faculty and staff may post items on bulletin boards in designated posting areas. The director’s office reserves the right to remove postings in non-posting areas, commercial, obscene or unlawful materials, as well as torn or damaged items. Fliers/posters shall be limited to one of each kind per posting location.

Campus Contact Information
OCP Campus main number: (360) 394-2700

Campus Director's Office Staff
(360) 394-2702
poulsbocampus@olympic.edu

Dr. Kristin Poppo, Director
Kathy Giovanni, Secretary Supervisor
Suzie Holley, Office Assistant

Student Services Staff:
Sandi Gallear - (360) 394-2725

Facilities Services Staff: Tom Simon - (360) 394-2702

Campus Hours
The Poulsbo Campus will be open Monday-Friday from 7 a.m. – 10 p.m. The campus will also be open for weekend classes and events. Full-time faculty and staff must make arrangements in advance to access the campus after hours to allow Security to disable/engage the alarm and secure the entry gate. The

Satellite Campuses – Poulsbo & Shelton
campus gate must remain open when individuals are on campus.

**Custodial Issues**
Please notify the director’s office or custodial services immediately of any damage or spills at ext. 2702.

**Duplicating**
Duplicating services are available on a self-service basis at the Poulsbo Campus in the faculty work area (OCP 206). For large jobs, send your request via email to: duplicatingservices@olympic.edu, or send your request through inter-office mail.

All jobs received by 1:00 will be guaranteed to be sent via courier that afternoon which arrives at Shelton or Poulsbo the next day by noon. For any questions, contact Duplicating Services phone number at: (360) 475-7150.

**Faculty Support**
For issues which require immediate attention such as building, classroom, imminent student concerns, etc., please contact the campus director’s office. For other issues, please contact the division office.

- Business & Technology (B&T) - (360) 475-7360
- Mathematics, Engineering, Science & Health (MESH) - (360) 475-7700
- Social Sciences & Humanities (SSH) - (360) 475-7766
- Workforce Development (WFD) - 360-475-7555

**Instructional Supplies**
General instructional supplies are available in the faculty work area of the campus (OCP 205) Specialty or discipline specific supplies should be requested through the appropriate division office.

**Keys**
Building and office keys will be issued to full-time faculty and staff. Part-time staff may be issued office keys on a case-by-case basis. The building will be accessible during normal business hours for part-time faculty. All keys are issued through the campus director's office.

**Library at Poulsbo**
*Poulsbo Library – 360-394-2720*

- **Mon-Thurs** 8:30-5:00 p.m. library technician or librarian; lab open 7:30-10 p.m.;
- **Fridays**, library tech or librarian, 8:30-5:00 p.m.; lab open 7:30-5:00 p.m.;
- **Saturdays**, Lab only 8:00-4:00 p.m.

**Staff**
Amy Herman, Library Faculty, aherman@olympic.edu
Kathy Weigert, Library Technician, kweigert@olympic.edu

**Lost & Found**
Lost or found items should be reported to the Director’s office in Poulsbo or to the Security Office on ground floor (security can be reached at (360) 394-2719). When reporting a lost or found item, an instructor should include his or her name, a description of the item, and the time and location in which it was lost or found.

**Mail**
Mail will be picked up and delivered at the Poulsbo Campus Monday through Friday. An ‘Outgoing’ mail bin is located in the Director’s office reception, room 221A. A mailbox system is located in room 217 and also contains an ‘Outgoing’ mail bin. Incoming mail is routed via Bremerton campus: Olympic College Poulsbo, c/o 1600 Chester Avenue, Bremerton, WA 98337.

**Non-Resident Faculty Workspace**
Computers are available in the Learning Resource Center (LRC) on the main level, room 106. Limited work space is available in the LRC on a first-come, first-served basis. In addition, there are two workstations available for drop-in use in the second floor faculty office suite, room 217 and room 221B.
private meetings with students, classrooms can be reserved by contacting Candace Alvarez at (360) 475-7322 or roomscheduling@olympic.edu to reserve a room.

Parking
All vehicles must display a valid parking decal or visitor permit which may be obtained from the Security Office or by contacting Bremerton Campus Safety and Security at (360) 475-7800. Full-time faculty and staff are eligible to request designated parking in the upper faculty and staff lot on a space-available basis at a cost of $50 per year. Part-time faculty and staff may park in the lower faculty and staff lot adjacent to the student parking lot at a cost of $15 per year. Vehicles parked in disabled parking must display appropriate licensing or permit.

Phone/Fax
Telephones are located in the faculty work areas (rooms 217 and 221B) but not in the general classrooms. A courtesy phone is located in the student lounge/eating area on the main floor. A fax machine is available for official college business in the faculty work area. The fax number is (360) 394-2739.

Safety and Security
Courtesy phones are located in the parking lots to contact an on-site OC staff member for assistance. For both day and evening classes, there is a Facilities Services staff member on duty at the campus if you need assistance with jump starts, tire changes, etc. Escort to and from vehicles is also available. On-site security support is also provided on a routine basis. Please call (360) 394-2719 or (360) 394-2702 to locate Facilities Services or Security staff.

Testing Services Center
Olympic College has a Testing Center at each of the three campuses. Located in CSC 417A, the Bremerton Testing Center provides testing services for OC students (Make-up and Access Testing) and for the general public (GED Testing, Certification exams, and Proctoring Services). Computer-Based Industry Certification examinations are available to the entire OC community as well as to the public. These exams are offered through Prometric, Pearson VUE, and Certiport.

OC students may take tests that instructors have forwarded to the Testing Center in a supervised testing room. Make-up testing is done on a walk-in basis; no appointments are taken, but instructors may require students to complete the test on or before a particular date/time.

Access Testing is done by appointment for students approved by Access Services for extended time testing (see Students with Disabilities section). “Make-up Testing” refers to all OC tests including tests taken before or after the scheduled class test date and testing for Telecourses and Portable courses.

The Poulsbo Testing Center is located in OCP115B and offers OC Make-Up and Access Testing by appointment only. The Shelton Testing Center is located in OCS112 and offers OC Make-up and Access Testing, Proctoring Services and GED Testing. These schedules are released each quarter.

Bremerton Hours of Operation
OC Make-up and Access Testing and Proctoring Services schedule.
Monday and Thursday 8a – 6p
Tuesday, Wed. and Friday 8a – 12p

GED Testing is scheduled every Tues & Wed starting at noon.

During OC Finals each quarter, the Tuesday and Wednesday hours for Make-up and Access Testing are extended to 8a – 3p.

Computer-Based Industry Certification testing is available by appointment on Monday, Thursday and Friday mornings.

Bremerton Contact Information
Phone: 360-475-7238
Faculty Testing Support forms should accompany all test materials sent for administration. These forms and each campus location’s Testing Schedule/Hours of Operation are available at each Testing Center and on the common drive at X:\\Shared Documents and Forms\\Testing Center; just choose the folder for the campus location needed.

Staff members
Bremerton:
   Jennifer Venegoni, Program Support Supervisor
Part-time staff:
   Toni McBride, Lisa Pederson, and Marcia Loraditch
Shelton: Lori Anderson, Jennifer Hoodenpyle

The Writing Center
Tutors from diverse backgrounds assist students from any OC class in becoming better writers. All Writing Center tutors go through preliminary and ongoing professional development to help students at all levels develop their skills in planning and time management, analytical reading, critical thinking, and rhetorical techniques.

While instructors may request that tutors work with a student on a particular writing issue, students may ‘self-refer’ as well. Tutors are also available to visit classes early in the term for a 15 – 20 minute introduction to our services. Instructors are welcome to consult with senior tutors about their assignments or specific issues of concern.

Services are free of charge to OC students, staff, and faculty. Tutoring Services is located in Humanities 115 on the Bremerton campus, in the Johnson Library in Shelton, and in Room 106A at Poulsbo. For more information or to make an appointment, please stop by or call 360-475-7318.

MESH Study Center
The MESH study center is a facility that provides well-qualified tutors for every mathematics and introductory physics course offered to OC students. Tutors are designated, not to individual students, but to courses in which they have demonstrated excellence. Ongoing training in both tutoring techniques and subject-specific topics allows tutors to help students excel in math and to develop effective study habits which can be applied throughout their course work.

In addition to providing tutors for math and physics courses, the study center can be used by student study groups. Groups can meet in the center to go over homework assignments, discuss class topics and prepare for exams. With access to a tutor, these groups become an even more effect tool for student understanding.

The MESH study center is a free, drop-in only, service available to OC students, faculty and staff. Hours and locations vary by campus. The Bremerton center is located in ST 124 & 126 from 8 am – 7pm Mon-Thurs, 8am -2pm Fri and 10am-2pm Sat. The Poulsbo center is located in Room 106A and on the Shelton campus in the Johnson Library, room 110. Hours will be posted at the branch campuses. For further information, please feel free to drop by or call 360-475-7765.

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Tutoring in Other Areas
Tutoring is available in various subjects on each of the campuses. An email announcement is sent out early each quarter advising students, faculty and staff of times and locations. For more information, please visit the Tutorial Services website at http://www.olympic.edu/Students/StudentServices/Tutoring/ or phone the Tutorial Services Coordinator at 360-475-7546.

Questions?
For additional information about the campus, please call (360) 394-2700.

Satellite Campus – Shelton

Shelton Campus - OCS
The Adjunct Faculty Guide now includes general information that is usually distributed directly at the site. The Shelton Campus follows the academic calendar and instructional/college policies of Olympic College as outlined in this guide. Additional copies of this guide can be procured either through the division office or the OCS director’s office staff.

Bulletin Board Posting Policies
Students, faculty and staff may submit notices to the front office staff for approval to place on bulletin boards in designated posting areas. The director’s office reserves the right to remove postings in non-posting areas, commercial, obscene or unlawful materials, as well as torn or damaged items. Fliers/posters shall be limited to one of each kind per posting location.

Campus Contact Information
- OCS Campus main number: (360) 432-5400
- Custodial/Maintenance Services, Joe Flanagan (360) 432-5470
- Director, Kristin Poppo: (360) 432-5404
- Lori Anderson, Secretary Lead (360) 432-5406
- Janis Johnson, Program Assistant (360) 432-5403

Campus Hours
The Shelton Campus office hours of operation are Monday-Thursday, 8am-6pm; and, Fridays 8am-4pm. These hours vary during the first week of the quarter and the summer session. Office hours are posted at the front door of the office, on the voicemail, the web page, and are provided to the local newspaper as a Public Service Announcement. The campus will also be open periodically for weekend classes and events. Class sessions are generally scheduled from 8am to 10pm.

Custodial Issues
Please notify the front office staff or custodial services immediately of any damage or spills.

Duplicating
Duplicating services are available on a self-service basis at the Shelton Campus in the front office. Faculty and staff are assigned a copy code for their use. For jobs requiring more than ten copies, please email duplicatingservices@olympic.edu. Please allow several days for shipping of your duplicating job. Duplicating services phone number is: (360) 475-7150.

Faculty Support
For issues which require immediate attention such as building, classroom, imminent student concerns, etc., please contact the campus director’s office at 432-5404. For other issues, please contact the division office.

- Business & Technology (B&T) - (360) 475-7360
- Mathematics, Engineering, Science & Health (MESH) - (360) 475-7700
- Social Sciences & Humanities (SSH) - (360) 475-7766
- Workforce Development (WFD) - 360-475-7555
**Instructional Supplies**
General instructional supplies are available through the staff in the front office of the campus. Specialty or discipline specific supplies should be requested through the appropriate division office.

**Keys**
Building and office keys are issued to full-time faculty and staff. Part-time staff may be issued office keys on a case-by-case basis. The building is accessible during normal business hours for part-time faculty. All keys are issued through the campus director’s office.

**Johnson Library**
*The Johnson Library – Shelton 360-432-5460*

Mon-Thurs 8:00-5:30 p.m.;
Fridays, 9-1 p.m.

**Lost & Found**
Lost or found items should be reported to the front office in Shelton. When reporting a lost or found item, an instructor should include his or her name, a description of the item, and the time and location in which it was lost or found.

**Mail**
Intercampus Mail is picked up and delivered at the Shelton Campus Monday through Friday. UPS drops incoming mail from Bremerton campus around 12 noon and outgoing intercampus mail is boxed at 1:00PM. An outgoing mail bin is located in the front office. A mailbox system is also located in this general area.

Olympic College-Shelton
937 W. Alpine
Shelton, WA 98584

**Nonresident Faculty Workspace**
The Palmer Student Center has computers available for your use. Limited work space is also available in the Open Computer Lab on a first-come, first-served basis. In the event a private space is needed in order to meet with a student, check with the front office and a location will be secured.

**Parking**
The Shelton campus parking fee is $25.00 per year for full-time staff. See front desk for a copy of the new parking procedures effective Fall 2009. Adjunct parking is located on the northeast side of the campus and is designated by a sign that says “Faculty and Staff Parking”. All vehicles must display a valid parking decal or visitor permit.

**Phone/Fax**
Telephones are located in the front office work area, Portable A Open computer lab, TJL 116, TJL 120 and TJL 121, but not in the OCS general classrooms. Pay phones are located in the vending room area. A fax machine is available for official college business in the front office work area. The fax number is (360) 432-5412.

**Safety and Security**
For day classes, there will be a Facilities Services Staff member on duty at the campus if you need assistance with jump starts, tire changes, etc. Escort to and from vehicles is also available. For evening classes during the Fall, Winter, Spring and Summer quarters there is a part-time Safety and Security Officer on campus Monday through Thursday from 6:00 p.m. to 10:00 p.m. or until completion of the last class. There is also a part-time Safety and Security Officer on campus for weekend classes.

**Testing Services Center**
Olympic College has a Testing Center at each of the three campuses. Located in CSC 417A, the Bremerton Testing Center provides testing services for OC students (Make-up and Access Testing) and for the general public (GED Testing, Certification exams, and Proctoring Services). Computer-Based Industry Certification examinations are available to the entire OC community as well as to the public. These exams are offered
through Prometric, Pearson VUE, and Certiport.

OC students may take tests that instructors have forwarded to the Testing Center in a supervised testing room. Make-up testing is done on a walk-in basis; no appointments are taken, but instructors may require students to complete the test on or before a particular date/time.

Access Testing is done by appointment for students approved by Access Services for extended time testing (see Students with Disabilities section). “Make-up Testing” refers to all OC tests including tests taken before or after the scheduled class test date and testing for Telecourses and Portable courses.

The Poulsbo Testing Center is located in OCP115B and offers OC Make-Up and Access Testing by appointment only. The Shelton Testing Center is located in OCS112 and offers OC Make-up and Access Testing, Proctoring Services and GED Testing. These schedules are released each quarter.

**Bremerton Hours of Operation**

*OC Make-up and Access Testing and Proctoring Services schedule.*

Monday and Thursday  8a – 6p  
Tuesday, Wed. and Friday  8a – 12p

**GED Testing** is scheduled every Tues & Wed starting at noon.

During OC Finals each quarter, the Tuesday and Wednesday hours for Make-up and Access Testing are extended to 8a – 3p.

**Computer-Based Industry Certification testing** is available by appointment on Monday, Thursday and Friday mornings.

**Bremerton Contact Information**

Phone: 360-475-7238  
Fax: 360-475-7470  
Announcement Line: 360-475-7239  
Email: TestingCenter@olympic.edu

![www.olympic.edu/testingcenter](www.olympic.edu/testingcenter)

**Shelton Contact Information**

Phone: 360-432-5400  
Fax: 360-432-5412  
Email: OCSTesting@olympic.edu

**Poulsbo Contact Information**

Phone: 360-475-7238  
Fax: 360-394-2732  
Email: OCPTesting@olympic.edu

Faculty Testing Support forms should accompany all test materials sent for administration. These forms and each campus location’s Testing Schedule/Hours of Operation are available at each Testing Center and on the common drive at X:\Shared Documents and Forms\Testing Center; just choose the folder for the campus location needed.

**Staff members**

Bremerton: Jennifer Venegoni, Program Support Supervisor  
Part-time staff: Toni McBride, Lisa Pederson, and Marcia Loraditch  
Shelton: Lori Anderson, Jennifer Hoodenpyle

**Questions?**

For additional information about the campus, please call (360) 432-5400.

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**Student Services**

**Career Services and Faculty Partnership**

There are many opportunities for the Career Services staff to help faculty and for faculty to help Career Services in assisting students with their career development process or with gaining meaningful experience through employment. **Here are some suggestions on how Career Services and faculty together can help students:**
Career Services Orientations
Bring your class to the Career Center where your students will learn about career assessments, occupational resources, and student employment opportunities including work study. Students may use the conveniently located computer lab, which includes an ADA computer workstation, to research career fields and employment opportunities.

Class Presentations When You Are Away
Don’t cancel that class! Career Services staff will take attendance for you and provide presentations on resume and cover letter writing, or information on other career development topics such as informational or job interviews, portfolio development, and job search strategies.

Up-Dates on Annual Events
Annual events and quarterly workshops are posted on our web site http://www.olympic.edu/Students/StudentServices/CareerCenter/. Encourage your students to participate in career and employment activities that can assist with furthering their career development or employment seeking strategies. Annual events include the following:
- Annual Job Fair—Career Connection 2010
- Career Development Month
- Career Expo-Olympic College Shelton
- Internship and Community Service Volunteer Fair
- Office of Disability Employment Recruitment/Dept of Labor
- Work Study Student Employee Orientations

Career Trends and Employment Forecast
Career Services can provide the latest employment information as well as trends that can influence your student’s career choices. Career and employment labor market information sources consist of the following:
- Washington State Labor Market Information
- National Association of Colleges and Employers
- Washington Career Employment Services Council
- Department of Labor
- Washington Occupational Information Systems
- Workforce Explorer
- Mountain Pacific Association of Colleges and Employers
- Access Washington

Referrals to Your Academic Program
Sharing information on your program, program requirements, and related career fields will assist us in referring students to programs that match their interests and abilities.

Employers Seeking to Hire Students in Your Program
Employers often contact faculty members in an effort to generate new hirers. Career Services has been working successfully with employers seeking to hire Olympic College students and graduates for over 15 years. Our no cost services can increase employment opportunities for students while aiding employers with qualified potential employees.

Bremerton Career Services-Art 122/C-360
475-7480
Patty Triggs, Director of Career Services
Shibhman Fitzpatrick, Career Services Program Specialist

Shelton Career Services-Building A-360-432-5431
Kelly Copp, Workforce Development Coordinator

Career Services Frequently Asked Questions
1. What is the purpose of Career Services?
The primary purpose is to create centralized services that meet the career and employment needs of students, graduates, and employers.
2. Why do instructors need to know about career and student employment services and resources?

Often instructors are the first point of contact for students in need of career or employment assistance. Or, an instructor may want to hire a student assistant but isn’t sure of the hiring procedure. Many instructors will request class presentations or bring their class to the Career Center for an orientation on career and employment services.

3. What services are available for students and graduates?

Career Services offers comprehensive career development and pre-employment assistance which includes:

- Career assessment
- Computer lab
- Employment counseling
- Internship information
- Job search plans and referrals
- Occupational resource material
- Referral to academic advisors
- Resume, cover letter, and interviewing preparation

4. Can I bring my class to the Career Center or have an in class presentation?

Yes to both questions. Numerous instructors routinely schedule their class in the Career Center each quarter. Others choose to have Career Services personnel come directly to the class. Either selection can be accommodated.

5. How can I help an employer who calls me to recruit students for employment opportunities?

Employers interested in recruiting students or graduates can post their job announcement on-line (https://www.myinterface.com/olympic/employer) for quick convenient assistance with filling vacant positions. In addition to posting employment or intern announcements, employers can use the Career Center to interview, pre-screen applicants, or arrange for test accommodations.

Career Services and Faculty Partner to Help Students

There are many opportunities for the Career Services staff to help faculty and for faculty to help Career Services in assisting students with their career development process or with gain meaningful experience through employment.

Here are some suggestions on how Career Services and faculty together can help students:

Career Services Orientations

Bring your class to the Career Center where your students will learn about career assessments, occupational resources, and student employment opportunities including work study. Students may use the conveniently located computer lab, which includes an ADA computer workstation, to research career fields and employment opportunities.

Class Presentations When You Are Away

Don’t cancel that class! Career Services staff will take attendance for you and provide presentations on resume and cover letter writing, or information on other career development topics such as informational or job interviews, portfolio development, and job search strategies.

Up-Dates on Annual Events

Annual events and quarterly workshops are posted on our web site http://www.olympic.edu/Students/StudentServices/CareerCenter/

Encourage your students to participate in career and employment activities that can assist with furthering their career development or employment seeking strategies. Annual events include:

- Annual Job Fair-Career Connection 2009
- Career Development Month
- Career Expo-Olympic College Shelton
- Community Service, Volunteer, Internship Fair
Office of Disability Employment
Recruitment/Dept of Labor

Work Study Student Employee Orientations

Career Trends and Employment Forecast
Career Services can provide the latest employment information as well as trends that can influence your student’s career choices. Career and employment labor market information sources consist of

Washington State Labor Market Information
National Association of Colleges and Employers
Community College Benefits
Department of Labor
Washington Occupational Information Systems
Network Explored.

Referrals to Your Academic Program
Sharing information on your program, program requirements, and related career fields will assist us in referring students to programs that match their interests and abilities.

Employers Seeking to Hire Students in Your Program
Employers often contact faculty members in an effort to generate new hirers. Career Services has been working successfully with employers seeking to hire Olympic College students and graduates for over 15 years. Our no cost services can increase employment opportunities for students while aiding employers with qualified potential employees.

Contact Information, Office Hours, and Location
The office is located in room 122-C in the Art/Music Complex Bremerton Campus.

Kim Bujok, Office Assistant III
kbujok@olympic.edu
Tel: 360-475-7480
Toll free: 1-800-259-6718, Ext 7480
Fax: 360-475-7491
Email: CareerCenter@olympic.edu
Hours: 8:00 am – 4:30 pm (M-F)
Evenings: By appointment

Shelton Career Services Contact
Located in Building A-360
Tel.: (360) 432-5431

Kelly Copp, Workforce Development Coordinator

Counseling Services
Counseling Services provides counseling Monday through Thursday, from 8:00am to 4:00pm, and Friday from 8:00am to 3:00pm. The three major areas of assistance provided to students are:

Career counseling – help in examining skills, abilities, and interests, determining the right career, and choosing a major.

Educational counseling – aid in improving study skills, setting realistic, satisfying educational objectives, overcoming test anxiety, and adapting to college life.

Personal counseling – assistance in problems with students, family, interpersonal concerns and crisis situations. Includes referral to community resources.

Poulsbo and Shelton campuses - by appointment.

Free workshops on various topics are offered each quarter. Counselors are also available to assist faculty and staff as consultants. Please call 475-7530 for more information or for an appointment.

Financial Aid
Through federal, state, and institutional programs, students at Olympic College (OC) are able to receive financial assistance that
enables them to pay for tuition and other college related expenses. Approximately 30% of all students enrolled at OC receive some form of financial aid in the form of a grant, loan, scholarship, employment or tuition waiver.

The financial aid award year at OC runs from summer to the following spring. Students may apply for financial aid throughout the academic year and still be eligible for some type of assistance. March 1st of each year is our priority deadline. Applications completed by this date will receive priority consideration for all aid programs. Late applications are considered for Pell Grant, loans, and any other funds that are not fully committed to students.

Once a student is awarded aid and classes begin, it is critical that they successfully complete their classes.

A student can lose their future eligibility if they fail to make satisfactory academic progress according to the standards established for aid recipients. Many students lose their eligibility because they fail to begin or quit attending classes.

To avoid possible repayment of grants, students must attend all of their classes at least one time and complete one class with a grade other than WP, WF, or F.

Faculty can help. Please indicate to students how important class attendance is. Instructors are often asked to document attendance in classes where the student stopped attending before the end of the term.

Students that withdraw prior to completing 60% of the quarter will result in a potential financial liability to the College. Please remember that you must verify the last date of attendance (LDA) with “Instructor Briefcase” for any student who receives grades of WP, WF or F (or 0.00).

For any questions from students about financial aid, please direct students to the Financial Aid Office in the College Service Center building on the 3rd floor. The office staff will be glad to answer any questions. Financial aid staff can also be reached at (560) 475-7160 or financialaid@olympic.edu.

Instructors are encouraged to visit www.olympic.edu and click on “Financial Aid” link for more information on the financial aid process.

Multicultural Services
Multicultural Services provides programs and services to support and retain a diverse student population. This service helps students develop support systems to realize academic and personal goals and promotes opportunities to learn about and celebrate cultural pluralism.

The following services are offered: cultural events and programming; information and referrals; access to scholarship databases; student support and advising assistance; community outreach; procurement of guest speakers/lecturers who promote diversity.

This last service is available to faculty and includes assistance to faculty in locating, contracting and paying for diverse speakers in an effort to enhance the classroom experience. Contact the staff at the Multicultural Services office at 475-7680 for more information.

Outreach and Admissions
New applicants must complete the online "Application Form" as the first step to enrollment at OC. Applicants may access the application at http://www.olympic.edu/Students/GettingStarted/.

Electronic submission speeds the College’s response with applications acknowledged automatically upon receipt. When the electronic application is downloaded in the admissions office, the applicant is sent, by
return e-mail, a SID (student identification number) and instructions on how to sign up for an orientation/advising session. For questions, call (360) 475-7479.

Running Start
The Running Start Office located in Room 322 of the College Service Center provides admission and academic advising for high school juniors and seniors who are eligible to enroll in college-level classes tuition-free under the Washington Running Start program. Eligible students must have a cumulative high school GPA of 2.5 or above and demonstrate college-level skills in writing, reading and/or mathematics on the ACCUPLACER assessment.

In addition to the general OC application, students must submit a separate RS application with a copy of their high school transcript and ACCUPLACER scores. Students are responsible for transportation, books and some college fees. Application packets are available at high schools, from the Running Start Office, Admissions, OC Poulsbo, OC Shelton or online at www.olympic.edu/RunningStart.

Running Start students have the same rights and responsibilities as other college students, although they are not eligible for financial aid, to hold elected student government office or to participate on college athletic teams. Services provided by Running Start staff include information, admission, orientation to college, academic advising, educational planning and referral to faculty advisors and campus and community resources.

Running Start services are available at all campuses. Call 360-475-7646 or email RunningStart@olympic.edu for information. Office hours are Monday-Friday 8:00 a.m. - 4:30 p.m. To refer students with questions or problems contact Running Start Director Susan Tollefson at 360-475-7648.

Testing Services Center
Olympic College has a Testing Center at each of the three campuses. Located in CSC 417A, the Bremerton Testing Center provides testing services for OC students (Make-up and Access Testing) and for the general public (GED Testing, Certification exams and Proctoring Services. Computer-based Industry Certification examinations are available to the entire OC community as well as to the public. These exams are offered through Prometric, Pearson VUE and Certiport.

OC students may take tests that instructors have forwarded to the Testing Center in a supervised testing room. Make-up testing is done on a walk-in basis; no appointments are taken, but instructors may require students to complete the test on or before a particular date/time.

Access Testing is done by appointment for students approved by Access Services for extended time testing (see Students with Disabilities section). “Make-up Testing” refers to all OC tests including tests taken before or after the scheduled class test date and testing for Telecourses and Portable courses.

The Poulsbo Testing Center is located in OCP115B and offers OC Make-Up and Access Testing by appointment only. The Shelton Testing Center is located in OCS112 and offers OC Make-up and Access Testing, Proctoring Services and GED Testing. These schedules are released each quarter.

Bremerton Hours of Operation
OC Make-up and Access Testing and Proctoring Services schedule:
Monday and Thursday  8a – 6p
Tuesday, Wed. and Friday  8a – 12p

GED Testing is scheduled every Tues & Wed starting at noon.

During OC Finals each quarter, the Tuesday and Wednesday hours for Make-up and
Access Testing are extended to 8a – 3p.

Computer-Based Industry Certification testing is available by appointment on Monday, Thursday and Friday mornings.

Bremerton Contact Information
Phone: 360-475-7238
Fax: 360-475-7470
Announcement Line: 360-475-7239
Email: TestingCenter@olympic.edu
www.olympic.edu/testingcenter

Shelton Contact Information
Phone: 360-432-5400
Fax: 360-432-5412
Email: OCSTesting@olympic.edu

Poulsbo Contact Information
Phone: 360-475-7238
Fax: 360-394-2732
Email: OCPTesting@olympic.edu

Faculty Testing Support forms should accompany all test materials sent for administration. These forms and each campus location’s Testing Schedule/Hours of Operation are available at each Testing Center and on the common drive at X:\Shared Documents and Forms\Testing Center; just choose the folder for the campus location needed.

Staff members
Bremerton:
   Jennifer Venegoni, Program Support Supervisor
Part-time staff:
   Toni McBride, Lisa Pederson, and Marcia Loraditch
Shelton: Lori Anderson, Jennifer Hoodenpyle

Student Labs

Career Center
Located in Art 122-C, the Career Center (BRC) Lab provides computers for students interested in conducting career and employment searches. Individual assistance is available for on-line resumes or applications.

The Career Center Lab is open from 8:00-5:00 Monday-Friday. Contact the Career Center at 475-7480 for additional information.

Mathematics/Science Lab
Located in SCI-141, the Mathematics/Science Lab provides personal assistance to students in math and/or science courses. Hours vary by quarter and are posted outside the door to the lab. Contact that MESH Division (475-7700) with questions.

Poulsbo
Student labs are available on the first floor, (OCP 106).

Shelton
Student labs are available. Please contact the front desk at 360-432-5400.

Students with Disabilities
In accordance with state and federal laws, the office of Access Services (AS) at Olympic College coordinates academic adjustments, auxiliary aides, and physical accommodations for eligible students with disabilities. The following are examples of service:

- Intake and Orientation
- Information and Referral
- Entry Advising
- Transition Support
- Note-taking
- Sign Language Interpreters/Captioning Services
- Materials in Alternate Format (Braille, tape, large print, etc.)
- Assistive Technology
- Accommodations Aides (visual interpreters and scribes)
- Alternate Testing
- Specialized Furniture and Equipment
- Faculty/Staff/Agency Liaison

Students qualify for service based on medical or psychological documentation which provides the rationale for accommodation and supports their request.
Policies and procedures for serving students with disabilities are published in the OC catalog and on the web at www.olympic.edu/Access Services/

Staff
The staff of Access Services acknowledges the critical role that faculty play in creating an environment that welcomes students with disabilities and allows for their full participation in the academic setting. As staff seeks an accommodation process that involves the collaboration of faculty, staff and student and are always available to assist with questions. For additional information, contact them at 475-7540 or visit the office in Humanities 114.

- Karen Fusco, Director
- Julie Evenstad, Program Coordinator
- Kristina Portney, Office Assistant

Helpful tips are printed below, but for more information on working with students with disabilities, visit our online faculty training at www.olympic.edu/asd/index.php and enter the key code, “access.” The training covers such topics as disability law, the accommodation process, and universal design for instruction. Most participants complete the program in under an hour.

Helpful Tips for Working with Students with Disabilities

Letter of accommodation: Faculty of students who request accommodations through Access Services will receive an accommodation letter which delineates appropriate services for that student. If you are approached by students requesting accommodations and have not received a letter of accommodation, please refer them to Access Services. You are under no obligation to provide accommodations without appropriate correspondence from the AS office. If the student offers to provide documentation of their disability directly to you, you should again refer the student to Access Services – medical and/or psychological documentation must reside in the AS office and not in personal faculty files.

Syllabus: A disability statement on your syllabus promotes awareness of available services by directing students to appropriate resources. It also serves to communicate your interest in the success of your students with disabilities and normalizes the accommodation process by incorporating it as an element of the course. Please feel free to use or adapt the following statement:

“Any student who feels s/he may need an accommodation based on the impact of a disability should contact the office of Access Services in Humanities 114 (Bremerton campus), or call (360) 475-7540 for information.”

Handouts: Many students with vision impairments and some with learning disabilities need print material in alternative format – electronic versions are usually preferable, but audio tape, Braille, or enlarged text may also be appropriate. Whenever possible, send handouts to students via e-mail, or provide them with a disk. Converting print to another format is time consuming, and it is important that students with disabilities have access to course materials at the same time as everyone else. Please coordinate these needs with Access Services as early as possible.

Textbooks: Check to see if your texts are also available in electronic format. This information can usually be found on the publisher’s website or the preface of the book (under the “Student Resources” or “Students with Special Needs” section), and occasionally a CD version is provided for review. Our staff is happy to assist you with this research.

Videos: Before showing videos in a class with a hard of hearing or deaf student, please check to be sure that they are captioned. Captioning can be added after production, but often at a cost of thousands of dollars! When captioning is not available, provide an outline or
summary of the material for your student. Occasionally, a transcript can be obtained from the producer. Once again, Access Services is available to support you with this process.

**Notes**: Making your lecture notes available online helps all students, but is especially valuable to students with vision impairments and learning disabilities. If you already have course information on the web, or are planning to implement this, check with AS staff for resources on web accessibility. Certain formats (tables, graphics, etc.) are not always compatible with screen-reading technology.

If a note-taker is requested for a student in your class, please assist us in identifying a volunteer for this role. Student note-takers earn a stipend for their important contribution to another’s learning and usually benefit from the extra attention paid to their own note-taking practice.

**Student expectations**: Although many students with disabilities need accommodations, you should expect them to perform at a level commensurate with their peers. Discrimination can take many forms – do not hold students with disabilities to different standards. Students with disabilities are also subject to the same code of conduct as any student at Olympic College. Be consistent in dealing with inappropriate student behavior, and refer student code violations to the Vice President of Student Services.

A bibliography of teaching and learning resources is also available through the office, in the library, or online at [www.olympic.edu/campusresources/library/guides/subjectguides/disabilities](http://www.olympic.edu/campusresources/library/guides/subjectguides/disabilities)

**The Writing Center**
Tutors from diverse backgrounds assist students from any OC class in becoming better writers. All Writing Center tutors go through preliminary and ongoing professional development to better help students at all levels develop their skills in planning and time management, analytical reading, critical thinking, and rhetorical techniques.

While instructors may request that tutors work with a student on a particular writing issue, students may ‘self-refer’ as well. Tutors are also available to visit classes early in the term for a 15 – 20 minute introduction to our services. Instructors are welcome to consult with senior tutors about their assignments or specific issues of concern.

Services are free of charge to OC students, staff, and faculty. Tutoring Services is located in Humanities 115 on the Bremerton campus, in the Johnson Library in Shelton, and in Room 106A at Poulsbo. For more information or to make an appointment, please stop by or call 360-475-7318.

**MESH Study Center**
The MESH study center is a facility that provides well-qualified tutors for every mathematics and introductory physics course offered to OC students. Tutors are designated, not to individual students, but to courses in which they have demonstrated excellence. Ongoing training in both tutoring techniques and subject-specific topics allows tutors to help students excel in math and to develop effective study habits which can be applied throughout their course work.

In addition to providing tutors for math and physics courses, the study center can be used by student study groups. Groups can meet in the center to go over homework assignments, discuss class topics and prepare for exams. With access to a tutor, these groups become an even more effective tool for student understanding.

The MESH study center is a free, drop-in only, service available to OC students, faculty and staff. Hours and locations vary by campus. The Bremerton center is located in ST 124 & 126 from 8 am – 7pm Mon-Thurs, 8am -2pm Fri and 10am-2pm Sat. The
Poulsbo center is located in Room 106A and on the Shelton campus in the Johnson Library, room 110. Hours will be posted at the branch campuses. For further information, please feel free to drop by or call 360-475-7765.

**Tutoring in Other Areas**

Tutoring is available in various subjects on each of the campuses. An email announcement is sent out early each quarter advising students, faculty and staff of times and locations. For more information, please visit the Tutorial Services website at [http://www.olympic.edu/Students/StudentServices/Tutoring/](http://www.olympic.edu/Students/StudentServices/Tutoring/) or phone the Tutorial Services Coordinator at 360-475-7546.

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## The Teaching Corner

### Course Syllabus and Template

Instructors should review course objectives and expectations with their students. A written copy of the course syllabus should be given to the students as well as to the appropriate unit administrator or site director. Examples of course syllabi developed by Olympic College faculty are on file in each division office. Instructors who need assistance with developing a course syllabus should contact their division office or site director. However, as a point of reference, you may use the following template in developing a course syllabus.

**Syllabus Template**

1. **Course Information**
   - Title of Course
   - Item number, section, quarter, time, location and credit hours
   - Pre-requisite (if any)

2. **Instructor Information**
   - Name and Title
   - Office location, office hours, office phone number and e-mail address
   (We recommend that you NOT give students your home phone number).

3. **Texts, Materials, Readings and Resources**
   - Textbooks (titles, authors, editions)
   - Readings or other resources such as videos, CD ROM, etc. (titles, required or optional, where to locate the resources), other electronic resources (Web sites, listserv, newsgroup, etc.)

4. **Course Description**
   - General description of the course
   - Instructional methods (lecture, group discussion, Socratic, didactic, etc.)
   - General education requirements met by course

5. **Course Specific Learning Outcomes**
   - Course objectives
   - For each course specific outcome list "demonstrated by" and list the assignment(s) that will be used to assess this outcome

6. **Course Policies**
   - Attendance/tardiness policy
   - Class participation policy
   - Missed exams or assignments policy
   - Academic honesty policy
   - Plagiarism/Cheating policy

7. **ADA Statement**

   A simple disability statement on your syllabus does several things:
   - Promotes awareness of available services by directing students to appropriate campus resources;
   - Communicates your interest in the success of your students with disabilities and your commitment to provide reasonable accommodations;
   - Normalizes the accommodation process by incorporating it as an element of the course.

A disability statement on your syllabus promotes awareness of available services by directing students to appropriate resources. It
also serves to communicate your interest in the success of your students with disabilities and normalizes the accommodation process by incorporating it as an element of the course. Please feel free to use or adapt the following statement: “Any student who feels s/he may need an accommodation based on the impact of a disability should contact the office of Access Services in Humanities 114 (Bremerton campus), or call (360) 475-7540 for information or appointment.”

8. Requirements: Assessments, Assignments and Grading
   - Factors included in grade (how it is assessed and weighted)
   - Grading scale

Distance Learning
Teaching via Distance Learning is featured on an excellent website the Maine Distance Learning Project. It features tips for teachers and covers the basic principles of teaching over distance. It provides an overview, lesson planning and preparation, during and after class. This is a useful site for instructors who are new to distance learning and instructing online. College also has excellent resources to help with online instruction. Ben Meredith, Instructional Technology Faculty, is an expert at teaching online. You may contact him at (360) 475-7771 and (360) 475-7299 or via email at bmeredith@olympic.edu

Contact Information
Ben Meredith, Instructional Technology Faculty, (360) 475-7772
bmeredith@olympic.edu
Tiffany Dawson, Media
tdawson@olympic.edu

Distance Learning Websites
The following websites were recommended by our Distance Learning staff:

Merlot (www.merlot.org): This site allows you to find learning objects. Learning objects are bits of instructional material that are reusable and generally free (definition at http://en.wikipedia.org/wiki/Learning_Objects). Here you can find illustrations, simulations, animated explanations, and more. These things would be really hard to create on your own and they are generally free for the taking. Merlot is good because it is searchable by discipline and content is reviewed by other faculty.

PageOut (www.pageout.net): If you choose not to use Blackboard, PageOut is a free, easy to use course management system by McGraw Hill. Ideally, you would be using one of their textbooks, but they let you use it even if you are not. It has discussion boards, quizzing, gradebook and all the other tools one would look for in a course management system.

20 Timesaving Tips for faculty who teach Distance Education Courses from Adjunct Advocate (http://adjunctadvocate.com/magazine/article/?id_article=438): When time is an issue, saving it is important. Here are some handy tips.

Low Threshold Applications from the Teaching and Learning with Technology Roundtable (http://www.tltgroup.org/programs/seven.html): An excellent and easily comprehended...
guide to the legal issues in distance learning of which faculty need to be aware.

Distance Education Conference Database (http://www.uwex.edu/disted/conf/): One of the best ways to learn more about distance education is through conferences. However, it can be hard to hear about them. This website keeps you up to date.

Plagiarism
This web link is a comprehensive site that covers the topic of plagiarism. There is excellent information on how to prevent and detect plagiarism as well as the legal issues, policy, and much more. To link to this site type in the browser the following address: http://library.uncc.edu/display/?dept=instruction&format=open&page=920

Reading Suggestions
McKeachie’s Teaching Tips, Strategies, Research, and Theory for College and University Teachers. Authors: Wilbert James McKeachie and Barbara K. Hofer

Successful Teaching Strategies
Excerpted from Between a Rock and a Hard Place by John E. and Suanne D. Roueche (Community College Press of the American Association of Community Colleges, 1993).

Teachers who are successful demonstrate the following characteristics and behaviors:

- Commitment to the profession of teaching their students, high expectations of students, and teaching responsible behavior;
- Goal orientation in their own lives and a record of achievement;
- Integrated perception to show how what they are teaching connects with the larger world and the students' interests;
- Objectivity and patience when facing a disruptive student who might have challenges outside the classroom;
- Active listening to encourage students to speak up;
- A rapport between the teacher and student fostered by humor, flexibility, fun and the teacher's sharing of some personal observations and experiences;
- Empathy for students in their learning challenges and life struggles;
- Perception of students as individuals with support for each other's talents;
- Teaching strategies which make students active partners in the teaching and learning "adventure;"
- Knowledge gained through lifelong learning and their own professional growth and development; and innovation in their methods

Teaching Tips & Strategies
A Berkeley Compendium of Suggestions for Teaching with Excellence features twenty-five topics that cover teaching strategies such as explaining clearly, being well prepared, giving lectures that are easy to outline, summarizing major points, encouraging class discussion, knowing if the class is understanding you, having students apply concepts, relating to students, motivating students' best work, giving interesting assignments, giving exams demonstrating student understanding, keeping students informed of their progress as well as a whole host of other topics. To link to this site type in the browser the following address: http://teaching.berkeley.edu/compendium/

EKU Teaching & Learning Center features an excellent list of teaching tips, handbooks and compendia of teaching tips that includes online, teaching students with disabilities, strategy list of critical thought, diversity in the classroom and FSUs guide to Teaching and Learning Practices. To link to this site type in the browser the following address: http://www.tlc.eku.edu/

Faculty Development Teaching Tips Index. This site features quick links to topics which range from assessment techniques, core abilities,
preparing a course syllabus, communication and culturally effective communication, teaching organization, teaching techniques, motivating students, dealing with stress and dealing with difficult student behaviors. To link to this site type in the browser the following address:


*The Central Illinois Adult Education Service Online* features Teaching Tips and Learner Strategies and specifically addresses Adult Learners. To link to this site type in the browser the following address:


**Useful Websites**

By clicking on Google or Yahoo and running a search for “Teaching Tips” there are several excellent websites that appear and worth perusal. Listed under the Distance Learning header in this section are several websites that are recommended by our Distance Learning staff.

### Supplementary Materials and Information

#### Academic Terminology

**Accreditation:** The process whereby a recognized agency or organization grants public recognition (such as a school, institute, college, university, or specialized program of study) indicating that it meets established standards of quality, as determined through initial and periodic self-study and evaluation by peers. The essential purpose of the accreditation process is to provide a professional determination regarding the quality of the educational institution or programs offered.

**Add/Drop Course:** Upon completion of the registration process, a student may wish to add or drop a course to or from their schedule.

**Advisor:** A staff member who, along with teaching or other duties, assists students with registration, course selection, and educational planning.

**ARLO:** An abbreviation for Automatic Registration Linkage Option for those courses that require (and are linked at registration) both a lecture and a lab.

**Associate Degree:** The designation granted upon completion of an educational program of generally two but less than four years of college work. Olympic College offers the Associate in Arts and Sciences, and Associate in Technical Arts Degrees and Associate in Science.

**Audit:** Registration for informal instruction only. Regular attendance in a course or courses is customary without other participation and without credit.

**Certification:** The authorization given by a professional or governmental agency or both to practice a particular vocation after completion of required training, and/or testing.

**Continuous Enrollment:** Courses that a student may enter beyond the fifth day of the quarter (at Olympic College). The dates vary and are published in the quarterly schedule of courses.

**Counselor:** A full-time, professionally-trained, faculty member who works with students who need assistance with career decision-making as well as personal issues.

**Direct Transfer:** The associate degree that a two-year college has created to meet the 1996 Washington Intercollegiate Relations Commission (ICRC) Guidelines, that enables a student to transfer to a college or a university with all or most of the basic requirements (general education or “core” courses) completed.
**Distance Learning:** Any number of alternative courses to typical classroom instruction that use communication technology exclusively, or in part, to provide information, research, and other resources.

**Distribution Requirements:** Courses numbered 100 or above that meet specific requirements for the Associate in Arts and Sciences Degree, and apply to programs that culminate in a Bachelor’s Degree.

**Elective course:** A subject or course which is not required for a major or general education requirement.

**English as a Second Language (ESL):** Courses offered for students who do not speak English or who do not use English as their native language.

**Financial Aid (Student Aid):** Money made available to a student who can demonstrate financial need. The term covers grants, gifts, loans, scholarships, and jobs that are assigned to a student to balance his or her budget. Amounts and types of aid vary and are dependent upon the amount of funds available for distribution.

**General Education Requirements (GER):** Generally, 50 credits of 100-level courses or above that require students to take courses in a variety of disciplines or subjects which apply to programs that culminate in an Associate or Bachelor’s Degree. (At Olympic College, these are called Distribution Areas.)

**Humanities:** An area of academic study that examines and celebrates the human experience. Courses in the humanities include art, language, literature, music, and philosophy.

**Independent Study:** A course of study with topics or problems chosen by the student with the approval of the college and the supervision of an instructor.

**Laboratory Course:** A course that provides a student an opportunity to perform experiments and determine results. Typically, laboratory courses are used for exposure to materials that illustrate principles taught in a lecture course.

**Lecture Course:** A course that familiarizes a student with the principles of a subject area. Lecture courses typically involve note-taking by the student and allow for limited discussion.

**Liberal Arts:** A course of study intended to expose a student to a broad sampling of academic studies. Liberal arts courses stress the development of reasoning, writing, and speaking skills.

**Lower Division:** Generally freshman and sophomore courses (100-200 level), as distinct from Upper Division (300-400 level).

**Major:** A subject area in which a student chooses to specialize. Typically, a major comprises 1/3 to 1/2 of a student’s four years of coursework for a Bachelor’s Degree. No major is required for an Associate Degree.

**Matriculated:** The term applies to a student who has successfully applied for and registered at a four-year college or university.

**Pre-registration:** The plan by which students select courses for the succeeding term well in advance of the official opening date of the term.

**Prerequisite:** If a specific course has a prerequisite, this means another course, or courses, must have been successfully completed before registration.

**Quarter:** A time period of 10 or 11 weeks constitutes a complete academic term under the quarter calendar. Olympic College offers three quarters per year plus an eight-week summer session. A school year may consist of four quarters or two semesters at some colleges or universities.
**Recommended Course:** A course that is not required but strongly advised to better prepare a student for a particular program.

**Required Course:** A course that is needed to fulfill a college major, degree requirement or certification.

**Scholastic Aptitude Test (SAT):** A widely used test used by colleges to determine a student’s ability to succeed in college-level courses. The SAT may be required for students entering some four-year schools.

**Transfer Student:** A student who transfers credits earned at one college or university to another college or university.

**Professional/Technical Programs:** At Olympic College, programs designed to provide entry into technical or semi-professional occupations, or provide additional training for those already working in a field who seek advancement.

**Upside-Down Degree:** When specific courses designed to complete a major are taken before (or concurrently) with lower division courses.

**Withdrawal:** The dropping of a course from the institution, either voluntarily or required, which may be initiated by a student or by a faculty member for class absences or lack of a prerequisite course.
Final Exam Schedule
Fall 2009

Final Exam Dates:
Monday, December 7, 2009
Tuesday, December 8, 2009
Wednesday, December 9, 2009

NOTES:
- Saturday/Sunday classes will meet for exams at the last regular class time before Exam Week, December 5/6.
- Evening classes starting 4:30 pm or later will hold finals on the last class day of finals:
  - MW evening classes will hold class on Monday, Dec 7 and finals on Wednesday, Dec 9,
  - TTh evening classes will hold finals on Tuesday, Dec 8.
- Classes ENDING before 8:00 am will meet for exams at the regular class time during the first two days of Final Exams. See your instructor for details.

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<tr>
<th>If Class meets within these times …</th>
<th>For 3-, 4-, or 5-credit classes, Final meets …</th>
<th>For 1- or 2-credit classes, Final meets …</th>
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## Final Exam Schedule
### Winter 2010

### Final Exam Dates:
- **Tuesday, March 16, 2010**
- **Wednesday, March 17, 2010**
- **Thursday, March 18, 2010**

**NOTES:**
- Saturday/Sunday classes will meet for exams at the last regular class time before Exam Week, March 13/14.
- Evening classes starting 4:30 pm or later will hold finals on the last class day of finals:
  - MW evening classes will hold finals on Wednesday, March 17,
  - TTh evening classes will hold class on Tuesday, March 16, and finals on Thursday, March 18.
- Classes ENDING before 8:00 am will meet for exams at the regular class time during the first two days of Final Exams. See your instructor for details.

<table>
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### Final Exam Dates:

- **Monday, June 7, 2010**
- **Tuesday, June 8, 2010**
- **Wednesday, June 9, 2010**

**NOTES:**
- Saturday/Sunday classes will meet for exams at the last regular class time before Exam Week, June 5/6.
- Evening classes starting 4:30 pm or later will hold finals on the last class day of finals:
  - MW evening classes will hold class on Monday, June 7, and finals on Wednesday, June 9,
  - TTh evening classes will hold finals on Tuesday, June 8.
- Classes ENDING before 8:00 am will meet for exams at the regular class time during the first two days of Final Exams. See your instructor for details.

<table>
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<th>For 3-, 4-, or 5-credit classes,</th>
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## Telephone Directory of Adjunct Faculty

You Must Dial 360-792-6050 or 800-259-6718 and at the prompt add the four digit extension

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