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On behalf of the faculty and staff in the Early Childhood Education program at Olympic College, we'd like to welcome you to the program. This guide will answer some commonly asked questions about the program. We are here to help you succeed—welcome!

- If you work at an Early Achiever site, or are a Worker Retraining Student—your primary advisor is Holly Lanoue 475-7195 [hlanoue@olympic.edu](mailto:hlanoue@olympic.edu)
- If you are pursuing an ATA or AAS-T in ECE and/or DTA in Elementary Education—your primary advisor is Gayle Dilling 475-7289 [gdilling@olympic.edu](mailto:gdilling@olympic.edu)

Q: How do I make an advising appointment?

A: All advising appointments are made through Kara at 475-7358 or [ksexton@olympic.edu](mailto:ksexton@olympic.edu) Advisors will see students for 15 minute appointments on these occasions:

1. All new students with less than 15 OC credits (this requires a registration signature)
2. Students who need a written education plan
3. Students who are graduating (come prepared with completed applications)

Q: I don't meet any of those three criteria. Can I still make an advising appointment?

A: Not always. If you have a written education plan in your student file, Kara can provide a copy for you. Otherwise, you can drop in during office hours if you have brief questions to be answered.

Q: How do I know which certificate or degree to pursue?

A: Program sheets are available outside Gayle's office. At your initial 15 minute advising appointment, your career goals will be discussed and a plan put in place for you to follow. We encourage students to apply for certificates once completed in order to advance on the DEL career lattice.

Q: How to I apply for a certificate?

A: Print a copy of a certificate application from [www.olympic.edu](http://www.olympic.edu) and secure your advisor's signature. Take the application and fee to the cashier. Certificates are awarded at the end of each quarter once grades have been posted.

Q: How do I apply for a degree?

A: Just like the certificate application—print a copy of your appropriate degree sheet (ATA or AAS-T or DTA) from the Olympic College website. Fill out the application and attach a copy of your degree audit from OASIS (your advisor may need to double check degree audits for accuracy). Secure a graduation advising appointment with Kara and come to the appointment with the paperwork completed. Once signed, take your application to the cashier's office. Graduation is held once a year in June and students are notified of graduation ceremony procedures by the office of Records and Registration.

Q: I need help with getting a STARS number and registering in MERIT. What do I do?

A: Securing a STARS number is the first step all ECE students should take. You can get yours at [www.del.wa.gov](http://www.del.wa.gov) This number will be your connection to ECE professional development—do not lose it! If you need assistance with MERIT, you can contact Vickie at 475-7625 or [vmackenzie@olympic.edu](mailto:vmackenzie@olympic.edu)

Q: I need to change the order of the classes on my education plan. What should I do?

A: The program sheets available outside Gayle's office indicate when courses are offered (not every course is offered every quarter and not every course is offered online). You can make minor adjustments without an advising appointment.

Q: When do I take Practicum classes?

A: Practicum I should be taken the first or second quarter of enrolling in the program. All students in Practicum I will complete their work at the Sophia Bremer Child Development Center on campus. This will require a background check secured through the Department of Early Learning, a TB test, signed ethics statement and orientation to the center. Practicum II should be taken at the completion the State Credential or half way through the program and Practicum III should be taken towards graduation.

Q: What are the Core Competencies?

A: The Core Competencies are published by the Department of Early Learning and are the expected competencies of Early Learning professionals in our state. You should print a color copy of the competencies found at [www.del.wa.gov](http://www.del.wa.gov) (you can make color copies at the Hazelwood Library). All of our courses are aligned with the competencies and you will be asked to show evidence of exposure to the competencies throughout your studies. Save every syllabus from every class in order to properly document your success.

Again, welcome to our program! Gayle, Kara, Holly, Vickie, Mike and all of our world class adjunct faculty.