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ADJUNCT FACULTY HANDBOOK
2018-2019

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"A good education can change anyone; a good teacher can change everyone."
- Anon
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, PSNS, and Poulsbo 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 a former faculty member, I know the challenges you face and the expertise you bring to the classroom. I am most appreciative of all that you do for students. 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, we could not fulfill our College’s mission without you, and I want you to know that your efforts do not go unnoticed by me, or the instructional administrators.

The information contained in this handbook is intended to assist you in your efforts to provide quality education. You can find the Adjunct Faculty Handbook on our website at http://www.olympic.edu/staff-faculty/adjunct-faculty-handbook. However, if you have any questions, please contact the appropriate division office or your site director. Please use the resources provided to you through the Center for Teaching and Learning. Information is available from the program lead, Martin Cockcroft at 360-475-7326. Also, please feel free to contact my office, the Office of Instruction, at 360-475-7400, or me personally at 360-475-7401.

This academic year will prove to be incredibly busy as the College engages in the important work of addressing student needs, improving the overall student experience, and working to ensure educational pathways are clear, develop systems to assess achievement of student learning outcomes, and prepare for our accreditation visit in the Fall of 2018. We will be identifying ways for our adjunct faculty to engage in these initiatives. Various opportunities to participate will be communicated using the colleges email system.

Thanks to our outstanding faculty and staff, the College continues to grow and evolve yet never loses sight of its mission of high quality instruction. You are a vital part of that mission. Once again, welcome to the 2018-2019 academic year at Olympic College and best wishes for a successful classroom experience.

Sincerely,

Mary Garguile, Ed. D.
Vice President for Instruction
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A Warm Welcome and Orientation

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 24-25 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. Human Resource Services also maintains a current listing of jobs at community colleges and higher education institutions statewide. While copies of the Collective Bargaining Agreement are no longer distributed by HR, a copy may be obtained by accessing the following link: Collective Bargaining Agreements.

In order to familiarize yourself with the services available to students, visit the Humanities and Student Services building (HSS) 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 Sessions
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, issues such as classroom management, instruction, faculty assessment and any new developments on the college campus are addressed.

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 syllabi 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 that the college may impose disciplinary sanctions against a student who commits, or aids, abets, incites, encourages or assists another person to commit, an act(s) of misconduct, which include, but are not limited to, the following:

(1) Academic dishonesty. Any act of academic dishonesty including, but not limited to, cheating, plagiarism, and fabrication.
(a) Cheating includes any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment.

(b) Plagiarism includes taking and using as one’s own, without proper attribution, the ideas, writings, or work of another person in completing an academic assignment. Prohibited conduct may also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.

(c) Fabrication includes falsifying data, information, or citations in completing an academic assignment and also includes providing false or deceptive information to an instructor concerning the completion of an assignment.

We recommend that class syllabi clearly state that all forms of academic dishonesty as outlined in the student conduct code may be reported to the Vice President of Student Services and Achievement or designee and that a range of disciplinary sanctions may result. For example: "Students suspected of academic dishonesty may receive a zero for the assignment or for the class and/or be reported to the Vice President of Student Services and Achievement or designee for disciplinary action.” In the event that you suspect a student has committed academic dishonesty or breeched the Student Conduct Code in some other way, please contact the Vice President of Student Services and Achievement (360-475-7473) and inform the student that it has been reported. Please provide the VPSS with a copy of your syllabus, the assignment, and what action you have already taken.

To expedite this process, you may file a report online by simply going to: https://cm.maxient.com/reportingform.php?OlympicCollege

Once the form is electronically submitted, the Vice President of Student Services and Achievement or designee staff will follow up with you and work to rectify the situation.

Add, Drop, Complete Withdrawal, Late Starting Classes

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

Day one through day three:

- Students may register for open courses day one through day three if space is available, without instructor signature.
- Wait listed students may register for full courses only with instructor signature on the “Over-Enrollment” form, day one through day three. Students may use an email permission to over-enroll for online classes. The automatic waitlist quits running day one of the quarter. They may be added to a waitlist but will not automatically move into the class. After that students need permission from the faculty.
- Students may drop courses via OASIS or in person registration.

Day four through ten:

- Students may add courses only with instructor permission. Use the “permission to enroll” section on the “Registration” form, email or specific note stating permission to enroll with your signature and the date. Online students may forward your permission via email to registration@olympic.edu.
- Students may drop courses via OASIS or in person without faculty notice or signature.
- Withdrawal from courses is allowed during the first 10 days without transcript notation.

Day 11 through the end of quarter:

Withdrawal from a course with a “W” grade noted on the transcript is allowed to the end of 60% of the quarter. Check specific quarter dates on the Academic Calendar or the OC website.

Day 11 through 60% of the quarter:

A. The ‘Registrar’s Petition’ process is in effect. Students must present a rationale for the action requested, and class instructors
have the option of adding information such as attendance, and may sign or refuse to sign 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.

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

**After 60%:**
Course withdrawal with "W" grade noted on the transcript requires approval of the Registrar. The "Registrar's Petition" form must be completed and filed with the Registrar for consideration.

**Administrative Drop**
Instructors or program advisors may request Registration and Records Office staff to withdraw a student’s registration from a class for either of the following reasons:
- A student fails to attend the first three class sessions of a daily class or the first class session of a twice weekly class; or
- 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 withdrawn and need to check with the Registration and Records Office to verify their status.

Please note that 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).

**Administrative Withdrawal Table to Determine “Third Day”**

Q: When is the "third day (third session) of my class?

When can I administratively withdraw a student?

A: You may administratively withdraw students from your class AFTER the third session (shown on the table below).

Rules:
The "third day (third session) is never greater than three.

Lab class “third days” are not calculated. The “third day” (third session) is calculated using the sessions of the connected lecture class.

Lecture/lab combination classes are based on credits—not contact hours because lab classes have doubled contact hours.

Instructors of online courses should define these dates of attendance in their syllabi.

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<th>Credits</th>
<th>Periods per week</th>
<th>Drop after non-attendance at the:</th>
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<td>1</td>
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<td>6</td>
<td>1st class</td>
<td>1st class</td>
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**Late Add/Refund Policy/Petition Process**

**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 for courses less than 13 weeks in length will be prorated.
• Refunds may be made for tuition, operating fees and special fees unless listed as non-refundable.
• For Continuing Education (zero credit) classes:
  o 100% classes and workshops canceled by OC
  o 90% withdrawal five days prior to class start date.
  o 0% after class starts. However, transfer to other continuing education classes five days prior to class start date are allowed.

**Wait Lists**
Students are given the option to wait list for a full class, if prerequisites are met. Until the first day of the quarter, if an opening occurs, the student's name will be automatically moved from the wait list to the class roster via an overnight job. Students should check their schedule listed on OASIS regularly for their registration status. The automatic registration may increase tuition owed. Wait list restrictions are:

Course conflicts: Students may not enroll in a wait list and a course that has the same discipline and course number. Time conflicts (overlapping times); if the selected wait list contains a time or course conflict with another class, registration staff may remove the restricted class/wait list from the student's registration schedule.

Three course limit: Students are limited to three wait listed enrollment entries at any one time.

**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 materials may also be available for students, free of charge, from the SING office on the second floor of HSS.

**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. Rosters should be checked in IBC after the tenth day of instruction and corrections should be sent to the Registration Office via email to Registration@olympic.edu. Grade rosters for submission of grades are available on IBC approximately two weeks prior to the end of each quarter.

**Students may not attend or participate in a class without completion of formal registration and payment.** Students entering a class late and not appearing on the roster should not be admitted to class without presenting a copy of their class schedule 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.
This can be accomplished at any college campus Registration office.

**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 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.

**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 three days of the quarter to add to the class. For online classes, the Over-enrollment Authorization may be sent via email to registration@olympic.edu.

**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) 475-7800. Refer any problems or facility needs to the appropriate unit administrator or site director.

**Classroom Discipline/Management**

The instructor must clearly articulate expectations for classroom behavior to the students. The course syllabus is a good place to communicate this information. Depending on the circumstances each instructor is expected to manage the climate of the classroom, within reason. Disorderly or abusive behaviors that interfere with the rights of others or which obstructs or disrupts teaching, research and classroom function is not allowed. Classroom management resources can be found here: http://www.olympic.edu/staff-faculty/resources-staff-and-faculty

In the event of any problems that warrants additional intervention, division deans and colleagues should be consulted. There are other areas available for support below:

**Behavioral Intervention Team (BIT)**

If the faculty member still have concerns about a student’s behavior after attempting to address the issue, they may refer the student to the BIT. The BIT exists to address proactively student behaviors that may indicate risk of harm to self or others, while carefully balancing individual student needs with those of the greater campus community.

The goal of the BIT is to intervene in a student situation before it escalates into an urgent or discipline matter. Faculty and staff may use the Incident Reporting form to file a report online (https://publicdocs.maxient.com/incidentreport.php?OlympicCollege), or the OC REPORT IT! Link at the bottom of the OC website.

**Student Conduct**

The Vice President for Student Services and Achievement will handle Student Conduct issues. All students at Olympic College have the right to attend school without being harassed, intimidated, or threatened. We have a “zero tolerance” policy with regards to potentially violent/harmful situations. Contact 360-475-7476 or 1-800-259-6718 ext. 7476).

**Counseling Services**

Counseling Services is a part of the Advising and Counseling Center which is located in the Humanities and Social Science building, Rm 203. Counselors are full-time faculty who provide
student support services including personal counseling, career counseling, academic advising, crisis intervention and success workshops. Students who are experiencing a severe emotional upset may come to Advising and Counseling Center and see if a counselor is available for immediate service.

A variety of resources are available on the web. Counseling Services posted resources on their webpage for Staff and Faculty which might prove useful: https://www.olympic.edu/current-students/counseling-services. Please call 360-475-7530 for more information or for an appointment. Arrangements can be made for counseling services at OC Poulsbo and OC Shelton campuses via phone or in-person.

Assistance provided to students includes:

- Personal counseling – assistance in social/emotional problems, interpersonal conflicts and crisis situations. They work to provide referral to community resources, as needed.
- Career counseling – help in examining skills, abilities, and interests, determining the right career, and choosing a major.
- Academic Intervention – aid in improving study skills, setting realistic, satisfying educational objectives, overcoming test anxiety, and adapting to college life.
- Academic Advising – assistance with getting started, course and program selection and transferring to four-year universities.

**Title IX**

Olympic College provides equal educational and employment opportunities without regard to race or ethnicity, creed, color, sex, pregnancy or family status, national origin, age, marital status, religion, the presence of any sensory, mental, or physical disability, reliance on public assistance, sexual orientation, gender identity, or status as a disabled or Vietnam-era veteran in its educational programs, admissions, activities, and employment policies, in keeping with the letter and spirit of all equal opportunity and civil rights laws. Please direct Title IX inquiries to Cheryl Nunez in CSC 317 at 360-475-7125, cnunez@olympic.edu.

**Course Outlines**

Every course has an approved course outline with goals, objectives and student learning outcomes and assessment methods. 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 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
   - Does this course contribute to learning any of the Core Abilities? If so, list which one(s).

Please refer to the handbook for the College’s Core Abilities.

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 Access Services office in HSS 204 or by phone at (360) 475-7540. More information may be found on their website at [www.olympic.edu/AccessServices](http://www.olympic.edu/AccessServices).**"

(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

“Students are expected to treat faculty, staff, and other students with respect at all times.”

Discrimination and Harassment (including sexual and domestic violence)
It is strongly recommended that all syllabi include a statement about discrimination and harassment. Here is one you can adapt for your own use:

It is the policy of Washington’s community and technical colleges to provide equal opportunity in education and employment regardless of race, ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, genetic information, gender identity, veteran status or the presence of any sensory, mental, or physical disability.

While, as your instructor, I want you to feel comfortable coming to me with issues/concerns you may be have, please be aware that I have some reporting requirements that are part of my job requirements at Olympic College. For example, if you inform me of an issue of sexual harassment, sexual assault, or discrimination I will keep the information as private as I can, but I am required to bring it to the attention of the institution’s Title IX Coordinator and/or EEO office. If you would like to talk to those offices directly, you can reach the Title IX Coordinator, Cheryl Nuñez, at 360-475-7125 or the EEO officer at 360-475-7305. Additionally, you can also report incidents or complaints to Campus Security 360-475-7800 or online at https://publicdocs.maxient.com/incidentreport.php?OlympicCollege. For confidential assistance, our licensed counselors are available through the Counseling Center at 360-475-7530.

If you are struggling with an issue that may be traumatic or cause unusual stress, I may inform the campus Behavioral Intervention Team (BIT) or request that a counselor give you a call. If you would like to reach out directly to them for assistance, you can contact them through the Counseling Center 360-475-7530.

Retention of Student Work
Faculty should keep student work for at least one quarter and any “incompletes” for as long as is stipulated in the contract with the student. Grade rosters should be kept for one year. When disposing of student work there should be no identifiers and all student work should be shredded. For the location of a shredder, please contact your division office or site director’s office for the information.

Faculty Assessment
Adjunct faculty members are required to participate in the Olympic College faculty assessment process as outlined in the olympic.edu/staff-faculty/human-resource-services/collective-bargaining-agreements. Appendix D, Section 4. The assessment process includes student evaluations, reflection on student evaluations, peer observations, and optional dean observations. Frequency and timing of assessments is the same for all adjunct faculty. However, different instruments are used. Assessment for library and counseling
faculty are processed within the hiring division, and more in-depth information about them can be obtained from the dean or division office. The following general procedures apply to classroom teaching adjunct faculty.

**Student evaluations**
Student evaluations are required for the first three academic years of employment, and then one quarter per academic year after that. The quarter is selected by the division dean. The standard simple form used provides students an opportunity to voice their appreciation as well as concerns.

It takes 10 minutes or less for students to complete, and is available online or in paper form. The Instructional Support Services (ISS) Office manages assessment using Scantron Corporation's Class Climate software application.

Paper forms are delivered to your campus mailbox between the 6th and 8th week of class. Online forms are delivered to OC student email accounts after the 8th week of class. Students may also access online evaluations through the Canvas learning management system. Contact the eLearning office for more information.

Online classes use online evaluation (with a slightly different set of questions), and other classes may use either paper or online evaluation. A sample form is shown below.

After the end of each quarter, after grades are in, results of your student evaluations are emailed to you from InstructionalSupportServices@olympic.edu. Student evaluation results are also forwarded to your hiring division. Evaluation results are stored in the Class Climate database, and results for past quarters are generally
available if needed. The division office may also retain paper or electronic copies of results in a performance file.

**Self-Evaluations**
After receiving results from student evaluations, you are expected to review the evaluation results and note how you will use the information in a brief self-reflection survey. While self-evaluations are due by the end of the next quarter, you are encouraged to complete them as soon as possible.

**Peer Evaluations**
Preferably your first quarter of teaching, and at least by your second quarter, another faculty member, usually tenured, who teaches in your discipline, will observe one of your class sessions. Criteria for evaluation are as follows:
- Classroom management
- Organization
- Student-faculty interaction
- Mastery of subject matter
- Presentation

Peer Evaluations are completed every three years.

**Dean Evaluations**
Deans may complete observation and evaluation of classes, as they deem necessary. The same criteria as for peer evaluations will be used. The adjunct faculty member may provide a written response to any peer or dean evaluation.

**Use of results**
Students appreciate the opportunity to provide feedback. In addition to their perspective on your teaching, they use the opportunity to comment on course material and even the physical classroom. You can use these comments to support a request for changes to the curriculum or classroom assignments. Student evaluation results are used in hiring decisions including award of affiliate adjunct contracts. Your dean and Vice President for Instruction may access evaluations for improving job performance. If a concern is identified from student evaluations or peer evaluations, or if there is a pattern of student complaints, you will be notified in writing by the division. If appropriate, you and your dean will develop an improvement plan to address the identified concerns.

**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 18). 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 and Achievement, 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 instructional 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 (Tuesday after finals) no later than 9:00 p.m.

- Summer 2018 - **August 28**
- Fall 2018 – **December 11**
- Winter 2019 - **March 19**
- Spring 2019 - **June 18**

**Grades and Grade Policies**
The Grading Policy is outlined 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; letter grades do not appear on the college transcript.

- 3.9-4.0 = A
- 3.5-3.8 = A-
- 3.2-3.4 = B+
- 2.9-3.1 = B
- 2.5-2.8 = B-
- 2.2-2.4 = C+
- 1.9-2.1 = C
- 1.5-1.8 = C-
- 1.2-1.4 = D+
- 0.9-1.1 = D
- 0.7-0.8 = D-
- 0.0 = F

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 registration@olympic.edu

**How to submit an "I" or Incomplete Grade Contract**
Go to http://www.olympic.edu/students/gettingstarted/recrregforms.htm Print the incomplete grade contract form. Fill out the form and forward to the Registration and Records Office. The "I" grade will 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 tenth 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, or OASIS, when a student officially withdraws from a course between the sixth day and prior to the completion of 60% of the quarter. Except for compelling reasons, a student is not allowed to drop a course or withdraw completely from the College after 60% of the quarter 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 assistance please phone Amy McBride at (360) 475-7207 or email amcbride@olympic.edu.

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/StaffFaculty/Policies/ConductCode/

In the event of any inappropriate behavior by students, you may file a report online by simply going to:


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 and Achievement will investigate the matter issue and work to rectify the problem.

General Academic Progress
The General Academic Progress policy is designed to help students who experience academic difficulty. The purpose is to identify students who’s quarterly or cumulative grade point average (GPA) falls below 2.0, and to direct students to 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 policy are available from the Office of the Vice President of Student Services and Achievement (360-475-7473) and the Registration and Records Office (360-475-7200). The policy is also outlined in the Olympic College Catalog.

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 SGOC 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.

   D. 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.*

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 full-time and adjunct faculty. AHE encourages adjuncts to view themselves as an integral and vital part of the campus.

For membership information, contact any of the AHE officers. For Academic Year 2018-2019 the officers are:
- President: Ted Baldwin,
- Vice-President: Val Torrens,
- Secretary: Angela Dorsey,
- Treasurer: Dan Roth,
- Lead Negotiator: Craig Goodman
- Vice-President for Adjunct Affairs: Emma Gold.

For adjunct faculty, membership fees are 1 percent of gross earnings, which are deducted by payroll. Union meetings are held monthly in the Faculty Lounge, located in Room 108, Health Occupations building. Meetings are generally held on the third Friday of the month from 2:00-4:30 pm. An email announcement is sent out prior to each 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 Affairs, at egold@olympic.edu. Also see —Unemployment Law for Part-time Faculty at: [http://wa.aft.org/unemployment-law-part-time-faculty-revised-aug-2017](http://wa.aft.org/unemployment-law-part-time-faculty-revised-aug-2017) on the website of our sister union AFT WA. To obtain a copy of the May 26, 2011 presentation on unemployment benefits, contact Emma Gold, AHE VP for Adjunct Affairs. Adjuncts whose unemployment claims are challenged by Olympic College should contact the AHE union.

**Affiliate Adjunct Faculty Annual Contracts**

In those departments where part-time academic employees are hired on a regular basis and where the Vice President for Instruction determines there is reasonable assurance that classes will be offered in designated quarters, the division deans will confer with the Vice President for Instruction to determine the number of annual contracts that can be made available.

Annual or affiliate contracts may be offered to adjunct faculty, including Library, Counseling and Advising faculty for up to three quarters each year. In limited circumstances, some affiliate contracts may be offered in summer.

The administration will make a good faith effort to issue annual contracts to a minimum of 30% of the eligible part-time academic employees (per Appendix B-5, para 2.1 of current CBA). The percentage of contracts will be reviewed annually in March.

The Vice President for Instruction will determine the number of annual contracts to be offered the following year by the end of the current academic year, based on anticipated enrollment, current economic conditions, and consultation with each division dean.

Additional information on the Affiliate Adjunct Faculty Annual Contracts can be found in Appendix B-5, Section 2 of the [Collective Bargaining Agreement](http://wa.aft.org/unemployment-law-part-time-faculty-revised-aug-2017).

**Satisfactory Evaluation**

If the adjunct undergoes an evaluation but receives no communication from his or her dean regarding teaching concerns or areas of improvement, please check with the Division Dean to see if there has been any missed communication.
**Course Cancellation Fee**
Under the terms of the current Collective Bargaining Agreement, OC adjuncts whose classes are canceled the week before or after the beginning of the class and who are not provided alternative classes, will receive 10% of the payment for teaching the full course.

**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.

**Professional Enrichment Funds**
Funds are available for full and part-time faculty members to enhance their professional development.

**Types of Activities Funded**
- Conference/ workshop fees
- Travel to conferences and workshops directly related to the teaching discipline
- Courses directly related to the teaching discipline
- Webinars

**How are funding decisions made?**
The Professional Enrichment Committee meets twice a year (once in the fall and once in the winter) to review proposals and determine priority funding. The criteria for funding decisions are included on the Professional Enrichment Grant Proposal form. Priority is generally given for those presenting at a conference and for those who have or will seek funding from additional sources. In addition, special consideration will be given to those who are in probationary status (tenure-track) if it is part of their professional development plan.

**How much?**
The amount awarded depends upon money available and number and quality of proposals. The amount awarded is usually between $200 and $1200. The total professional enrichment funds available per year are: $10,000 for full-time faculty and $7,500 for part-time faculty.

**How to apply?**
The Professional Enrichment Grant Proposal is sent out to all full-time and part-time faculty members in October and January with a specified deadline.

**Funds for Excellence** grants, administered by the OC Foundation, can grant up to $500 for projects.

**All Adjunct Faculty Members – Special Initiatives**
OC Faculty Boot Camp. Modules aimed at helping new full and part-time faculty members make a smooth transition to the classroom are offered throughout the year. The trainings are provided at no cost to faculty. Adjunct Faculty members are compensated at the professional meeting rate for their participation in these activities. The Center for Teaching and Learning publishes the events and registers participants.

Sloan-C. The Sloan Consortium is an institutional and professional leadership organization dedicated to integrating online education into the mainstream of higher education, helping institutions and individual educators improve the quality, scale, and breadth of education. Interested? Please contact:

Professional/Technical Faculty: Contact Amy Hatfield (ahatfield@olympic.edu)
Transfer and Academic faculty: Contact Kathy Bright (<kbright@olympic.edu>)

Additional Professional Development Support for Professional/Technical & Basic Studies Adjunct Faculty Members

Carl D. Perkins. Each year, funds are set aside to support professional development. Under the new Perkins legislation proposed projects must be high quality, sustainable, intensive, focused on instruction, and designed to increase the academic knowledge and understanding of industry standards of Professional/Technical instructors or integrated instruction, as appropriate. This program is for full and part-time faculty who teach in Professional Technical disciplines. Adjunct Faculty members should follow their respective Division’s processes. Request will then be routed to Workforce Development & Basic Studies for approval.

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

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. 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.

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.

Campus Logistics

Adjunct Faculty Offices
There are several adjunct office spaces located throughout OC and are available to all adjunct faculty members. As these are shared offices, there are no “assigned” work stations. Resources include (but may not be available in all offices) computers, desks, shelves, cabinets, dry erase/chalk boards, rolling file carts, and telephones.

A limited number of rolling carts are available for use (in the HSS building only-Bremerton campus). These two-drawer carts are available to any adjunct and can be requested by going to the following link and clicking on Work Request. http://www.olympic.edu/StaffFaculty/FacilitiesServices/

Adjuncts may also contact Emma Gold via email with their request and she will follow up with Facilities Services. If any office supplies are needed, please contact your division office, branch director's office (if applicable) or Emma Gold at egold@olympic.edu.

To access an adjunct office space, interested instructors should contact the appropriate division office for more information and for a key. The chart below outlines the various offices for adjunct faculty.
Adjunct Office Locations

<table>
<thead>
<tr>
<th>Division</th>
<th>Location</th>
<th>Contact</th>
</tr>
</thead>
</table>
| B&T      | B 210    | Karen Zadworny  
360-475-7364  
kzadworny@olympic.edu |
|          | T 113    |         |
| MESH     | HSS 314  | Ellen Brennan  
360-475-7704  
ebrennan@olympic.edu |
|          | HSS 325  | Cheryl Phillips for keys  
360-475-7706  
cphillips@olympic.edu |
|          | HSS 332  |         |
| SSH      | HSS 314  | Jessica Gonzalez for keys  
360-475-7688  
jgonzalez@olympic.edu |
|          | HSS 325  |         |
| OCS      | OCS 108  | (360) 432-5406 |
|          | OCS 113  |         |
| OCP      | OCP 205  | Office of Instruction  
(360) 475-7400 |

On the Poulsbo Campus, 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 workstations available for drop-in use in the second floor room 205.

Booking a Room/Classroom
For private meetings with students, classrooms can be reserved by contacting Patrick Ward in ISS at (360) 475-7327, or roomscheduling@olympic.edu to reserve a room.

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 or PSNS 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
Norma Whitacre, Dean
nwhitacre@olympic.edu
Karen Zadworny, Administrative Assistant
kzadworny@olympic.edu
Lynn Hansmeyer, Program Coordinator
lhansmeyer@olympic.edu

Mathematics, Engineering, Sciences, and Health (MESH)
ST- 103, 360-475-7700
8:00am-4:30pm Monday-Friday

Dr. Mark Harrson, Dean
mharrson@olympic.edu
Ellen Brennan, Administrative Assistant
ebrennan@olympic.edu
Cheryl Phillips, Program Coordinator
cphillips@olympic.edu

OC Poulsbo, OCP 222
360-394-2702
poulsbocampus@olympic.edu
8:00 a.m.-5 p.m. Monday-Thursday
8:00a.m.-4:30 p.m. Friday

OC Shelton, OCS
360-432-5400
8:00-5:30pm Monday-Thursday (closed Fridays during summer quarter)
8:00-4:00pm Friday

Social Sciences and Humanities (SSH)
HSS 310, 360-475-7766
7:30-4:00 pm Monday-Friday

Dr. Rebecca Seaman, Dean
rsseaman@olympic.edu
Jessica Gonzalez, Administrative Assistant
jgonzalez@olympic.edu
Eleanor Lagman, Program Coordinator
elagman@olympic.edu
Scott Sigman, Program Assistant
ssigman@olympic.edu
Workforce Development and Basic Studies, Bremerton, CSC - 421
360.475.7555
8:30am-4:30pm Monday-Friday

http://www.olympic.edu/Students/ WFDBS/

Amy Hatfield, Dean for Workforce Development and Basic Studies
hatfield@olympic.edu

Carla Pizzano, Administrative Assistant
cpizzano@olympic.edu

Fiscal Specialist

Basic Studies (Adult Education/GED/ESOL), Bremerton

HSS 223, 360.475.7550
Mele Fuiava, Basic Studies Program Coordinator
mfuiava@olympic.edu

Cindy Metcalf, Adult Education Coordinator
cmetcalf@olympic.edu

Continuing Education and Corporate Training), 360.475.7580

Brenda Hale, Tech Prep Program Assistant
bhale@olympic.edu

Steve Quinn, Educational Planner/Advisor, Prof-Tech Programs
squinn@olympic.edu

Barbara Parker, Boot Camp Coordinator
bparker@olympic.edu

Deborah Welsh, Director of Program Development and Worker Retraining
dwelsh@olympic.edu

Jane Blackman, Director of WorkFirst and Special Projects
iblackman@olympic.edu

Pauline Carlton, WorkFirst Program Coordinator
pcarlton@olympic.edu

Christine Kubli, Program Specialist, Basic Food Employment and Training (BFET) ckubli@olympic.edu

Workforce Development and Basic Studies, Shelton
360.432.5423
9:00am - 4:00pm Monday-Thursday (closed on Fridays during the summer)

Rose Ferri, Educational Planner/Advisor, Worker Retraining & WorkFirst
rferri@olympic.edu

The Center for Teaching and Learning
The Center for Teaching & Learning offers opportunities for professional development to all Olympic College faculty and staff.

Location and Facilities
The Center is located on the ground floor of Haselwood Library and accessed through an outside entrance via the Clock Tower Patio. Space for faculty use includes a conference room (HL 14) and teaching and learning lab (HL 15). The conference room contains a small teaching and learning library on topics such as active learning, adult education, and assessment; a larger teaching and learning collection is available through Haselwood Library. The teaching and learning lab furnishes 11 computer workstations for group and individual sessions. Adjunct faculty are encouraged to use Center facilities.

Professional Development Opportunities
Throughout the year, the Center for Teaching & Learning promotes high-quality professional development opportunities for OC faculty and staff. These include face-to-face and online discussions, workshops, trainings, and classes, often in collaboration with departments such as eLearning, IT, and Advising and Counseling, as well as with other Washington state community colleges and the State Board for Community and Technical Colleges (SBCTC).

Adjunct faculty may also join a faculty/staff learning community to explore a topic of interest. Recent learning communities have focused on sustainability, mindfulness, accessibility, student veterans, and Quality Matters.
In spring quarter, the Center invites all full-time and adjunct faculty to participate in an annual retreat, typically held off campus on a Saturday. Past retreats have featured faculty panels, small groups, and keynote speakers.

Finally, adjunct faculty may apply for funds through the Center for teaching and learning conferences, seminars, and workshops. Funds are limited; faculty should contact the Center Program Lead for more information.

**Contact**
Weekly Center for Teaching & Learning emails preview upcoming professional development opportunities and provide updates. Adjunct faculty may also email Martin Cockcroft, Center Program Lead, at any time at mcockcroft@olympic.edu or call (360) 475-7326. Faculty are also welcome to drop by the Center to find out more about Center activities or chat about anything OC- or teaching-related. Martin’s office is HL 23.

Martin Cockcroft
Program Lead, Center for Teaching & Learning
HL 23, Haselwood Library
Office: 360-475-7326 / 7437
Mobile: 360-337-9348
mcockcroft@olympic.edu

**International Education**
The Office of International Education is under the auspices of Student Services and is located in the Bremer Student. 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 Office of International Education staff, please call (360) 475-7412.

**Internship, Cooperative Education, Volunteer/Service Learning**

**Internship, Cooperative Education, Volunteer/Service Learning Programs**

**Who Are We?**
We are faculty, students, and employers partnering to offer students the opportunity to earn college credit by combining classroom learning with real on-the-job practical work experience through internship, cooperative education, or volunteer/service learning.

**What Do We Do?**

1. **Don't Cancel That Class!** – We 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** - We help students develop a work history and valuable employer contacts for job opportunities after graduation.

4. **Provide Skilled Employees** – We contribute to the development of a steady flow of highly qualified, appropriately skilled employees for employers.

5. **Build Partnerships** – We 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** – Provide 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
1. Job, Internship and Volunteer Service Fair – An opportunity for students to meet with area employers and agencies to learn about employment, internship and volunteer opportunities. Join us to see how you can enhance your career development or make a difference in the community, and earn college credit.
2. Internal Revenue Service Tax-Aide Internship – Free IRS/AARP income tax preparation training for students who want to earn college credit for volunteer work completing income tax returns.
3. Career Development and Exploration Month – 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
Career Center – Bremerton, Poulsbo and Shelton

Teresa McDermott, Director of Shelton Campus and Career Center
Roberta Gillis, Program Coordinator

Career Center, HSS Bldg., Room 201
360-475-7480 or 1-800-259-6718 Ext. 7480
Cooped@olympic.edu
www.olympic.edu/Internship

Lost and Found
Lost items should be reported to Campus Safety. Found items, per policy, are required to be turned in to the Campus Safety Department in the Humanities and Student Services Building (HSS 101), at the front desk at the Shelton campus and at the Campus Safety 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 from Campus Safety during staffed hours.

For the Shelton campus, items may be picked between 8:00am through 4:00pm at the front desk.

In Poulsbo, lost and found items can be picked up from the Campus Safety staff during staffed hours.

Opportunity Grant
HSS 207, 360-475-6817
8:00am-4:00pm Monday-Thursday, Friday
8:00am – 12:00pm

The Opportunity Grant is a state funded grant offering financial assistance. Eligible students pursuing approved technical degrees may receive funds to cover up to 45 credits and up to $1,000 per academic year for books and supplies. The goal is to help low-income adults reach their educational goals. This program has a wait list of 9 – 12 months. Please visit http://www.olympic.edu/paying-college/tuition-funding-opportunities/opportunity-grant to learn of program eligibility, approved degrees, and the application process.

Passport Program
HSS 207, 360-475-6817
8:00am-4:00pm Monday-Thursday, Friday
8:00am – 12:00pm

The Passport Program offers help for former foster care youth at Olympic College. Through advocacy and financial support the Passport Program provides a supportive structure for qualifying students. Stop by to determine eligibility!

Parking
Parking spaces are limited to a first, come first served basis. The placard must be visible at all times to avoid being cited. The adjunct/part-time decals are $15 per the academic year, paid in full before issue of the placard.

Adjunct/Part Time faculty with placards may park in designated adjunct parking spaces at
any time, in the General Lot at any time, in designated student parking after 12 noon, or in any numbered reserved spaces after 4pm.

**For new Adjunct/Part-time Staff to obtain a decal you need the following:**

- $15 paid receipt from the Cashier’s office
- Vehicle Registration
- OC Staff Picture ID (If you do not have your OC Staff Picture ID, your supervisor must put in a keycard request and then you can go to Campus Safety, HSS 101, to get your staff ID card.)

**Other Parking Options**

Street parking is on a space available basis. A pass is not needed to park along Lincoln Avenue, 15th Street, and Ohio Avenue on the southwest side of the campus. Other streets are posted 1 or 2 hour parking limit and are monitored by the City of Bremerton.

**WATCH THE SIGNS ON THE CITY STREETS TO AVOID GETTING CITED**

There is a general parking lot located at the southeast corner of the Bremerton campus. This lot is available on a first come, first served basis for all students and employees displaying a valid parking permit.

For the Bremerton campus, visit the Security Office (located in the Facilities building) for a map or other assistance in locating designated staff and student parking lots. Additional information on parking is available on the website.

**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 (permits may also be obtained through Student Services and the Director’s office).

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. The placard allows you to park in the Student Lot when the Staff Lot is full. Vehicles parked in disabled parking must display appropriate licensing or permit.

**Shelton:**

A parking permit can be obtained from the Student Services office staff at a cost of $15 for the academic year for part-time faculty and staff.

All vehicles must display a valid parking decal or visitor permit. Adjunct parking is located on the northeast side of the campus and is designated by a sign that says “Faculty and Staff Parking.”

Limited parking spaces are reserved especially for adjunct. (Refer to the chart below).

### **Adjunct Parking Locations**

<table>
<thead>
<tr>
<th>Lot</th>
<th>Location</th>
<th># of Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>F-4</td>
<td>Eastside of the Sci/Tech building. On the corner of Broadway Avenue and 16th Street.</td>
<td>10</td>
</tr>
<tr>
<td>F-8</td>
<td>Behind the kitchen on the left side; off of Broadway Avenue</td>
<td>3</td>
</tr>
<tr>
<td>F-1</td>
<td>Off of Broadway Avenue</td>
<td>2</td>
</tr>
<tr>
<td>S-1</td>
<td>Entrance on Broadway Avenue, next to the fence in designated spaces only.</td>
<td>9</td>
</tr>
<tr>
<td>F-11</td>
<td>Church Parking lot on 15th Street and Ohio Street, spaces 29, 30, 31, 32. All other spots are assigned.</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>General Lot surrounded by Warren, 16th, Broadway and 13th</td>
<td>Open Parking with</td>
</tr>
<tr>
<td>OCP</td>
<td>Adjunct/Part-Time spaces are available in the lower Staff and Faculty lot. If that lot is full Adjunct/Part-Time staff can park in the student lot.</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>OCS</td>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

If you have any questions, call 475-7800 or e-mail Campus Safety.

**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 and is also located at the following link: [http://www.olympic.edu/Campuses/AboutOC/BoardOfTrustees/meetingminutes.htm](http://www.olympic.edu/Campuses/AboutOC/BoardOfTrustees/meetingminutes.htm)

*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 at the following link: [http://www.olympic.edu/Campuses/AboutOC/Governance/PresidentsCabinet/PresidentsCabinetMinutes.htm](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.

**Continuing Education Brochures:** Continuing Education publishes flyers and brochures at intervals throughout the year to describe the classes and workshops available. 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.

*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.

*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.

**Recycling**

The College is committed to achieving a sustainable community for current and future generations. To that end, the College established a Sustainability Initiative committee that convened in January 2007 for the purpose of promoting education about the environment and fostering sustainable
operations and behaviors on campus. The committee plans several events throughout the year and encourages all members of the OC community to look for and use the blue plastic recycling cans and signs identifying recyclable materials. To learn more about the Sustainability Initiative and for information about upcoming events, please go to http://www.olympic.edu/Campuses/AboutOC/Sustainability.htm

Room Scheduling
To schedule a room on any of our campuses, contact Candace Alvarez in Facilities Services, at (360) 475-2846. Rooms may also be scheduled via email at roomscheduling@olympic.edu

Employment Benefits

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 on the OC website at www.olympic.edu/stafffaculty/humanresources/HRForms.htm (under Leave: Leave Slip (Adjunct Faculty Only), at your division office, front desk at Shelton, director's office at Poulsbo, Human Resource Services office or you may contact your site director.

Childcare Benefits Payroll Deduction
Olympic College is now offering payment of OC Child Care Center fees via payroll deduction! The intent of this service is to provide employees with a standard payroll deduction amount to pay their OC Child Care Center fees. Below are the details:

1. Calculate your approximate Olympic College Child Care Center Fee per month.

2. Complete the Olympic College Child Care Fees Payroll Deduction Authorization Form (all sections 1-4). The form is available at the Payroll Office.

3. Complete section #2 Deduction Amount based upon your payment schedule (semi-monthly or monthly) and what you believe will get you close to the amount you estimated in #1 above.

Note: The payroll deduction amount will not be the exact amount of your OC Child Care Center fees but should be close to the amount due. The remainder of the balance due is the responsibility of the employee to pay. If the payroll deduction amount is too much or not enough, a new authorization form can be submitted to the Payroll Office indicating the new deduction amount.

4. Return the completed authorization form to the Payroll Office.

5. In most cases the deduction will begin with your next pay check processing after submission of the authorization form to the Payroll Office.

6. To stop Olympic College Child Care Center Fees payroll deduction, complete a new authorization form with Section #2 Deduction Amount as zero and submit the Completed/signed form to the Payroll Office.

Please note this payroll deduction is for Olympic College Child Care Center fees only. If you have further questions about this new deduction, please contact the Payroll Office at 475-7270.

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 (employee paid premiums) long-term disability and life insurance plans are also available. Employees may choose from available medical and dental plans within the first thirty-one days of eligibility. After thirty-one days, the plan defaults to Uniform Medical, Uniform Dental, and Basic Life Insurance with no option to add dependents. Employee premiums are required by all plans; there are no exclusions for pre-existing conditions within the first 31 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) Employees initially enrolled on benefits that become ineligible because of dropping below 50% in any subsequent quarter, will be re-enrolled if the load increased to 50% or more within a 12 month period. The effective date of the re-enrollment coverage will be the first of the month in which they become eligible (not the first day of the following month);

(c) 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 they are working for multiple agencies;

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

(e) Employees are eligible for coverage during one summer OR off-quarter if employee has worked the previous three quarters, was eligible for benefits at any point in that time period and averaged 50% or more between the three quarters. The employee must also not have used this summer/off-quarter coverage within the last twelve months.

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."

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 on an issued contract after the start of the quarter, then benefits will remain for that quarter). 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 182-08-015 and WAC 182-12-141). Eligibility for insurance resumes when the teaching load is 50% or higher in any subsequent quarter within 12 months (4 quarters).

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 with coverage beginning on the first day of the month following the beginning of the quarter. If the quarter begins on the first working day of the month, coverage will begin that day. If the load falls below 50% at the start of a quarter, the employee is no longer eligible for College-paid medical benefits and those benefits will end on the last day of the month in which the previous quarter ended. Employees are eligible for COBRA (Continue health coverage on a self-paid basis) 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 12 months.

If a contract is issued wherein the total teaching load is 50% or higher and the class is cancelled after the start of the quarter and/or 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 the employee becomes eligible again for health benefits, the employer-paid benefits will resume on the first day of the month (not the following month) in which the employee returns to eligible.

Health Care Authority (HCA) & Public Employees Benefits Board (PEBB) will be notified of your insurance end date by your final day of employment. You will receive an Official Election Notice from HCA & PEBB, which will explain your options for electing COBRA. At the end of your contract period, benefits will continue until the last day of the month in which the contract ends.

**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 to reach Washington Basic Health Plan.

**Affordable Care Act (ACA)**
Shop for coverage at the following website: [www.wahealthplanfinder.org](http://www.wahealthplanfinder.org)
This is a way to buy health insurance through the new health insurance Marketplace also known as the Health Insurance Exchange. Call the 24/7 hotline number 1-800-318-2596 for more information.

**Washington Apple Health for Adults and Children**
Some state employees may qualify for free healthcare coverage through the Washington Apple Health Program, and assistance in paying their health insurance premiums. Call Customer Support Center 1-855-923-4633. Also apply online at [www.wahealthplanfinder.org](http://www.wahealthplanfinder.org).

**Life/Accidental Death and Dismemberment Insurance (LADD)**
Life insurance benefits include basic life insurance ($25,000) for death from any cause and accidental death and dismemberment coverage ($5,000) 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 Leave Earn and Accumulation**

Academic 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. Leave is not accrued when the contract ends on or prior to the fifteenth of the month nor when the contract starts on or after the sixteenth of the month.

**Sick Leave Use**

Sick leave can be used for personal or dependent family-member medical 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 on the OC website, division offices or from Human Resource Services.

If employee resigns and transfers to another state entity, the sick leave balance may be transferred. If the employee retires, the sick leave will be paid into a Veba account. One-fourth of its value is available for medical expenses. It is important to note that no sick leave is paid directly to employee or transferred to VEBA upon resignation.

If you leave the College without a formal letter of resignation/retirement, your leave will be forfeited. If you return to the College or another state entity within five (5) years, you may recover lost leave balances.

**VEBA**

Voluntary Employees Beneficiary Association is a third party administrative non-profit providing supplemental benefits, post retiree medical reimbursement plans. When you retire, sick leave is paid into a Veba account for reimbursement or use for medical expenses.

**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. Instructors have a choice between the TIAA Plan and The Washington Department of Retirement Teacher’s Plan.

The TIAA contribution rate varies from 5% to 10% of gross income depending on the age of the employee; the College matches the employee’s contribution. The Teacher’s Plan contribution rate varies from 5% to 15%; the College does not match the employee’s contribution but does contribute a rate currently at approximately 13.13%. Any instructor who is an active member or has ever been a member of the Washington State Retirement System or TIAA should contact Human Resource Services at (360) 475-7307 immediately. For more information on this irrevocable retirement plan choice, visit the OC website at: [www.olympic.edu/stafffaculty/HumanResources/benefits.htm](http://www.olympic.edu/stafffaculty/HumanResources/benefits.htm)

Retirement (options to withdraw contribution) when separating or retiring: If you are contributing to a Washington State Department of Retirement System plan, (TRS), you have options to withdraw contributions, have contributions remain in your account, or roll-over contributions to another qualifying account. If you are
participating in the TIAA-SBCTC Retirement plan, you are entitled to receive contributions upon retirement or 180 days after separation from employment, regardless of age or years of service credit.

**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 Assistance Program (DCAP)
- Employee Assistance Program (EAP)
- Group Rate Insurance with Liberty Mutual - home, auto, boat or motorcycle
- Flexible Spending Arrangement (FSA/Flex 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 contract, a current application, a completed I-9 (required by federal law to be received within three days of employment), and official transcripts on file. It is the employee's responsibility to ensure that official transcripts are on file. A W-4 is collected as part of the hiring documents.

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 generated to activate payroll records. For more detailed and specific terms of employment, refer to the OCAHE 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. The full-time equivalent percentage is applied to a quarterly dollar amount set by negotiation. 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 Division office to inquire about an ID card.

**Hiring Requirements**
An instructor is not authorized to work until he or she has completed and submitted all hiring paperwork to Human Resource Services. The following 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
- Criminal background check

Additional forms that will be completed and collected at Onboarding will be:
- Emergency Contact Information Form
- Employee Information Form
- W-4
- Retirement Status Form
- Authorization for Electronic Funds Transfer of Wages
- PEBB Benefit Eligibility Worksheet

Employees will also be required to complete the online orientation as part of the onboarding process.

If future documentation or signature is needed to verify dates of insurance coverage, past employment, or plan separation, please contact Human Resources at 360-475-7300.

Whether you are starting your career at Olympic College or separating from us, Human Resource Services should be one of your main stops.

**Payday**
The payday schedule is available on the OC website. Since the dates are subject to change, the most up-to-date information can be located under Staff & Faculty at: http://www.olympic.edu/staff-faculty/administrative-services/payroll
For inquiries, contact the Payroll Office at (360) 475-7270.

Click on “Payday Schedule” and scroll down to the Adjunct Faculty Pay Dates.

**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 have been employed for six (6) continuous months, are eligible to apply to have tuition waived for Olympic College credit classes for up to 5 credits per quarter. This is on a space available basis only. Books, supplies and course fees are at the expense of the employee. Supervisor approval is required. The Employee Tuition Program Registration form is available on the website at http://www.olympic.edu/staff-faculty/human-resources/hr-forms.

**Space Available Waivers**
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 employee and a maximum of two classes is allowed.

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.

**Instructional Materials and Support**
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
Duplicating requests may be submitted as follows:

1. Sent electronically via Digital Store Front - From OC Splash Page (home page)
   a) Staff and Faculty (tab)
   b) CONNECT ME (right column under MENU)
   c) Left column under Staff and Faculty Resources – “Copy, Paper, Envelopes”
   d) Sign in – your OC user name
   e) Password (first time Welcome1 – you will need to change your password the first time you use the system)

2. Hand delivered (dropped off) to the Duplicating Services “In box” located in the FSB building, Room 107.

3. Sent via inter-office mail to Duplicating Services. Please include instruction with all requests. ALL print jobs are completed DOUBLE SIDED and STAPLED on recycled white paper, unless requested otherwise (e.g. single sided, holes, punched, colored paper, etc).

Duplicating from other OC Sites
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 B & W jobs received by noon will be returned to OC Poulsbo or OC Shelton the next work day.

Costs/Billing
Please provide an appropriate budget code if required.

Black and White & Color Duplicating
B & W duplicating for state support programs is budgeted as a central services. Duplicating costs are charged back to the following accounts:

   SGOC, athletics, bookstore, Foundation, grants, contracts and other soft money projects, professional associations and college affiliated organizations, WPEA and AHE.

Scheduling
Duplicating Services strives to meet your printing deadlines.

*Please allow a minimum of 24 hours for color jobs and longer for larger projects.

Course Packets
Faculty who write or compile class materials such as handbooks and manuals may have their course packets duplicating 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.

The booklet “Questions & Answers on Copyright for the Campus Community” is available from Duplicating Services to aid in conforming to U.S. copyright laws.
Other Services Offered by Duplicating
- Folding
- Cutting
- Comb, Coil & Wire-O Binding
- Padding / Note Pads
- NCR: 2, 3 & 4 part
- Laminating - up to 40” wide
- Large Format color - up to 40” wide
- Brochures / Programs / Flyers

Duplicating Lobby Hours of Operation
7:30 a.m. - 5:00 p.m., Monday - Thursday
7:30 a.m. - 4:00 p.m., Friday & non-instruction days

Phone: 360.475.7155
Fax: 360.475.7151
E-mail: duplicatingservices@olympic.edu
Please contact Duplicating Services with special requests or questions.

Duplicating Services
Tony San Filippo, Program Coordinator
360-475-7155
Traci Brown
360-475-7155

Mailing Services
Leon Tucker, Mail Processing Driver
(360) 475-7155

Mailing Services
Hours of operation are:
8 a.m. – 4 p.m., Monday – Friday

Phone: (360) 475-7820
Fax: (360) 475-7151
E-mail: mailandreceiving2@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.

- Facilities Services Building
- Health Occupations
- MESH Division
- Haselwood Library
- B&T Division
- University Partners (WWU & Old Dominion)
- CSC-1st Floor
- Bremer Student Center
- CSC-2nd Floor
- CSC-3rd Floor
- Arts & Music
- CSC-4th Floor
- HSS-1st Floor
- CSC-5th Floor
- HSS-2nd Floor
- HSS-3rd Floor

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).

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 Service Building. For specific details and assistance in sending foreign mail, packages, large quantity mailings, and in preparing certified, registered, insured or express mail contact Mailing Services at 360-475-7820.

Poulsho and Shelton inter-office mail is routed between campuses 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 1:00 pm for delivery the next work day.

Contact Information
Central Services
Grant Sather, Program Support Supervisor, 360-475-7820
**Instructional Technology**
Requests for Instructional Technology are made via the Helpdesk, 360-475-7600 or by email helpdesk@olympic.edu

**Hours of Operation**
7:30am to 5pm Monday – Friday

**Staff**
Charlie McWhorter, Director of Instructional Technology
cmcwhorter@olympic.edu

Matt Cooley, Media Technician
mcooley@olympic.edu

Davida Clyde, Program Coordinator
dclyde@olympic.edu

Support personnel for all equipment found in classrooms [regardless of kind] can be contacted via the Helpdesk (475-7600 or by email at helpdesk@olympic.edu). If you need help with ITV equipment, teaching workstations, overhead projectors, circulating media equipment, please contact the Helpdesk. In addition, the following services may be requested through the Helpdesk: equipment reminders, media equipment repair and replacement and classroom equipment distribution.

**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 Technology will repair its inventoried equipment, both assigned to facilities and circulating from its pool. Users are asked to alert Instructional Technology when they encounter problems with any media equipment. Report issues with classroom equipment to the Helpdesk at 475-7600 or by email at helpdesk@olympic.edu.

**Classroom Equipment Distribution**
Instructional 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 or by email at helpdesk@olympic.edu. 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, Instructional 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.

**eLearning**
The eLearning Office provides a number of different support systems for instructors using the Internet to deliver their course content. Currently, the College, along with the other 33 community and technical colleges that are members of the state-wide consortium known as the State Board of Community and Technical Colleges (SBCTC) work together through a system known as Washington Online (WAOL). Member institutions of SBCTC work together to select system-wide technologies, such as Canvas®, Panopto, and Collaborate, as well as provide training support to all instructors using those technologies.

Instructors wanting to use other Internet based systems or tools in their courses need to speak with their respective Dean for permission. The eLearning Office may be able to help with other systems, but their experience is strongest with Canvas. For all fully online, hybrid and web-enhanced course support, you can email us at distancelearning@olympic.edu, call us at 360-475-7770 or stop by our offices located in the Clock Tower Plaza (basement of the Haselwood Library).

Kathy Bright – eLearning Faculty Advisor
kbright@olympic.edu
Tel: (360) 475-7772
**Information Technology**

Information Technology’s Help Desk is located on the 2nd floor of the College Service Center building. IT supports computers, OC owned peripherals, network connections, media equipment and telephones for all employees and students. These include e-mail, data storage, cloud services, wireless, Internet connectivity, voice-mail, and applications such as Microsoft products, Adobe products, etc. IT is also responsible for ITV, media classroom equipment and mobile teaching workstations.

**NOTE:** To conserve electricity and equipment life span, please remember to turn off the projector, doc cam and other type of equipment prior to leaving the classroom.

Classroom computers automatically turn on at 6 AM and turn themselves off at 10 PM.

IT is working on more updated information that can guide our campus community members. This can be found at https://ocexternalolympic.edu/it/SitePages/Home.aspx. Instructions on how to obtain free software available at home for all employees is available here. This includes the newest version of Microsoft Office, Mathematica, etc.

Adjunct faculty members may receive additional services by requesting access through their division offices. For further information about using IT services, please contact the Help Desk at extension 7600/360-475-7600 (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.

**OBTAINING OR PURCHASING IT EQUIPMENT:**

All OC IT related equipment must be purchased through IT. If you need cost analysis for equipment please contact the IT Help Desk. We can help you identify your needs and give you the appropriate cost for your proposal. All state owned equipment have to be inventoried and is subject to state audit.

**Cloud Services Available to Employees and Students:**

OC has [https://workspace.olympic.edu](https://workspace.olympic.edu) to access OC applications anywhere at any time. An OC employee or student account is required to access all the services in this site. The OC workspace allows access to your Z: drive or the common drive (X:\) outside the campus. This service is a better alternative to remote access to an office computer as you can use specialized applications such as Autodesk, Solidworks and other specialized applications that is not normally available on local machines at the college.

**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 [https://mail.olympic.edu](https://mail.olympic.edu) directly in to your browser’s address line, or go to OC’s homepage at [http://www.olympic.edu](http://www.olympic.edu) and click on **Staff & Faculty**, go to the side bar and click **OC Web Mail**.
3) Instructions for logons and mobile device setting can be found on [http://www.olympic.edu/staff-faculty/oc-web-mail-staff-faculty](http://www.olympic.edu/staff-faculty/oc-web-mail-staff-faculty)

**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/services/computer-labs/student-computing-guide 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 (X: drive), 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.

2. Clear the address line and enter -- in lowercase: https://oasis.olympic.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: registration@olympic.edu
360-475-7207

**Note:** For quick response, include your Advisor ID number, item number or the alphanumeric and title of the class you are teaching. Highlight the correct quarter. You may have more than one quarter listed--past, current and next quarter.

Double click on the item number to open your roster. Remember that IBC reflects the actual input into SMS. If you do not agree with the listed item numbers or the class maximum size, please contact your division office.

To input grades, select the correct grade from the dropdown list (be careful of scrolling with your mouse when inside the pick list). You may post grades during more than one IBC session, or you may change grades that you have previously posted, as long as you click the "submit grades" button each time. IBC retains the latest entry for processing.

All IBC grades must be entered and submitted by the quarter deadline listed on the IBC home page.

**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. Please e-mail amcbride@olympic.edu with your grades for that quarter.

- Grade changes may be made via e-mail from your OC e-mail account. Please include year and quarter, course name, item number, student name, old grade and new grade with justification for change.
- If a student attended your class and does not show on the grade roster, please e-mail a grade to amcbride@olympic.edu.

**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.
- Change passwords when prompted.
- Don’t post passwords.

**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.

**Good E-Mail Practices**

- Read mail often. Delete unimportant emails and empty your deleted items folder.
- Archive messages regularly to avoid filling up your mailbox on the server.
- Limit file attachments to under 10 megabytes in size.
- Don’t click on links on email from people you don’t know or look suspicious. Phishing is getting more sophisticated so if you are not sure of the integrity of the email please contact IT.

**Good File Management Practices**

- Use network home directories (z:\) to save and organize files.
- Delete unnecessary files.
- Back up critical data to three separate locations (flash drive or cloud, hard-drive and network).
- If you need more space on your z: drive, please contact IT and they will try to accommodate your needs.

**Good Software Practices**

- Contact the Help Desk for all software installations.
- Do not install software without IT assistance.
- Do not download software from the Internet.
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.

Please don’t:
- Share surge protectors 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.

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, etc.

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.

A copy of the Acceptable use policy can be found at https://www.olympic.edu/sites/default/files/files/20017AcceptableUsePolicy.pdf

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 directory is available on-line at Campus Directory

More detail instructions on how to setup voicemail and other phone services are available in https://ocexternal.olympic.edu/it/SitePages/Telephones.aspx

The default voicemail password is 659 until you change it. When you read the online instructions and you see xx9, it refers to this default password.
**Instructional Media Studio**

**Location:** Haselwood Library, Bremerton  
**Phone:** 360-475-7770  
**Email:** mediaproduction@olympic.edu  
**Hours:** Contact for hours

The Instructional Media Studio is located in the back of the Haselwood Library building. There is no access from Haselwood Library.

Services include:

- **Studio and Video Production Lab** – Schedule the use of the television studio or the video production lab and request assistance with equipment.

- **Public Address Systems (PA) for Campus Events** – If you need a PA system for a campus event, please request two weeks in advance.

- **Media Production** – Production may include audio/video films, streaming audio/video, e-learning items, etc. All production is done in coordination with the instructor and after consultation with media studio staff to assess the specific materials needed. As projects increase in significance and complexity, this consultation should occur further in advance of deadlines.

**Libraries**

Libraries are available on all three campuses. In Bremerton, the services are located in the Haselwood Library. In Shelton, they are at the Johnson Library. In Poulsbo, the library is collocated with the computer lab located across from the entry on the main floor. Library services are available to all faculty, staff, and students. Residents of Kitsap and Mason Counties may also obtain computer and borrowing privileges with appropriate identification.

Library Website:  
[http://libguides.olympic.edu/index](http://libguides.olympic.edu/index)

**Library Instruction**

The library instruction program supports the academic mission and curriculum of Olympic College, the mission of the Olympic College Libraries, and the College’s Value of a commitment to life-long learning. The aim of the program is to instill the competencies of the Information Literacy and Technology Core Ability in our students. Library faculty located at Haselwood Library and library technicians at the branch campuses can assist you and your students with their research needs.

The library faculty provide information and instruction to users through a variety of reference and user education services, such as course-related and course-integrated instruction, hands-on active learning orientations, formal courses, tutorials, pathfinders called LibGuides, and point-of-use instruction, including the reference interview. To schedule a library instruction session for your course(s), email the library faculty at librarians@olympic.edu.

An abridged version of our Library Instruction Program Policy follows:

Library faculty are committed to providing quality, up-to-date information literacy instruction. In our Bremerton classroom, equipped with a teaching workstation and 32 student computers, we provide a hands-on introduction to various kinds of research tools. Students learn to use tools such as library catalogs, reference databases, periodical databases, and internet search engines and subject directories. Some instructors prefer a walking tour, while others prefer a specific focus, e.g. how to choose and narrow a research topic, how to evaluate Web content, and how to use Boolean logic in a search. We always tailor instruction to your specific needs, assignments, and outcomes.

To ensure the best possible learning experience for your students, we have established some minimum requirements for scheduling instruction, providing assignments, and attending our workshops.

**Scheduling**

Schedule Library instruction sessions at least one week in advance. This allows the library faculty time to:
• Schedule the appropriate room for your preferred date and time
• Tailor the instruction to fit your students’ needs
• Compile appropriate materials and design effective guides

**Assignments**
Provide an up-to-date course syllabus and a written description of relevant class assignments at least one week in advance (Sorry, we can’t put you on our calendar without these!) With your cooperation:

• Library faculty are able to more fully understand and incorporate the learning objectives for the course into the session.
• Library faculty are able to design a unique session that is immediately relevant to students’ actual research needs, greatly benefitting students.
• Students can immediately apply research concepts to relevant required assignments, which greatly increases their interest and their retention of those concepts.
• If a faculty member does not have a relevant class assignment, library faculty are happy to collaborate in the design of an assignment or series of assignments to reinforce concepts of information literacy, critical analysis, & lifelong learning.

**Faculty Attendance**
Attend library instruction sessions with your students. When you participate:

• Students benefit from the combined knowledge of the librarian and the faculty member.
• You can provide definitive answers to questions about assignment requirements.
• The value of the library, and of scholarly research, are reinforced.

You can keep abreast of what students are learning

**Research Guides** – Research guides are customized electronic guides that OC library faculty create to help students with their research. They are accessible from anywhere at any time and can be linked to directly from your Canvas classroom. Each guide is customized to a particular course or even to a specific assignment, so students can learn which resources and strategies will likely yield the best results. Librarians can embed files, links, RSS feeds, videos, and custom widgets, as well as link directly to all of our electronic databases and eBooks. Let them know if you would like one created for any of your courses.

**Reserve Materials** – The Library can help you make your course materials available to your students. Books and other materials can be placed on reserve at the circulation desk and electronic files can be put online as electronic reserves. Students are always looking for library copies of their textbooks. Unfortunately, the Library does not have a textbook collection. To buy all required textbooks, even one copy each, would exceed our entire library budget! If you are able to put a copy of your textbook on Course Reserve, we will make it available for Library Use Only, for up to two hours at a time. 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.

**Purchase Requests** – Suggestions and specific recommendations from faculty members, students, staff, and other patrons of the OC Libraries are sought and welcomed. All of the full and part-time library faculty are assigned different subject areas for collection development (purchasing and deselection). Contact any of us for the name of the library faculty member responsible for your discipline. You can also email purchase requests to librarians@olympic.edu.

**Laptops** – The Library has two Dell laptops available for faculty and staff to check out. Checkouts are initially for three days but can be amended by calling any library faculty member and can be reserved as well.
Teaching and Learning Collection – Check out helpful materials on improving instruction, pedagogy, and other topics for professional development from this collection located in the basement of Haselwood Library.

Ask a Librarian – In addition to our traditional email reference services, OC Libraries also offer 24/7/365 research assistance via live Chat. Chat sessions are answered either by OC librarians or by college or university librarians across the country. Partner librarians have access to our databases and information about our libraries’ policies and services. Librarians can also push websites out to the students’ computers, making the chat visual and interactive in very useful ways. OC librarians will follow up the next day if needed. This service is a big help to students studying when the libraries are closed. http://libguides.olympic.edu/ask

Online Access – The Library website provides access to a wide variety of full text databases that contain both reference materials and periodical articles. A large selection of full-text Electronic Books can also be accessed through the library catalog. All of these materials can be accessed by all faculty and staff off-site using your last name and employee ID number. To obtain your employee ID number, contact Human Resources at 475-7300.

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 library faculty member.

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.

Library Hours and Contact Information
All libraries are open during the regular instructional calendar; hours are truncated during summer session. Please see the Library website for summer hours. Contact information is also available on the Library website.

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
• Erica Coe, Dean of Library, Library Resources, & eLearning, Ext. 7263, ecoe@olympic.edu
• Cara Lunsford, Administrative Assistant, Ext. 7262, clunsford@olympic.edu
• Amy Herman, Library Faculty, Ext. 7256, aherman@olympic.edu
• Dianne Carey, Library Faculty, Ext. 7257, dcarey@olympic.edu
• Donna Forbes, Cataloguing Technician Lead, Ext. 7260, dforbes@olympic.edu
• Constance O’Shea, Circulation Supervisor, Ext. 7253, coshea@olympic.edu
• Miriam Wall, Acquisitions/Periodicals Technician, Ext. 7258, mwall@olympic.edu

Library at Poulsbo
Poulsbo Library – 360-394-2720
Janet Watanabe, Library Technician, jwatanabe@olympic.edu

Hours
Library Staff Hours: Monday-Wednesday
10:00am-4:30pm, Thursday 8:00am-4:00pm
Lab Hours: Monday-Thursday 7:30 am-9 p.m.,
Fridays 7:30am-5:00 p.m., Saturdays 8:00am-4:00 p.m.

Johnson Library at Shelton
The Johnson Library – Shelton - 360-432-5460
Lesli Quimby, Library Technician, lquimby@olympic.edu

Please see the Library website for
hours at http://libguides.olympic.edu/about

BFET Program
The Basic Food Employment & Training (BFET) program is a partnership between
Olympic College and the Department of Social
and Health Services (DSHS) which offers
educational and workforce training
opportunities to students receiving Basic
Food Assistance (food stamps). Contact
Information: 360-475-6551

Worker Retraining
Worker Retraining provides access to skills
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, or
5. Have been displaced self-employed,
or
6. Honorably discharged veteran within
   the last 24 months.

Qualified students may receive assistance
with tuition and fees, books, dependent
care, and transportation costs, in addition
to educational advising. Access to this funding
is based on need, financial criteria, and
availability of funding. Some services may not
be available due to funding limitations.

Contact Information:
OC Bremerton
360-475-7486 or 1-800-259-6718 Ext. 7530
OC Poulsbo
1-800-259-6718 Ext. 7530
OC Shelton
360-432-5423 or 1-800-259-6718 Ext. 5423

http://www.olympic.edu/Students/WFDBS/
WFD/workRetrain.htm

WorkFirst
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:
OC Bremerton
360-475-7486 or 1-800-259-6718 Ext. 7530
OC Poulsbo
1-800-259-6718 Ext. 7530
OC Shelton or 1-800-259-6718 Ext. 5423
360-432-5423

OC Policies and Procedures

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.

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.

Employee Ethics Policy
TITLE: Employee Ethics Policy
POLICY NUMBER: OCP 400-05
REFERENCE: RCW 42.52 In accordance with RCW 42.52 and the Ethics in Government Act, Olympic College employees hold a public trust which obligates them to honesty and integrity in fulfilling the responsibilities to which they are appointed. Paramount in that trust is the principle that employment at Olympic College may not be used for personal gain or private advantage. The Olympic College Board of Trustees directs that all employees adhere to the Code of Ethics as delineated in RCW 42.52, specifically regarding conflicts of interest, improper use of state resources, compensation for outside activities, and gifts. The Board of Trustees directs the President to establish procedures necessary to comply with the law, including, but not limited to, a procedure for obtaining prior approval for receipt of an honorarium and the criteria for such approval.

FERPA
TITLE: FERPA (The Family Educational Rights and Privacy Act)
POLICY NUMBERS: 300-07
Olympic College adopts this policy in compliance with the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (FERPA), and implementing regulation, 34 C.F.R Part 99. Olympic College is required: to provide student with access to their own education records, to permit students to challenge their records on the grounds that they are inaccurate, misleading, or otherwise in violation of the student’s privacy or other right; to obtain written consent before releasing certain information; and to notify students of these rights.

Section 1. Confidentiality of Student Records
The Family Educational Rights and Privacy Act (FERPA) give students certain rights with respect to their education records, including the right to:

1.1 Inspect and review the student’s education records within 45 days of the date the College receives a request for access. Students should submit a written request to the Registrar identifying the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

1.2 Request the amendment of the student’s education records that the student believes are inaccurate, misleading or otherwise in violation of the student’s privacy or other rights. To request amendment, students should write the Registrar, clearly identify the part of the record they wish changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to an appeal regarding the request for amendment and include additional information regarding the appeal procedures.

1.3 Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without
consent. One exception, which permits disclosure without consent, is disclosure to College officials with legitimate educational interests.

1.4 Prevent release of directory information. Directory information released by the College includes: name, major field of study, full or part time status, participation in recognized sports and weight and height of athletic team members, dates of attendance, birth date, veteran status, degrees, awards, and honors received, and dates degrees conferred. Olympic College may release this information at any time unless the College has received prior written notice from the student, filled in the Registration and Records Office, requesting that directory information not be released. All other information may be released only upon the written consent of the student, unless described in section (4), below or in compliance with a court order.

1.5 File a complaint with the U.S. Department of Education concerning alleged failures by Olympic College to comply with the requirements of FERPA.

Olympic College will notify currently enrolled students of their rights under FERPA by publishing notice in the student handbook, issuing the same notice once each year in the Olympian, the Continuing Education schedule, and the College Catalog. A complete copy of the policy may be obtained from the Vice President of Student Services, the College Registrar, or by visiting the web site of Olympic College at www.olympic.edu. An online tutorial about FERPA is also available. Go to the following link to access the tutorial: http://www.olympic.edu/StaffFaculty/Polici es/Ferpatest/

Section 2. Procedure for Students to Inspect Their Education Records

To inspect or review an education record, a student must submit a written request to the Registrar. The student must sign the request, describe the specific records to be reviewed and set forth the name under which the student attended the College, the social security number or student identification number, and the student’s last date of attendance. Proper picture identification must be presented before the documents may be reviewed.

The Registrar will make the needed arrangements for access as promptly as possible and advise the student when and where the records will be available for inspection. Access will be given as soon as practicable but no later than 45 days after receipt of the written request. Student records will be maintained according to the retention policy set out by the Washington State Board for Community and Technical Colleges.

Section 3. Limits on Rights to Review, Inspect and Obtain Copies of Education Records

3.1. The College reserves the right to refuse to permit the inspection and review of:

3.1.1. Financial statements of the student’s parents

3.1.2. Confidential letters and confidential statements of recommendation placed in the education record if the student has waived his or her right to inspect and review those letters and statements and the letters or which were placed in the file before January 1, 1975;

3.1.3. Records connected with an application to attend Olympic College if that application was denied;

3.1.4. When a record contains information about more than one student, the student may inspect and review only the
records which related to him or her;

3.1.5. Exempt documents excluded from the FERPA definition of education records and not otherwise available for inspection under Washington Public Records Act RCW 42.17:

3.1.6. The College reserves the right to deny copies of the transcripts or other records not required to be made available under FERPA, if the student has an overdue financial obligation to the College or there is an unresolved disciplinary action against the student.

3.2 If health reasons or extreme distance from the College prevents the student from inspecting the education record, then copies of the specific education record requested may be mailed to the student. The student must pay all copying expenses in advance of the release of the record. Official copies of the College’s transcript for the student shall be provided at the fee listed in the current Catalog. All other copies shall be made at the appropriate cost as determined by College procedure. The student must sign and date the request, identify the records to be released and submit payment to cover the cost of the records.

4.1. College officials who have a legitimate education interest in the records, including college administrative and clerical staff, faculty and students official elected or appointed to the associated student government of Olympic College or employed by the college, including contractors such as the National Student Loan Clearinghouse.

4.2. Officials of another school where the student seeks or intends to enroll.

4.3. Authorized federal, state or local officials as required by law, including the Comptroller General of the United States.

4.4. In connection with the student’s financial aid request or award when the information is necessary for certain purposes set forth in the regulations, including eligibility, the amount of aid, the conditions for aid or to enforce terms or conditions of the aid.

4.5. To comply with a judicial order, lawfully issued a subpoena, or IRS summons (The College must make a reasonable effort to notify the student in advance of compliance, unless the court has ordered non-disclosure.)

4.6. To appropriate parties in a health or safety emergency

4.7. To the parents of a dependent student, claimed as dependent for income tax purposes, as defined in section 152 of the Internal Revenue Code of 1986, as amended. The College is not required to disclose information to any parent of a dependent student, but may exercise its discretion to do so.


In addition to “directory information” the College may, at its discretion, make disclosures from education records of students to the following:
4.8. To organizations or individuals conducting studies for or on behalf of an educational agency or institution if conducted in a manner that does not permit personal identification of the students.

4.9. To the victim of an alleged crime of violence or a non-forcible sex offense.

4.10. To the parent of a student under the age of 21 if student has violated any federal, state or local law, College rule or policy, governing the use of alcohol or a controlled substance if the institution has determined that the student committed a disciplinary violation.

4.11. To military recruiters authorized to obtain specific information under the Solomon Amendment.

Education records released to third parties shall be accompanied by a statement indicating that the information cannot be subsequently released in a personally identifiable form to other parties without obtaining the consent of the student. The College is not precluded from permitting third-party disclosure to parties other than those listed above.

Section 5. Record of Request for Disclosure to Individuals Other than the Student or College Officials.

A record will be maintained of all requests for access to and disclosures of personally identifiable information from the education records of each student except as stated below. The record will indicate the name of the party who has received personally identifiable information, the legitimate interest the party had in requesting or obtaining the information and the names and interest of additional parties to which the reviewing educational agency or institution may disclose or re-disclose the information.

A record of disclosure need not be maintained if the request of disclosures was from, or the disclosure was to: the student, a college, a party with written consent from the student, a party seeking directory information, or in circumstances involving certain grand jury subpoenas, and disclosures pursuant court order under the USA Patriot ACT. The College will inform all third parties (anyone outside the College) to whom personal information from a student's education record is released that not further release of such information is authorized without written consent of the student.

Section 6. Directory Information

The College designates the following items as "directory information."

- Name
- Major field of study
- Dates of attendance
- Full-time or part-time status
- Degrees, award and honors received
- Dates degrees conferred
- Participation in recognized sports and weight and height of athletic members
- Birth date
- Veteran status

The College may disclose directory information without prior consent, unless the student informs the Registration and Records Office in writing that directory information should not be released without their written approval. This request will prevent any release of information to a third party without a signed release from the student.

In addition, the electronic record will be annotated preventing electronic release of information, with the words "no release" in the student database records. This certification does not preclude the verification of degrees awarded for graduation purposes.

Section 7. Requests for Correction of Education Records

Students have the right to ask to have education records corrected if they believe such records are inaccurate, misleading, or in
violation of their privacy or other student rights. This process does not apply to grade appeals. The procedures for correcting records are as follows:

7.1.  The student may request an informal discussion with the Registrar.

7.2.  If the result of the informal discussion is not satisfactory to the student, and the student still wishes to have the record corrected, the student shall submit a written request to the Registrar for a change in the education record. This written request must state why the record is inaccurate, misleading, or violates privacy or other student rights.

7.3.  A student whose request for correction of his or her education records has been denied may request a hearing by submitting a written request to the Registrar within ten days following the denial. The written request must be signed by the student and shall indicate the reasons why the records should be amended.

7.4.  The Registrar shall then write a written statement explaining why the request for the change in the education record was denied. The Registrar or the designee shall convene a hearing to include the student and the appropriate college official and shall notify the student of the hearing within thirty (30) days after receipt of a properly filed request and at least ten (10) days before the hearing.

7.5.  The hearing shall be a brief adjudicative proceeding as provided in RCW 34.05 482-494 and shall be conducted by the Registrar or designee.

7.6.  Following the hearing, the hearing officer will prepare a written decision within thirty (30) days after the conclusion of the hearing, based on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision. A copy of the decision shall be made available to the student.

7.7.  If the decision is that the challenged information is inaccurate, misleading, or otherwise in violation of the privacy or other student rights, the custodian of the record will amend the record and notify the student, in writing, that the record has been amended.

7.8.  If the decision is that the challenged information is not inaccurate, misleading, or otherwise in violation of the privacy or other student rights, the hearing officer will inform the student of the right to place a statement in the record commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. This statement will be maintained as part of the education record as long as that record is maintained, and the statement will be disclosed whenever the Registrar discloses the portion of the record to which the statement relates.

Section 8. Waiver.
A student may waive any of his or her rights under this policy by submitting a written, signed and dated waiver to the Office of the Registrar. Such waiver must be specific as to the records and persons or institutions covered. A waiver continues in effect according to its terms unless revoked in writing which is signed and dated.

Section 9. Annual notification of rights.
Olympic College will notify students of their rights under the Family Educational Rights and Privacy Act of 1974 by publication in the College catalog and student handbook.

Section 10. Remedy for the students protected by this act.
A student may file a written complaint with United States Department of Education regarding an alleged violation of the Federal Education Right and Privacy Act. That address is:
Family Policy and Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202

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:

- John Babbo, Counseling, 360-475-7530
- SGOC Executive Board, 360-475-7291
- Karen Fusco, Access Services, 360-475-7542
- Anne Mulligan, Nursing, 360-475-7517

Students and employees who believe they have been harassed or discriminated against may file a written complaint with Human Resource Services, located on the 5th floor of the College Service Center. He can be reached by phone at (360) 475-7305 or by email at.dslown@olympic.edu.

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.

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 18 of this handbook.

**Campus Safety**
Campus Safety is located in the Humanities and Student Services building, HSS 101, and can be reached via phone at (360) 475-7800. In the event of a serious emergency, either call Campus Safety office, who will contact 9-911 or call 9-911 directly then place a follow up call to Campus Safety. Campus Safety has a lot of experience interacting with the 911 dispatchers and we do not mind making these calls if you prefer.

**A Guideline to the OC Emergency Plan**
The Olympic College Emergency Plan establishes a line of communication, and an Incident Management Team (IMT) that ascertains the scope of an incident, manages the event and keeps the executive leadership team aware of the situation. The Incident Management Team establishes response strategies, deploys resources and initiates the emergency process in collaboration with local emergency first responders.

The current IMT Leader is Daniel Walkup, Director of Campus Safety. In the event that Daniel Walkup is not available, Kay Ash, Vice President for Administrative Services serves as IMT leader. 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 Incident Management Team will mobilize at a central Emergency Operations Center (EOC), located on campus, and at the selection of the Incident Management Team Leader. In the event of an emergency, the IMT will set up a base of communication with other campus first responders (Security, Facilities, and Building Safety Coordinators) via the campus two-way radio traffic. The IMT will gather information from and disseminate emergency bulletins and announcements to the leadership and campus community using a variety of communications methods. These methods may include two way radio, indoor overhead speakers, outdoor speakers, computer pop up information window messages, voice and text messages and electronic reader board messages.

**Assigned Assembly Points**
Occupants of the College Buildings should assemble at the following locations if an evacuation is required (e.g. for a fire) Do not return to an evacuated building unless authorized to do so.

1. The College Service Center and the Theater will assemble across Ohio Street at the Bremerton High School track and field. (West Campus)
2. Health Occupations, Sci-Tech and the Library will assemble in the S-4 parking lot. (East Campus)
3. Facilities, Multicultural Services, PE, Bremer Student Center will assemble in the S-4 parking lot.
4. Music and Art buildings will assemble in the S-1 parking lot. (Corner of 13th and Broadway).
5. The Rotunda, Engineering, Shop, Business and Technical Buildings will assemble at the corner of 13th and Chester.
6. The Automotive Center will assemble in the S-5 lot (behind bldg.)
7. The Facilities Services Building 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.

Assisting Persons with Disabilities in an Evacuation
The preparation of individuals with and without disabilities is essential to reducing the impact of an emergency. Persons with disabilities are encouraged to take responsibility for developing their own personal emergency evacuation plan and sharing it with key individuals on campus. The following guidelines for assisting persons with disabilities in an emergency are adapted from the State of Washington Governor’s Committee on Disability Issues and Employment.

General Guidelines
- Respect that the person with the disability may be the best authority on how to be evacuated.
- Provide notice that a potential danger exists and that evacuation should begin.
- Offer assistance but let the person explain what help is needed.
- Carrying a person is not advisable except in the most extreme of circumstances.
- Do not abandon the person after exiting a building. Lead to a safe place with others.
- Plan for a service animal to be evacuated with its owner, and be aware that its sense of direction may become confused during an emergency.

Assisting Persons Who Use Wheelchairs
- Be familiar with designated areas of refuge.
- If the person is unable to speak clearly, look for a sign on the chair with printed instructions.

- Only in situations of extreme danger should untrained people attempt to carry a person in a wheelchair.
- Prior to moving the person, check for life-support equipment.
- Be aware that wheelchairs have parts not designed to handle the stress of lifting.
- If you and/or others cannot safely carry a person up or down stairs, don’t. Instead, position the person in the safest place possible according to the emergency and alert emergency personnel of his/her location. The rescue of persons with disabilities will be the first priority of fire and law enforcement departments.

Assisting Persons with Other Mobility Limitations
- Clear displaced and fallen obstacles from egress routes.
- Do not interfere with the person’s movement.
- If the stairs are crowded, you may act as a buffer.

Assisting Deaf or Hard of Hearing Persons
- Get the attention of the person before speaking and maintain eye contact to insure all directions are understood.
- Use facial expressions, hand gestures or short written notes to communicate.
- Be aware the person may not be able to hear oral commands issued by authorities.
- When out of danger, offer to make phone calls.

Assisting Persons Who Are Blind or Have Low Vision
- During an emergency, announce your presence.
- Offer your elbow, but do not grab their arm or hand.
- Communicate through the evacuation by describing physical barriers or instructions in advance (e.g., “Take two steps down.”).
**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. *KEEP THE CALLER ON THE PHONE* while having someone else alert Safety and Security
   b. *Take notes on the BOMB THREAT card on the back of the Emergency Response charts, our multi-colored emergency response guidelines*
   c. Ask: Where is the bomb located on campus? (Which building, what room?)
   d. Ask: When is the bomb going to explode?
   e. Ask: What does it look like?
   f. Listen closely for any background noise.
   g. Any additional information relevant to the incident.

2. 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.

3. If the caller ends the call, notify the Safety and Security office at ext. 7800 and report the incident immediately.

4. Campus Safety office personnel will contact the following:
   a. CenCom (9-911)
   b. Director of Campus Safety
   c. Incident Management Team

5. 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!!!**

6. Assigned Building Safety Coordinators will alert other employees of the emergency and assist the disabled in exiting the building.

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

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

**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 or any of your students need special assistance during an evacuation, please contact your building’s emergency coordinator before an emergency. If you do not know the name of your coordinator, call Campus Safety from the Bremerton campus at 360-475-7800. For the Shelton campus, call Lori Anderson at 360-432-5406. For the Poulsbo campus, call Suzie Holley at 360-394-2702.

**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 or corner. 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 your 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, move away from the building quickly or 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 Incident Management Team through the Building Safety Coordinators.

**Multi-Story Buildings**
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.

**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.

**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 your calls for help are not answered, repeat your calls in intervals to ensure that you are alerting others to your location so they can come and assist you. Banging and whistling are two proven methods of getting attention, even after calls for help have not been heard. If a window is available and you are able, hang a piece of clothing out the window to alert others of your location.

**Emergencies/Illness/Injuries**
In case of emergency, dial 9-111 (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.

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).

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 Pousbo campus, please contact the director’s office at (360) 394-2719.

**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 building.

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 disabilities, per a previously established plan. Never remain in your room/building to continue your current activity. All emergency alarms are to be taken seriously and unless otherwise notified, evacuation is required.

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 Incident Management Team, Director of
Campus Safety or Fire Department personnel.

**Fire Safety Plan**
The first step in the fire safety plan is to know the plan, evacuation routes, gathering points and NOT prop or block doors that are part of the fire containment design or evacuation routes.

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. Give the exact location of the fire.
5. Call Campus Safety 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.

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.

**Hazardous Material Spill or Release**
Report spills/releases of hazardous chemicals, suspected gas leaks, or suspicious odors to the Campus Safety 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 ONLY if the spill presents an imminent danger such as fire, explosion, injuries, etc.
- Report the spill/release to Campus Safety 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 Director of Campus Safety for technical and clean-up assistance.
- Return to building(s) only when they are declared safe to occupy.

**Minor Hazardous Material Spill**
1. Call the Director of Campus Safety 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 Campus Safety at 360-475-7800 for technical assistance regarding hazardous materials.

**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.
4. Notify Campus Safety at 475-7800 to shut-off building ventilation.
5. Wait for instructions from College President or designee.

**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 visit www.olympic.edu. You can also sign up in advance for text messaging alerts at www.olympic.edu/alerts to receive notification on a portable device or cell phone. Depending on weather conditions, the College will notify the media by 6:00 a.m. regarding day classes, and by 3 p.m. regarding evening classes. Regional media stations will also 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 when walking to parking lots. On the Bremerton campus, an escort service is available 24 hours a day from Campus Safety (360-475-7800). Yellow emergency phones are marked on the Bremerton campus map.

**Branch Campus – Poulsbo**

**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.

**Bulletin Board Posting Policies**
Students, faculty and staff may post college-related 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

**Facilities Services Staff:**
(360) 475-7800
**Campus Hours**
The Poulso Campus will be open Monday-Friday from 7:30 a.m. – 9:30 p.m. The campus will also be open for weekend classes and events. During Summer Quarter and Summer Break, the campus is closed to the public on Friday, Saturday and Sunday. Full-time faculty and staff must make arrangements in advance to access the campus after hours to allow Security to disable/engage the alarm.

**Custodial Issues**
Please notify the Director’s office at (360) 394-2702 (room 221A), or custodial services at 360-475-7800 immediately of any damage or spills.

**Duplicating**
Duplicating services are available on a self-service basis at the Poulso 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 black and white jobs received by Noon will be returned to OC Poulso or OC Shelton the next work day. For any questions, contact Duplicating Services at: (360) 475-7155.

**Course Packets**
Faculty who write or compile 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.

**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 206) 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 will be issued classroom keys on request. The building will be accessible during normal business hours for part-time faculty. All keys are issued through Security via an online form at:
www.olympic.edu/StaffFaculty/FacilitiesServices
Click on the work request link and choose “Key Request Entry”.

**Library at Poulso**
Poulso Library – (360)394-2720

Janet Watanabe, Library Technician, jwatanabe@olympic.edu
Mon-Thurs: 8:00-4:00 P.M.

Computer Lab (360) 394-2710
Mon-Friday 7:30-10 P.M.;
Saturdays Lab only 8:00-4:00 P.M.

Please see the Library website for hours at http://libguides.olympic.edu/index/

**Lost & Found**
Lost or found items should be reported to the Director's office or to the Security Office on ground floor (security can be reached at (360) 475-7800). 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**
Inter-campus mail is delivered each workday via UPS shipment. Mail is distributed to
individual mailboxes when it is received, usually in the morning. All outgoing mail is picked up by 2:30 p.m. daily and sent via UPS to Bremerton and Shelton. Personal mail cannot be sent using state resources, so, because there is no drop box on campus, you will need to take such items to the Post Office.

Note: OC inter-office mail is routed between campuses each workday via UPS. There will be a one day delivery time for all correspondence which must be deposited in any outgoing mail bin on the Bremerton Campus before 1:00 pm for delivery the next work day. Large items are delivered once a week by the college's campus courier.

Phone: (360) 475-7820  
Fax: (360) 475-7151  
E-mail: mailandreceiving2@olympic.edu

Non-Resident & Adjunct 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 workstations available for drop-in use in the second floor room 205. For private meetings with students, classrooms can be reserved by contacting Candace Alvarez at (360) 475-2846 or roomsscheduling@olympic.edu to reserve a room.

Parking
All vehicles must display a valid parking decal or visitor parking pass, which may be obtained from the Security Office or by contacting Bremerton Campus Safety and Security at (360) 475-7800 (parking permits and visitor passes may be obtained at the Director’s office).

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. The placard allows you to park in the Student Lot when the Staff Lot is full. Vehicles parked in disabled parking must display appropriate licensing or permit. For more information about parking, please refer to page 24 of the handbook.

Phone/Fax
Telephones are located in the faculty work area (room 205) but not in the general classrooms. A courtesy phone is located on the counter in the student lounge/Commons 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, a Security Guard is on duty at the campus if you would like an escort to or from your vehicle, or if you need assistance with jump starts, tire changes, etc.

Security and Lost & Found Contact Info
Phone: (360)-475-7800 or (360) 394-2702

Assessment & Testing Services
At the Poulsbo campus, Accuplacer Testing and OC Make-Up and Access Testing is offered by appointment only. The schedule for assessment and testing is released each quarter.

Poulsbo Contact Information
Phone: 360-394-2725  
Fax: 360-394-2732  
Email: OCPTesting@olympic.edu

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

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

“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. Make-Up and Access Testing Support forms should
accompany all test materials sent for administration. These forms and each campus location’s Testing Schedule and Hours of Operation are available at each Testing Center. They can also be found on the website and on the common drive at X:\Shared Documents and Forms\Testing Center; just choose the folder for the campus location needed.

**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; we both schedule appointments ahead of time and serve walk-ins on a space-available basis. We also have computers where students can just drop in and work on their writing tasks, asking for help at the point they need it.

Tutors are available to visit classes early in the term for a 15 – 20 minute introduction to our services. Instructors are welcome to email the director, Terri Major, at tmajor@olympic.edu with questions or concerns; we can, at your request, work with you on developing your writing prompts, and can also create a file of your assignments to keep at the Writing Center. In addition, during opening days, Terri will email out a blurb about the Writing Center and its services that you can include in your syllabus.

Services are free of charge to OC students, staff, and faculty. The Writing Center is located in HSS 312 on the Bremerton campus and in the Johnson Library on the Shelton campus; tutoring on the Poulsbo campus depends on need and instructor request. We also have a Canvas site where students can 'self-enroll' and submit papers for feedback. The url for our site will change this fall; see our website or email Terri for the new address.

For more information or to make an appointment, please stop by one of the Centers 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 – 7 pm Mon-Thurs, 8am - 3pm Fri and 10am - 3pm Sat. Summer hours vary by quarter. 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. The College has also signed up for eTutoring and is part of a statewide online tutoring cohort that provides online tutoring to students in distance classes or students who cannot come to campus and need tutoring. Tutorial Services is located in ST 125-A on the
Bremerton campus. 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/services/tutoring-services or phone Naydene Hays at 360-475-7765

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

Branch 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 campus program manager 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 and email:
(360)432-5400
sheltoncampus@olympic.edu

Campus Director's Office (The Johnson Library)
Teresa McDermott, Associate Dean for Basic Studies, Shelton Campus and Career Centers, 360-432-5404; tmcdermott@olympic.edu
Lori Anderson, Program Manager, 360-432-5406; landerson@olympic.edu

Student Services Support Staff (Main Office/Palmer Student Center)
Lori Anderson, Program Manager, 360-432-5400
Jennifer Hoodenpyle, Instructional Support Tech, (Assessment & Testing Services) 360-432-5405
ocs officestaff@olympic.edu

Instruction and Workforce Development Staff
Rose Ferri, Transitions Coordinator, (Worker Retraining and WorkFirst) 360-432-5423
Allison Smith, Special Projects Assistant, 360-432-5413

Facilities Services Staff
Tammy Brewer, 360-432-5470

Campus Hours
The Shelton Campus Student Services office hours of operation are Monday-Thursday, 8:00am-5:30pm; and, Fridays 9:00am-1:00pm. These hours may vary during the first week of the quarter and the summer session. 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 Student Services Support staff or Facilities Services staff immediately of any damage or spills.

Duplicating
Duplicating services are available on a self-service basis at the Shelton Campus in the Student Services office. For large jobs, send your requests via email to: duplicatingservices@olympic.edu.
All black and white jobs received by noon will be returned to OC Shelton the next work day. To contact Duplicating services, their phone number is: (360) 475-7150.

Course Packets
Faculty who write or compile 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.

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

- OCS Director’s Office (360) - 432-5404
- OCS Program Manager (360) - 432-5406
- 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 Student Services staff 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
Lesli Quimby, Library Technician, lquimby@olympic.edu

Please see the Library website for hours at http://libguides.olympic.edu/index/

**Lost & Found**
Lost or found items should be reported to the Student Services 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**
Inter-campus mail is sent each workday from the Bremerton campus to the Poulsbo and Shelton campuses via courier. To ensure next day delivery, mail must be in a campus outgoing mail box by 11:00 a.m.

Deposit Shelton out-going inter-campus mail in the Student Services office by 9am for United Postal Service (UPS) next business day delivery to the Bremerton or Poulsbo campuses.

Incoming U.S. mail may be addressed to:
Olympic College-Shelton Campus
937 W. Alpine Way
Shelton, WA 98584

Phone: (360) 475-7820
Fax: (360) 475-7151
E-mail: mailandreceiving@olympic.edu

**Nonresident Faculty Workspace**
Adjunct faculty offices are equipped with a computer, printer and phone are available. If you would like to reserve a specific time contact the Program Manager, otherwise the offices are open on a first come first serve basis.

**Parking**
The Shelton campus parking fee is $15 for adjunct faculty during the academic year. You may obtain a parking permit from the Student Services office staff. All vehicles must display a valid parking decal or visitor permit.

**Phone/Fax**
Telephones are located in the Student Services office, Portable A (in the open computer lab), The Johnson Library (TJL) 116, TJL 120 and TJL 121, but not in the OCS general classrooms. A courtesy phone is located in the student center as well as the adjunct faculty offices. A fax machine is available for official college business in the
Student Services office. The fax number is: 360-432-5412.

**Safety and Security**
For day classes, a Facilities Services Staff member is on duty if you need assistance with jump starts, tire changes, etc. Escort to and from vehicles is also available. For evening classes, a part-time Safety and Security Officer is on campus Monday through Thursday from 4:30 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.

**Assessment & Testing Services**
At the Shelton campus, Accuplacer Testing, OC Make-up and Access Testing, Proctoring Services, Pearson VUE, and GED Testing is offered by appointment only. The schedule for assessment and testing is released each quarter and can be found on the OC Shelton webpage at [www.olympic.edu/shelton-campus](http://www.olympic.edu/shelton-campus)

“Make-up Testing” refers to all OC tests including tests taken before or after the scheduled class test date and testing for Telecourses, Online, and Portable courses. Faculty Make-Up and Access Testing Support forms should accompany all test materials sent for administration. These forms and each campus location’s Testing Schedule and Hours of Operation are available at each Testing Center, and they can also be found on the website and on the common drive at X:\Shared Documents and Forms\Departments\Student Development\Testing Center; just choose the folder for the campus location needed.
The Shelton Testing Center is located in PB1.

[Shelton Testing Contact Information](http://www.olympic.edu/shelton-campus/)
Phone: 360-432-5405
Fax: 360-432-5412
Email: [OCSTesting@olympic.edu](mailto:OCSTesting@olympic.edu)

Staff members
Shelton: Jennifer Hoodenpyle and Lori Anderson

**Questions?**
For additional information about the campus, please call (360) 432-5405.

**Student Services**

**Advising Services**
The Advising Center provides entry advising for new and returning students. Advising is conducted in-person and online.

General entry advising is available for:
- students new to Olympic College, including new students transferring from other colleges/universities
- 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

A Student Orientation to Advising and Registration (SOAR) session is an essential first step for all degree or certificate-seeking students coming to Olympic College for the first time. In this session, students will learn about the degrees and certificates offered at OC, how to develop an educational plan, and where to access sources of advising and academic support.

In Bremerton, the Advising Center is open Monday through Thursday, from 9:00am to 6:00pm, and Friday from 9:00am to 1:00pm and is located on the second floor of the HSS building. Entry advising is available at OC Poulsbo and OC Shelton by appointment.

**Advising and Counseling Center**
Phone: 360-475-7530
Email: [AdvisingCenter@olympic.edu](mailto:AdvisingCenter@olympic.edu)
[www.olympic.edu/advising](http://www.olympic.edu/advising)

**Placement Assessment**
Olympic College uses the Accuplacer Assessment to evaluate students’ writing, reading, and mathematics skills. Students are required to take the 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 can help make this determination.

In Bremerton, the assessment is offered several times a day Monday through Friday. The assessment is offered at OC Poulbo and OC Shelton by appointment.

Assessment & Testing Services
Olympic College offers assessment and testing services at each of the three campuses with the following contact information.

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

Shelton Contact Information
Phone: 360-432-5405
Fax: 360-432-5412
Email: OCSTesting@olympic.edu

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

The Bremerton Assessment & Testing Center, located in the Humanities & Student Services building, Room 222, provides Accuplacer Testing for incoming students, testing services for OC students (Make-up and Access Testing, Chemistry Placement exam, TEAS-V exam for PTA students) 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 Pearson VUE, and Certiport.

OC students may take tests that instructors have forwarded to the Assessment & 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 private room testing, extended time testing and other testing accommodations (see Students with Disabilities section).

Bremerton Hours of Operation
OC Make-up and Access Testing and Proctoring Services schedule:
Monday and Thursday 9a – 6p
Tuesday, Wed. and Friday 9a – 12p
*Private Room Access Testing ends at 6p on Tuesday and Wednesday

Summer Quarter hours may vary.
During OC Finals, the Tuesday and Wednesday hours for Make-up and Access Testing are extended to 8a – 6p.

At the Poulsbo campus, Accuplacer Testing and OC Make-Up and Access Testing is offered by appointment only. The schedule for assessment and testing is released each quarter.

At the Shelton campus, Accuplacer Testing, OC Make-up and Access Testing, Proctoring Services and GED Testing is offered by appointment only. The schedule for assessment and testing is released each quarter.

“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. Make-Up and Access Testing Support forms should accompany all test materials sent for administration. These forms and each campus location’s Testing Schedule and Hours of Operation are available at each Testing Center, and they can also be found on the website and on the common drive at X:\Shared Documents and Forms\Testing Center; just choose the folder for the campus location needed.
Career Center
What is the primary purpose of the Career Center? The Career Center provides centralized services that meet the career and employment planning needs of students, graduates and employers.

There are many opportunities for the Career Center staff to support faculty in assisting students with their career development process or with gaining meaningful experience through employment or an internship opportunity. Here are some suggestions on how the Career Center and faculty together can help students:

Career Center Orientations: Bring your class to the Career Center where your students will learn about career assessments, occupational resources, internships 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 Center 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 and internship search strategies.

Career Trends and Employment Forecast: The Career Center can provide the latest employment information as well as trends that can influence your student’s career choices. Career and labor market information resources consist of
- Department of Labor – Occupation Outlook
- National Association of Colleges and Employers
- Washington Occupational Information Systems
- Washington State Labor Market Information

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 hires or interns. The Career Center has worked successfully with employers seeking to hire Olympic College students and graduates. Our services can increase employment and internship opportunities for students while aiding employers with qualified potential employees.

Career and Student Employment Services

Frequently Asked Questions
1. Why do instructors need to know about the Career Center?
Often instructors are the first point of contact for students in need of career, internship and employment assistance. Alternatively, 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 internship services.

2. What services are available for students and graduates?
The Career Center offers comprehensive career and employment planning and internship assistance that includes:
- Career assessment tools
- Computer lab
- Employment counseling
- Internship and volunteer/service learning resources
- Job search plans and referrals
- Occupational resources
- Online job board (includes work study, internship and volunteer listing
- Referral to academic advisors
- Resume, cover letter, and interviewing preparation
3. Can I bring my class to the Career Center or have an in class presentation?
Yes! Numerous instructors routinely schedule their class in the Career Center each quarter. Others choose to have Career Center personnel come directly to the class.

4. 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. In addition to posting employment or internship announcements, employers can use the Career Center to interview, pre-screen applicants, or arrange for test accommodations. Contact the Career Center at careercenter@olympic.edu

Up-Dates on Annual Events
Annual events and quarterly workshops are posted on our web site http://www.olympic.edu/services/career-center

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

- Annual Job Fair
- Career Development Month (Topics may include: Federal Application Process; Using Technology in the Job Search Process; How to Find and Apply for Internship and Volunteer Opportunities and much more!)
- Career Expo -- Olympic College Shelton
- Internship and Volunteer Service Fair (Earn college credit while you enhance your career development or make a difference in the community)
- Internal Revenue Service Tax-Aide Internship (Free IRS/AARP income tax preparation training for students who want to earn college credit for volunteerism)
- Office of Disability Employment Recruitment/Dept. of Labor
- Work Study Student Employee Orientations

Contact Information and Location
Career Center Staff
HSS Bldg., Room 201
Hours: 9:00 am – 5:00 pm (M-TH); 9:00 am – 1:00 pm (F)
Evenings: By appointment

Bremerton, Poulsbo & Shelton: 360-475-7480
Fax: 360-475-7483

Email: careercenter@olympic.edu
Web: http://www.olympic.edu/services/career-center

Internship, Cooperative Education, Volunteer/Service Learning

Who Are We?
Faculty, students, and employers collaborating 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 We Do?
1. Don’t Cancel That Class! – We 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 -- We help students develop a work history and valuable employer contacts for job opportunities after graduation.

4. Provide Skilled Employees – We contribute to the development of a steady flow of highly qualified, appropriately skilled employees for employers.
5. **Build Partnerships** -- We 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** – Provide 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.

**Contact Information and Location**
Career Center Staff HSS
Bldg, Room 201
Hours: 9:00 am – 5:00 pm (M-TH);
9:00 am – 1:00 pm (F)
Evenings: By appointment

Bremerton, Poulson & Shelton:
360-475-7480
Fax: 360-475-7483

Email: careercenter@olympic.edu
Web: http://www.olympic.edu/services/career-center

Shelton: 360-432-5431
Fax: 360-432-5412
1.800.259.6718

Email: careercenter@olympic.edu
Web: www.olympic.edu/careercenter

**Counseling Services**
Faculty counselors provide a variety of student support services, including personal counseling, career guidance, academic advising and student success workshops. Students who are exploring educational options and are undecided about their program of study are encouraged to schedule an appointment with a counselor.

The Counseling Center also coordinates the Behavioral Intervention Team (BIT). The BIT exists to address proactively student behaviors that may indicate risk of harm to self or others, while carefully balancing individual student needs with those of the greater campus community. The goal of the BIT is to intervene in a student situation before it escalates into an urgent matter. For this reason faculty with concerns about a student are asked to contact the Counseling Center as soon as possible.

In Bremerton, the Counseling Center is open from 9:00 to 4:00 Monday through Thursday and 9:00 to 1:00 on Friday. Counselors are available by appointment. Arrangements can be made for counseling services at OC Poulson and OC Shelton by appointment.

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.
- **Poulson 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) may receive financial assistance that enables them to pay for tuition and other college-related expenses. Approximately 40% of all students enrolled at OC receive some form of federal, state, and institutional aid that may include grants, loans, scholarships, employment or tuition waivers.

The financial aid award year at OC runs from summer through the following spring. Students may apply for financial aid throughout the academic year and still be eligible for some type of assistance. Our priority processing due date each year is April 15. The priority date is posted on our website. Applications completed by this date will receive priority consideration for all aid programs. Late applications are still considered for Pell Grant, loans, and any other funds that are not fully committed to other students.

Students receiving financial aid are required by the Department of Education to maintain satisfactory academic progress (SAP). Failure to meet SAP may eventually result in loss of financial aid. Factors that affect SAP include low GPA (below 2.0), not completing coursework, exceeding credit limits. When SAP is not met, students may owe a repayment to OC or Department of Education. Faculty can help. Please indicate to students the importance of class attendance. Instructors are often asked to document attendance in classes where the student stopped attending before the end of the term.

Students who withdraw prior to completing 60% of the quarter will usually owe a repayment to the College, and in some cases the Department of Education. 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 Humanities and Student Services

Building on the 1st floor. The office staff will be glad to answer any questions. Financial aid staff can also be reached at (360) 475-7160. Instructors are encouraged to visit www.olympic.edu/FinancialAid for more information on the financial aid process.

Multicultural Services & Student Programs
The Multicultural and Student Programs Department supports the academic success, leadership development, and personal growth of Olympic College students while promoting involvement in extra and co-curricular events and activities.

In addition to providing leadership development through positions as Student Activity Coordinator and Student Liaison Mentor, an array of educational, cultural, social, and recreational activities are conducted to enhance the overall college experience. Events scheduled include nationally acclaimed speakers and major cultural programs.

The Multicultural component of the department provides programs and services to support and retain a diverse student population, develop support systems to facilitate academic success, assist students with achievement of personal goals, and provide opportunities to learn and celebrate cultural pluralism. The MSP Department strives to promote diversity and enhance cultural competence through diversity seminars, cultural programming, and cultural assessments. Services provided to students include information/referral services, scholarship information, advising assistance, and daily intercultural interactions.

If you are interested in the programs or services offered through the Multicultural and Student Programs Office please contact Jodie Collins, Program Support Supervisor at (360) 475-7682 or via email at jcollins@olympic.edu.

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/](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.

Comprehensive High School Outreach for OC programs:

- Distribution of Olympic College catalogs, admission information and other publications to schools
- School Presentations and Visits
- College and Career Fairs
- Campus Events for students and school counselors including Annual Counselor Breakfast

**Running Start**

Location: Humanities Student Services Building, Suite 208.
Office Hours: 8:00-4:30 Monday-Thursday, 8:00-4:00 Friday.
Phone: 475-7646,
Email: RunningStart@olympic.edu
Webpage: [www.olympic.edu/RunningStart](http://www.olympic.edu/RunningStart)

Services for Running Start Students:

- Running Start Program Information
- Running Start Orientation to College
- Educational Planning
- Academic Advising
- Faculty Advisors Referrals
- Fee Waiver and Textbook Loan Library

**Running Start:** Our staff 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, Student/Parent Agreement Form, and ACCUPLACER scores. Students are responsible for transportation, books and mandatory college fees. Information & Application packets are available at high schools, from the Running Start Office, Admissions, OC Poulbo, OC Shelton or online at [www.olympic.edu/RunningStart](http://www.olympic.edu/RunningStart).

Running Start Fee Waiver and Textbook Loan
Library application forms are available to assist eligible students with additional expenses for those who qualify for free/reduced lunches through the National School Lunch program for public schools.

Running Start students have the same rights and responsibilities as other college students and their educational records are subject to the Family Educational Rights and Privacy Act (FERPA). Running Start students are **not** eligible for financial aid, may **not** participate on college athletic teams and may **not** hold certain SGOC elected positions.

**Q&A**

1. **Why do I have young students in my classes?**

Many college students look young. Not all young looking or “immature” students are Running Start students. Running Start students are high school juniors and seniors as determined by their local school district. Running Start is part of the Washington State Choice Legislation created in 1990 to expand educational options for public high school students.

These students have met the same placement requirements as all other students. They are “regular” college students with the same responsibilities as other college students, even though they may be under the age of 18. They are accountable for their academic performance and conduct.
2. Does a prospective Running Start student follow all the same Olympic College admission steps as other college students?

No. Prospective Running Start students submit an OC application for admission and complete the Accuplacer assessment like all new students; however they must complete additional steps through the Running Start Office. They must submit a separate Running Start application with a copy of a high school transcript and other forms. Priority due dates for applications are May 1 for fall quarter, November 1 for winter quarter and February 1 for spring quarter. Eligible students must meet with a high school counselor to plan classes, get parent permission, meet with a Running Start advisor and attend a required Running Start Orientation to College, before starting classes. Students meet with the high school counselor and Running Start advisor each quarter.

3. Do Running Start students get priority registration?

No. Running Start students register at a time based on the number of credits posted on the OC transcript, like all other students. New Running Start register after continuing students. Running Start advisors also tally enrollments in high demand classes to distribute students among class sections.

4. May I ask Running Start students to identify themselves in class?

Olympic College is an educational environment in which the dignity of all individuals is respected. Students in any group are unique individuals who come to Olympic College with various backgrounds, experiences, skills, talents and maturity. Asking Running Start students to identify themselves is not respectful and would not be appropriate in class. This would be similar to asking any other particular group of students to identify themselves in class – for example, all women over 60, students on financial aid or students of a particular ethnic background. Students may certainly volunteer information about themselves.

5. If I have a student who is having academic difficulty in class or is not attending class (and I have become personally aware that the student is a Running Start student) should I make a referral to the Running Start Office?

Yes, you may certainly notify the Running Start Office of a student who is having difficulty in your class. Running Start staff would be happy to assist the student with behavior issues or academic performance. As you help any student in your classes, you may make referrals to college resources and offer academic assistance, encouragement and advice to help them succeed.

6. Why would a Running Start student ask me to sign a grade form or letter from the high school in spring quarter asking me to indicate a course grade before the end of the quarter?

As a dual-enrollment program, Running Start allows students to earn both high school credit and college credit simultaneously through completion of their college coursework. A Running Start student may be enrolled in one or more OC classes spring quarter which will be used to meet high school graduation requirements. High school terms (semesters/trimesters) do not start and end on the same schedule as OC quarters; consequently a student’s final spring OC grade would not be available prior to the high school graduation ceremony. High schools are very strict in with regard to students who may participate in high school graduation. Only students who are anticipated to meet all graduation requirements are allowed to participate. You are being asked only to indicate a current grade or whether the student is currently passing the class, which of course is not a guarantee of the final grade.
Open Labs for Students

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.

Poulso
An open lab is available on the first floor, (OCP 106).

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

Students with Disabilities

Access Services partners with the Olympic College community to foster a college culture that recognizes disability as a valued aspect of diversity and is dedicated to the inclusion and full participation of students with disabilities in all college programs, services, and activities. Central to this mission is our collaboration with faculty. We acknowledge the critical role that you play in creating an accessible and welcoming learning environment and seek to support you in that process. If you have any questions or concerns related to accommodations or other services, please do not hesitate to contact us at 475-7540 or visit the office in the Humanities and Student Services building, room 205.

The following are examples of service:

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

Student eligibility is determined by thorough review of medical and/or psychological documentation which provides the rationale for accommodation.

Policies and procedures for serving students with disabilities are published in the OC catalog and on the web at [www.olympic.edu/accessservices](http://www.olympic.edu/accessservices).

**Staff:**
- Karen Fusco, Director
- Julie Evenstad, Program Coordinator
- Pamela Murphy, Program Assistant

Some helpful tips follow, but for more resources and information on working with students with disabilities, visit our webpage at [www.olympic.edu/accessservices](http://www.olympic.edu/accessservices).

**Notices of accommodation:** Faculty of students who request accommodations through Access Services will receive an accommodation notice via e-mail which delineates appropriate services for that student. If you are approached by students requesting accommodations and have not received a notice of accommodation, please refer them to Access Services. You are under no obligation to make adjustments or provide accommodations without notification from our office. If a student offers to provide documentation of disability directly to you, you should again refer him/her 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 normalize the accommodation process by incorporating it as an element of the course. 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 Access Services office in HSS 205, by email at AccessServices@olympic.edu or by phone at (360) 475-7540. More information may be found on their website at [www.olympic.edu/AccessServices](http://www.olympic.edu/AccessServices).”

**Referrals:** Some students choose not to disclose their disability, and their privacy should be respected. If you think a student has a disability and may be in need of accommodation, approach them as you would any student in your class who is having difficulty. Instead of asking specific questions about disability, ask what might be a barrier to their success in class. If the difficulties are disability related, students will often disclose at this time. Discuss possible strategies and refer them to Access Services. If the student does not disclose a disability, make sure they are aware of available resources on campus and include the Access Services office among them, for example, “Olympic College has a number of resources to help students be successful including tutoring, counseling, Access Services, Multicultural Services, etc.”

**Handouts:** Many students with vision loss and some with learning disabilities need print material in alternative format. Electronic versions (.doc or .txt) are usually preferable. Access Services will assist faculty with conversion of course materials to the appropriate format, and advance planning will ensure these materials are accessible and available to students when they need them, i.e. at the same time as their fellow students.

Whenever possible, e-mail syllabi, handouts, exams, etc. to AccessServices@olympic.edu, at least several days in advance of need. If no electronic version is available, the print copy may be delivered to Access Services in HSS-205. Converting print to another format can be time-intensive, and in some cases, expensive. Please allow extra time for
handouts with equations, tables, graphics, binding, poor copy quality, text boxes or other special formatting. Volume will also be a factor in the amount of time needed to convert print material – a 10-page document with complex formatting may take up to a week to reproduce.

**Videos, DVDs, YouTube:** Please ensure that all video materials 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 deaf student, and occasionally, a transcript can be obtained from the video producer. While captions are essential for deaf students, they will benefit everyone in your class!

**Notes:** Posting your lecture notes online helps all your students. If you already have course information on the web, or are planning to implement this, check with Distance Learning or Access Services staff for resources on web accessibility. Certain formats (tables, graphics, etc.) are not always compatible with screen-reading software.

If a note-taker is requested for a student in your class, please assist us in identifying a student 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 students with disabilities may need accommodation, 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.

**Students in Need Group**
HSS 207, 360-475-6817

The Students in Need Program (SING) offers hope and help and partners with students to find answers to their situational distress. Many students face multiple barriers that may hinder their college aspirations. Pressures mount as students struggle to keep their academic dreams alive along with family life, financial constraints, physical and mental health, and housing issues. The final straw may be as simple as an empty tank of gas with no way to get to school; as a result, students may spiral down to the point of abandoning their educational goals.

The SING office is committed to help build a culture of completion one student at a time. Each student that succeeds at college has the potential to create multiple, life-changing events for future generations. SING works at finding the resources, information, and solutions to help surmount the obstacles in our student’s lives.

The program is located in the Humanities and Students Services building (HSS), room 207. Walk-in hours are Monday through Thursday, 8 am – 4 pm; Friday, 8 am – 12 pm; additional hours by appointment. These services are also available by calling 360-475-6817 or 1-800-259-6718 ext. 6817. Staff are able to serve most students on the branch campuses via the phone; physical presence is not always needed.

If you know a student who is struggling, there are options at your disposal. Call or visit the SING office today. Brochures and business cards are available upon request. Working together, it is possible to help solve college attrition by helping students succeed.

**The Veteran and Military Support Center**
The Center is open to all community veterans, military personnel and their families. The Center was developed to provide fellowship and activities, a calm environment to study or take a break as well as provide information and referrals specific to our veteran and military population. The Center is located in the Engineering Building and may be reached at 360-473-2821 or by email at vetcenter@olympic.edu. The hours are
Monday-Friday, 8:00 a.m. to 5:00 p.m.
Summer hours may vary.

**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 email the director, Terri Major, at tmajor@olympic.edu with questions or concerns.

Services are free of charge to OC students, staff, and faculty. The Writing Center is located in HSS 312 (Bremerton Campus) and in the Johnson Library in Shelton. For the location on the Poulson campus, please consult the Campus Director’s office at (360) 394-2702. 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. For more information go to the following link: [http://www.olympic.edu/services/tutoring-services/guidelines-mathphysics-study-center](http://www.olympic.edu/services/tutoring-services/guidelines-mathphysics-study-center)

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 – 7 pm Mon-Thurs, 8am - 3pm Friday and 10am - 3pm Saturday Summer hours vary by quarter. 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.

**Tutorial Services: Tutoring in Other Areas**
Tutoring is available in various subjects on each of the campuses. The College has also signed up for eTutoring and is part of a statewide online tutoring cohort that provides online tutoring to students in distance classes or students who cannot come to campus and need tutoring. Tutorial Services is located in ST 125-A on the Bremerton campus 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/services/tutoring-services](http://www.olympic.edu/services/tutoring-services) or phone Nadyne Hays at 360-475-7765

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**The Teaching Corner**

**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/

**EKA 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/

**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.

**Distance Learning Websites**

The following websites were recommended by Distance Learning:

**Merlot**

https://www.merlot.org/merlot/index.htm

This site allows you to find learning objects. Learning objects are bits of instructional material that are reusable and generally free. 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.

**Low Threshold Applications** from the Teaching and Learning with Technology Roundtable http://www.ditgroup.org A great collection of ideas for teaching with technology.

**Copyright and distance learning** from the Copyright Management Center at Perdue University (http://www.lib.purdue.edu/uc/CopyrightB

asics/): an excellent and easily comprehended guide to the legal issues in distance learning of which faculty need to be aware.

**Plagiarism**

These web links cover 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 these sites type in the browser the following address:

http://www.jlmc.iastate.edu/resources/webrsources/plagiarism.shtml

http://www.unc.edu/faculty/faccoun/reportss/Integrity9.htm

http://www.web-miner.com/plagiarism

http://pages.towson.edu/sara/biigplagi.htm

**Reading Suggestions**


**Successful Teaching Strategies**

Excerpted from *Between a Rock and a Hard Place* by John E. and Suanne D. Rouche (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.

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 or faculty 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 two or more classes which are automatically linked at registration. Commonly used for learning communities.

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, Associate in Science, Associate in Technical Arts, Associate in Applied Science and Associate in General Studies.

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 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 Associate of Science Degrees, 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 beginning a course. Students may enroll in a course for which they are currently enrolled in the prerequisites.

**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.
Olympic College’s Core Abilities

Did you know... CORE ABILITIES are a graduation requirement?

INFORMATION LITERACY & TECHNOLOGY
- Search for information that enhances the acquisition of knowledge
- Evaluate & appraise sources
- Access & use information and/or technology ethically, legally and/or responsibly
- Use various inquiry tools and different formats of information
- Use technology and information appropriate to discipline

GLOBAL PERSPECTIVE
- Understand own culture
- Understand how cultural differences shape human interactions
- Awareness and understanding of world events
- Understanding own region/bioregion and recognize that other parts of the world are different
- Understand the distribution and circulation of resources and their byproducts

COMMUNICATION
- Effective oral communication
- Effective written communication
- Effective non-verbal communication

THINKING
- Critical analysis
- Creative problem solving
- Quantitative reasoning

LIFELONG LEARNING
- Self-monitoring & self-advocacy
- Accept ownership of learning and behavior
- Adapt to technological innovations and understand their implications

Find out if you have what you need to graduate. Talk to your advisor.
Class Schedule Matrix

In the daytime for fall, winter, and spring, OC has adopted a unique class schedule that overlays traditional daily 50 minute classes with a block schedule of Monday/Wednesday/Friday and Tuesday/Thursday classes. Additionally, many classes are scheduled as hybrid, with some class time replaced by online time. All classes are provided an online presence in the Canvas learning management system. See eLearning for more information on Canvas.

Daily and block schedules intersect at 10 am and 1 pm, allowing students, faculty, and rooms to smoothly transition between daily and block schedules. In addition, there is one four-day-a-week time slot meeting for 65 minutes Monday through Thursday at 1 pm. Block classes do not include breaks. The daytime schedule matrix looks like this:

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 AM</td>
<td></td>
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<td>7:45 AM</td>
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<td>8:00 AM</td>
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<td>8:26 AM</td>
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<td>9:00 AM</td>
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<tr>
<td>12:15 PM</td>
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<td>1:00 PM</td>
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<td>2:10 PM</td>
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<tr>
<td>3:00 PM</td>
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</tr>
</tbody>
</table>

Classes may also meet MW and TTh 7:45 am – 9:50 am and 1 pm to 3:15 pm. Classes are scheduled to cross as few blocks or hours as possible to maximize students’ choices.

**Evening**

During the regular academic year, evening classes are usually scheduled MW or TTh 5 pm to 7:15 pm and 7:25 pm to 9:40 pm. They may also be scheduled to cover the whole evening and meet only once a week.
**Summer Schedule**
Summer session starts on or after July 1 and runs for 8 weeks. Most classes meet Monday through Thursday. Some classes run for only 6 weeks, and some split the 8 weeks into two 4-week sessions. Fall, winter, and spring are each about 54 days, including finals. Summer is at most 32 days, so classes are considerably compressed. The basic summer matrix is below:

<table>
<thead>
<tr>
<th>standard class hours</th>
<th>week s</th>
<th>days per week</th>
<th>number of class meetings</th>
<th>hours per meeting</th>
<th>minutes per meeting (50 min hours)</th>
<th>minutes per meeting</th>
<th>day block 1</th>
<th>day block 2</th>
<th>day block 3</th>
<th>day block 4</th>
<th>evening double block</th>
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<tbody>
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<td>6</td>
<td>4</td>
<td>24</td>
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<td>104</td>
<td>105</td>
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<tr>
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<td>4</td>
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<td>32</td>
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<td>1.88</td>
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<td>11:35</td>
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<tr>
<td>100</td>
<td>6</td>
<td>4</td>
<td>24</td>
<td>4.17</td>
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<td>210</td>
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<tr>
<td>100</td>
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<td>4</td>
<td>32</td>
<td>3.13</td>
<td>156</td>
<td>160</td>
<td>7:45</td>
<td>9:40</td>
<td>11:35</td>
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</tbody>
</table>

Both 6- and 8-week classes start at the same times – only passing time varies.

![XKCD Correlation](www.xkcd.com)
Key to calendar:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event or Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/4</td>
<td>Independence Day</td>
</tr>
<tr>
<td>8/25</td>
<td>summer classes end (8/11 for 6-week)</td>
</tr>
<tr>
<td>9/5</td>
<td>Labor Day</td>
</tr>
<tr>
<td>9/19</td>
<td>fall classes begin</td>
</tr>
<tr>
<td>10/10</td>
<td>Annual Community Luncheon (students and faculty holiday)</td>
</tr>
<tr>
<td>11/11</td>
<td>Veterans Day</td>
</tr>
<tr>
<td>11/15</td>
<td>tentative Optional College Issues Day</td>
</tr>
<tr>
<td>11/24</td>
<td>Thanksgiving</td>
</tr>
<tr>
<td>11/25</td>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>12/2</td>
<td>fall classes end</td>
</tr>
<tr>
<td>12/5</td>
<td>fall finals begin</td>
</tr>
<tr>
<td>12/8</td>
<td>fall finals end</td>
</tr>
<tr>
<td>12/26</td>
<td>Christmas Day celebrated</td>
</tr>
<tr>
<td>1/2</td>
<td>New Year's Day celebrated</td>
</tr>
<tr>
<td>1/3</td>
<td>winter classes begin</td>
</tr>
<tr>
<td>1/16</td>
<td>Martin Luther King Day</td>
</tr>
<tr>
<td>2/20</td>
<td>Presidents’ Day</td>
</tr>
<tr>
<td>3/13</td>
<td>winter classes end</td>
</tr>
<tr>
<td>3/14</td>
<td>winter finals begin</td>
</tr>
<tr>
<td>3/17</td>
<td>winter finals end</td>
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<tr>
<td>4/3</td>
<td>spring classes begin</td>
</tr>
<tr>
<td>5/29</td>
<td>Memorial Day</td>
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<tr>
<td>6/12</td>
<td>spring classes end</td>
</tr>
<tr>
<td>6/13</td>
<td>spring finals begin</td>
</tr>
<tr>
<td>6/16</td>
<td>spring finals end</td>
</tr>
</tbody>
</table>

**Final Exams**
## Finals Schedule – Monday Start *

<table>
<thead>
<tr>
<th>Morning</th>
<th>Class lecture times</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTWThF</td>
<td>7–7:50</td>
<td></td>
<td></td>
<td></td>
<td>7–9</td>
</tr>
<tr>
<td>MW</td>
<td>7:45—9:50 or 8–9:50</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MWF</td>
<td>8:26—9:50</td>
<td></td>
<td></td>
<td>8–10</td>
<td></td>
</tr>
<tr>
<td>MTWThF</td>
<td>8–8:50</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>MWF</td>
<td>9—9:50</td>
<td></td>
<td>8–10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TTh</td>
<td>7:45—9:50 or 8:45—10:50</td>
<td></td>
<td></td>
<td>8–10</td>
<td></td>
</tr>
<tr>
<td>MTWTh</td>
<td>9—9:57</td>
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<td></td>
<td></td>
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<tr>
<td>MTWThF</td>
<td>9—9:50</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>MW</td>
<td>10–11:15 or 10–11:20 or 10–12:50</td>
<td>10–12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MWF</td>
<td>10–10:50 or 10–11:15 or 10–11:24</td>
<td></td>
<td></td>
<td>10–12</td>
<td></td>
</tr>
<tr>
<td>MTWThF</td>
<td>9:06–10:50 or 10–10:50</td>
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</tr>
<tr>
<td>TTh</td>
<td>10–12:15 or 10–12:50</td>
<td></td>
<td></td>
<td></td>
<td>10–12</td>
</tr>
<tr>
<td>MTWTh</td>
<td>11–11:50</td>
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<td></td>
</tr>
<tr>
<td>TWHF</td>
<td>11–11:50</td>
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<td></td>
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</tr>
<tr>
<td>MTWThF</td>
<td>11–11:50</td>
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<table>
<thead>
<tr>
<th>Afternoon</th>
<th>Class lecture times</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
</tr>
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<td>MW</td>
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<td>12—2</td>
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<td>MWF</td>
<td>11:30–12:54 or 12–12:50</td>
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<tr>
<td>MTWTh</td>
<td>12–12:56</td>
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<tr>
<td>MTWThF</td>
<td>11:30–12:54 or 12–12:45 or 12–12:50</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>MTWTh</td>
<td>1–2:05</td>
<td></td>
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<td></td>
<td>1–3</td>
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<tr>
<td>TWHF</td>
<td>12–12:50</td>
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<tr>
<td>MTWThF</td>
<td>1–1:45 or 1–1:50</td>
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<tr>
<td>MW</td>
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<td>1–3</td>
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<tr>
<td>MWF</td>
<td>1–1:50 or 1–2:15 or 1–2:24</td>
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<tr>
<td>TWThF</td>
<td>1:56—2:54</td>
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<tr>
<td>TTh</td>
<td>1–2:50 or 1–3:15 or 1–3:50</td>
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<td>1–3</td>
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<td>TWTh</td>
<td>2–10–3</td>
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<td>2:10–3</td>
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<tr>
<td>MTWThF</td>
<td>2:10–3:15 or 2:10–3</td>
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<tr>
<td>T</td>
<td>3–4:50</td>
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<td>3–5</td>
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<tr>
<td>TTh</td>
<td>4–5:50</td>
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<tr>
<td>MTTh</td>
<td>4–5:10</td>
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<tr>
<td><strong>Make up / other – See instructor</strong></td>
<td>3–5</td>
<td>3–5</td>
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<table>
<thead>
<tr>
<th>Evening</th>
<th>Class lecture times</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<tbody>
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<td>5–7</td>
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<td></td>
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* If your class does NOT meet at any of the listed times, consult your instructor for the day and time of your final exam

*Mod 8.31.15*
**Finals Schedule – Tuesday Start**

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<tr>
<th>Morning</th>
<th>Class lecture times</th>
<th>Tuesday</th>
<th>Wednesday</th>
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Bremerton Campus Map
Poulsbo Campus Map