GETTING STARTED AT OLYMPIC COLLEGE

New Students and New Transfer Students

How to Get Started:

PLAN EARLY! Research educational programs and financial aid or other funding options. Consider programs of study, skills and abilities, likes and dislikes and career goals. Students should meet with educational advisors well in advance of registration to develop an educational plan. The OC website at www.olympic.edu lists the programs offered.

Click on OC's quarterly class schedule, The View (www.olympic.edu/ClassSchedule), for current course information.

1. Apply for Admission
   - Online: www.olympic.edu/GettingStarted
   - Paper: Application is available in the quarterly schedule, The View, at all campuses, or mailed upon request. Review “Application Process” on page 7.

2. Fund Your Education
   - Information about financial aid, scholarships, veteran and other funding options available at www.olympic.edu/FinancialAid.
   - Apply for Financial Aid, Military and/or Veterans Benefits
     - Financial Aid application instructions/material available at all campuses, online at www.olympic.edu/FinancialAid or call 360.475.7160. Submit the Free Application for Federal Student Aid (FAFSA) immediately. (See pg. 8 for more information).
     - Active Duty Military and family members: Call 360.394.2725 for individual appointment at NBK Bangor, NBK Bremerton, or OC Poulsbo.
     - Veterans Services: www.olympic.edu/Veterans or call 360.475.7560

3. Take the Assessment (Accuplacer)
   - To schedule an appointment to take the Accuplacer and to pay the $20 online, go to www.olympic.edu/Accuplacer. If space is available, some “walk-ins” may be accepted. Students may also visit their local campus for information.
   - Arrive early to find parking, pay $20 (non-refundable) fee online to the cashier. Payment receipt, SID, and photo ID are required to take the assessment. Special accommodations for testing: contact Access Services, 360.475.7540 or go to www.olympic.edu/access.

ATTEND CLASS, ADD OR DROP:

- Attendance is required. Students must attend the first three class sessions to keep their name on the class roster or wait listed students may be admitted by the instructor.
- To add or drop a course. Use OASIS or submit an "Add/Drop" form.

- Fast Registration for 1 to 6 credits Advising is not required for students who wish to register for 1 to 6 credits. Register online or in-person at any campus. Call 360.475.7200 for information.

4. Register
   - New students register in person following their new student advising session at any OC campus. Running Start students contact the Running Start Office.

5. Pay Tuition and Fees
   - Online: www.olympic.edu/OASIS
   - In person: OC Bremerton cashier, Poulsbo or Shelton campus
   - By phone: Cashier, 360.475.7181 or 1.800.259.6718, Ext. 7181

6. How to Register:
   - Fewer than 15 completed credits: Advising is required to register for seven or more credits. Your advisor will give you a unique PIN that will allow you to register online using OASIS. Ask your advisor about your education plan requirements.
   - 15 or more completed credits: Faculty advising strongly recommended but not required. Use your global PIN to register online using OASIS until the education plan is approved.
   - Important: Students who started at OC after July 1, 2011 and have completed 45 credits must have an approved education plan on file to register for the next quarter. Contact the Advising Office at any campus for assistance.
   - Running Start and International students: Must meet with their advisor each quarter prior to select courses, develop an educational plan and receive quarterly PINs and entry codes.
   - WorkFirst, Worker Training, Opportunity Grant and BFET students: Must meet advisor each quarter. Academic plan is required.

2. Find your “Time to Register”
   - Look up your “time to register” at www.olympic.edu/OASIS.
   - Students may register on or after their “time to register.” The time to register is based on the total number of credits on the official transcript.
   - Former students who did not attend within the last three quarters must set up a registration time: (a) Call 360.475.7200, (b) Visit any local campus registration office, or (c) Send an email to registration@olympic.edu.

3. Register
   - Select classes using the online “Class Schedule Planner”: www.olympic.edu/ClassSchedule
   - Go to www.olympic.edu/OASIS during open OASIS hours.
   - Click on “Register, Add or Drop a Class.”
   - Log in with your Student Identification Number (SID) without dashes or spaces (i.e. 860XXXXXXX).
   - Enter registration PIN as birth date i.e. 50179 May 1, 1979), or global PIN if it was changed, or a special PIN provided by your advisor.
   - Click “Continue.”
   - Enter item numbers of class selections.
   - Click “Submit” (new class schedule will appear on the screen).
   - Click “Finish.” Print your schedule.

4. Pay tuition and fees
   - Online, in person, or by phone within two business days. For more information see www.olympic.edu/FinAid.
   - Need help with student PIN? Call 360.475.7200 or visit any campus registration office.
Enrollment Information

This section provides information on how to apply to OC, get financial aid information, learn about assessment testing, understand the advising process and find out about registration information.

Admissions Eligibility

Olympic College is an “open door” college, and students from all walks of life and educational backgrounds are invited to attend. To be eligible for general admission to the college, one of the following is required:

- 18 years of age or older, or
- High school or GED graduation, or
- A written release from the high school district

Applicants under the age of 16 are not usually offered general admission.

Some programs require special applications, admission, permission, or faculty advising before enrollment. See “Programs with Additional Admission Procedures” in this section.

If you are interested in non-credit admission, see Continuing Education admission in this section.

For more information, contact:

Admissions and Institutional Outreach
OC Bremerton: Humanities and Student Services Bldg, Rm 101, 360.475.7479
Email: prospect@olympic.edu
www.olympic.edu/Students/GettingStarted/Admissions

Application Process

New Student Admission

New students should follow the “How to Get Started” process on page 6.

For general admission, the application for admission is required. Apply online at the state Web Admissions Center. Go to www.olympic.edu/GettingStarted and click on “apply.”

Paper applications are available in the printed class schedule (The View), at any campus, and on the OC website at www.olympic.edu/Admissions.

Official transcripts for coursework completed at other colleges or universities are not required for admission. However, previous course work may count for prerequisites or be awarded transfer credit for degrees or certificates. Visit www.olympic.edu/Students/Records/AwardofCredit.htm.

Additional Admission Procedures

Some programs require general admission and program admission. Application deadlines and entrance requirements must be met.

There are additional admission requirements for:

- Admissions Eligibility
- Adult Basic Education, High School Diploma Program, Running Start, International Students, Health Occupations (Nursing/Healthcare, Medical Assisting, Physical Therapist Assistant), and Bachelor degrees. Veterans and their family members: See page 29. Active Duty Military and their family members: phone the military advisor at 360.394.2725 or visit the Education Office at Naval Base Kitsap.
- Continuing Student Admission

Students who continue from quarter must follow the “How to Register” on page 6.

Former OC Students

Former students who wish to return to the college after being away for four or more quarters should call or go to the registration office at their local campus for a “time to register.” Former students who have been away for three or fewer quarters should check OASIS for their time to register (see page 6). Former students should not submit a new online or paper application for admission but use their student identification number (SID) which was assigned previously. Former students should contact an advisor in their program of study before registration to discuss their education plan and to receive program updates.

Transfer Student Admission

Applicants who have completed college level course work at colleges, universities or through military training may apply for admission online. Official transfer credit evaluations are processed after the second week of the first quarter of attendance or when official transcripts have been received. Submit the “Transcript Evaluation Request” form available at www.olympic.edu/Students/GettingStarted/Admissions and official transcripts to the Registration and Records Office.

Information: www.olympic.edu/Students/Records/Transfer.

New transfer students must take an official or unofficial copy of their transcript to their advising appointment (before classes start) for an unofficial evaluation and to meet prerequisites by signature.

Bachelor of Science in Nursing Admission

Students applying for admission to the Bachelor of Science in Nursing program must meet the application and entrance requirements to be considered. Admission is competitive. See "Bachelor of Science in Nursing Degree" at www.olympic.edu/BSN for special application and admission requirements.

International Student Admission

Students are admitted to summer, fall, winter, or spring quarters and should apply early enough to: (a) allow time for the processing of a student visa, (b) make travel arrangements, and (c) arrive at least one week before the quarter starts to attend orientation and register for classes. Enrollment in 12 to 15 credits is required.

For complete application materials and admission steps, go to www.olympic.edu/Students/InternationalStudents/apply; contact 360.475.7412 or international@olympic.edu.

Depending on the level of English skills and interests, students may enroll in a variety of educational programs. Intensive English provides language skills, cultural knowledge and experience needed to use English effectively, communicate and succeed in academics and the workplace, and provides opportunities for personal growth. International students may enroll or co-enroll in the high school diploma completion program, college preparatory courses, freshman or sophomore university transfer studies or career and professional degree and certificate programs.

International students learn and practice English skills while they complete freshman and sophomore-level classes in academic, career, professional and technical programs, pursue degrees and certificates, and prepare for transfer to a university to complete a four-year bachelor degree. Guaranteed transfer admission is conditionally offered to admitted international students who graduate from OC with an associate degree to selected universities in Washington, Montana, Arizona and California. Contact the International Students Office for a list of partner universities.

International students who graduate with associate degrees have been admitted to universities throughout the United States and transfer as third year juniors.

College Tours

Campus tours are available at the Bremerton, Poulsbo, and Shelton campuses for prospective students, family, friends and groups. Contact the Admissions and Institutional Outreach Office at 360.475.7479 to schedule a tour.
Enrollment Information

Continuing Education Admission
Continuing education classes offer many opportunities for professional development and personal enrichment for the community. Schedules are flexible and classes are offered throughout the year with enrollment permitted until three days before the start date. Classes are open to the public. Students do not have to be enrolled in OC degree programs to attend. To register, students should visit the OC webpage at www.olympic.edu/ContinuingEducation. A selection of continuing education classes is available each quarter in the class schedule (The View) or a comprehensive list of classes is available on the webpage at the web address above.

High School Programs Admissions Processes

Running Start
Running Start is a dual enrollment program created by the tuition-free Washington State Legislature to expand educational opportunities for high school juniors and seniors, program. Running Start students can enroll in college-level tuition free, up to 15 credits or a maximum of 1.2 FTE combined between the high school and college. Students are responsible for any tuition above 15 credits, or 1.2 FTE and for any coursework taken below college-level or during summer quarter. Students are also responsible for college fees, transportation and book expenses.

Eligibility Requirements:
High school juniors and seniors who wish to enroll as Running Start MUST:
- Be under the age of 21
- Be classified as a junior or senior
- Have a cumulative high school GPA of 2.5 or above
- Qualify for college-level English and/or math
- Not have earned all credits/received a high school diploma (GED® excluded)

Running Start applicants who meet the eligibility criteria listed above are encouraged to apply to the Running Start program by published priority deadlines. Late applications will be accepted until the Wednesday prior to the start of the quarter.

Initial application steps include: applying to Olympic College, taking the Accuplacer assessment test and submitting a Running Start Application for along with a copy of students’ high school transcript, assessments scores, and the Running Start Information and Application Packet located at www.olympic.edu/RunningStart.

Students who wish to appeal the required 2.5 cumulative GPA must submit a letter with their Running Start application describing traits, skills and habits that show readiness for college classes and special circumstances.

All eligible students are required to attend an orientation to learn about the college and Running Start program procedures. Additionally Running Start participants must submit a completed Running Start Enrollment Verification Form and meet with a Running Start advisor in order to enroll each quarter.

Once enrolled, Running Start students are considered regular college students and subject to campus policies, procedures and FERPA privacy regulations. Running Start students may participate in any college-level classes fall, winter and spring quarters including distance education and Bremerton, Poulsbo and Shelton campus offerings.

Priority applications due:
- May 1 Fall quarter entry
- Nov. 1 Winter quarter entry
- Feb. 1 Spring quarter entry

For more information, contact:
Running Start
OC Bremerton: Humanities and Student Services Bldg, Rm 208, 360.475.7646
FAX 360.475.7643
Email: runningstart@olympic.edu
www.olympic.edu/RunningStart

High School Completion Program
Individuals who wish to earn their high school diploma from Washington State may enroll in developmental and/or college-level courses to meet state requirements. Students who are 17 years of age or younger, if their graduating class has not graduated, must have a release from their high school to attend classes at OC.

The first step is to get all official high school transcripts and make an appointment with an OC counselor who will evaluate them to determine what courses are needed. Students must also meet any other state testing requirements, such as the WASL or HSPE if they are under the age of 21. The coast of tuition is reduced for those who are over the age of 18 and meet other minimum requirements. For more information contact the Advising and Counseling Center at 360.475.7530 or visit www.olympic.edu/FinancialAid.

In accordance with Washington State law (SHB 1758, effective July 2009), individuals who enroll at OC and complete an associate degree (two-year diploma) of any type may also submit a written request and be awarded a high school diploma from OC. The law is retroactive and is valid before and after the law went into effect.

College in the High School
College in the High School offers high school students the opportunity to take college-level classes at their high schools. With Dual Credit, high school students can earn both high school and OC credits at the same time through articulation agreements. Education partners vary. For more information, contact 360.475.7555.

Tech Prep - West Sound Education Consortium
Tech Prep offers high school students the opportunity to take professional/technical training programs while still in high school. With Dual Credit, high school students in selected programs can earn both high school and OC credits at the same time by earning a “B” or better in the articulated high school courses.

Education partners include Olympic College, Kitsap and Mason county school districts and the West Sound Technical Skills Center. High school programs are linked to community college programs through articulation agreements. For information on programs and application requirements, go to www.olympic.edu/TechPrep.

Financial Aid
Olympic College provides options to apply for financial aid, including scholarships, grants, loans, and other payment options. Information is available about applying for federal, state and institutional financial aid, including filling in the Free Application for Federal Student Aid (FAFSA), on OC’s Financial Aid web page at www.olympic.edu/FinancialAid.

See Workforce Education Programs for additional funding sources for students.

Veterans benefit information and assistance is available to those who qualify. Contact 360.475.7560 or visit www.olympic.edu/VeteransServices.

For more information about Financial Aid, please contact 360.475.7160 or visit the office in the Humanities and Student Services Building, Rm 103.
Financial Aid Eligibility
To qualify for federal/state financial aid, students must meet the following basic eligibility criteria:

- U.S. citizenship or eligible non-citizen
- High school diploma or GED
- Enrollment in an eligible program of study
- Maintain satisfactory academic progress
- Comply with selective service registration
- Valid social security number
- Not be in default on a federal student loan
- Not owe a refund to a federal grant

In determining eligibility for need-based aid, the college uses “averages” associated with the following expense components: Tuition/fees; books/supplies; room and board; personal and transportation. Separate budgets are developed for students living with parents and those not living with parents. Various adjustments are made for students who must pay different tuition rates such as those classified as non-state residents. Budgets are established each year according to the WA Financial Aid Association (WFAA).

Student Financial Aid budgets for the 2014-2015 award year will be established after the catalog has been printed. This information will be posted on the Olympic College Financial Aid webpage when it becomes available at www.olympic.edu/FinancialAid.

All financial aid is awarded based on the appropriate federal, state or institutional guidelines and eligibility for one financial aid program does not extend to other programs.

Application Procedure
To apply for federal and state financial aid, students must complete:

- Free Application for Federal Student Aid (FAFSA) for each year enrolled
- OC Admissions Application (new students only)
- OC Financial Aid Data Sheet

The FAFSA is available January 1 of each year and may be completed and submitted online at www.fafsa.ed.gov.

Hard copy FAFSAs are also available from OC’s Financial Aid office in Bremerton. Some students will be required to furnish additional documentation. A new FAFSA must be submitted each year.

Students are advised to apply early in the year as soon as the FAFSA is available. All applicants are directed to OC’s Financial Aid webpage at www.olympic.edu/FinancialAid to access forms, instructions, information, deadlines and helpful links for the application process. Additional forms are required to apply for student loans and these are available on the OC Financial Aid webpage at www.olympic.edu/FinancialAid/StudentLoans.

The information provided on the FAFSA will be the basis to determine eligibility for one or more of the available financial aid programs.

Notification
When the Financial Aid office has a completed financial aid file, the file is reviewed and the student will be notified by email, regular mail and the online student financial aid portal of their eligibility and awards. A file is considered complete which contains a valid and correct Student Aid Report, complete Financial Aid Data Sheet, and all requested supporting documentation.

Financial Aid Awards
When aid has been awarded, a student may receive it in a variety of ways. A student who has been awarded a grant prior to registering for classes may use these grant funds to pay all or part of their tuition/fee charges, depending on the amount of aid they have been awarded for that term.

Students with balances after grants are awarded and tuition is paid will be issued a Higher One debit card. Funds will be available on the first day of the quarter. Scholarship recipients are paid at the same time as grant recipients so long as the college has received the funds from the donor. Students receiving ONLY scholarships will receive a paper check.

Students who have been awarded a student loan will receive the proceeds of their loans after the 30th day of the quarter. The disbursement proceeds will be applied to the student’s Higher One debit card. Students awarded federal or state work-study are paid twice monthly for hours worked.

Financial Aid Available:
Grants, Work-study, Loans & Scholarships
Many financial aid programs are based on need. This includes federal and state grants, work-study and the Direct Loan program. Scholarships may be based on need, merit, achievement, or a combination. OC participates in the following student financial aid programs:

- Grants: Federal Pell grant, Federal Supplemental Education Opportunity Grant (FSEOG), Opportunity Grant, State Need Grant, OC grant, OC tuition waiver
- Work-Study: Federal and state.
- Loans: Federal Direct (Stafford) Loan, Federal Direct PLUS Loan, non-federal education loans (not need-based).
- Scholarships: For more information about Scholarships, see “Scholarships” on this page.

Student Responsibilities and Satisfactory Academic Progress
All students receiving federal or state financial aid are expected to register for only program-required courses and attend and complete all courses with grades of 2.0 or higher. Financial aid recipients who do not meet the satisfactory academic progress standards may be placed on warning status or may have future aid cancelled.

Also, a student may be required to repay all or part of any aid disbursed if they fail to meet these standards. Visit the OC Financial Aid webpage to view the satisfactory academic progress policy for federal and state aid recipients. More information is available about withdrawals/refunds, including our policies for Return to Title IV Funding and State Need Grant Repayment.

Scholarships
Scholarship awards are based on varying criteria (e.g., financial need, academic achievement, area of study, etc.). Interested students of all ages should review their eligibility and apply during the announced scholarship application period for the upcoming academic year.

Financial Aid Scholarships
A variety of scholarships are available through the Olympic College Financial Aid Office located at OC Bremerton. Detailed scholarship information and application forms are available on the financial aid scholarship webpage at www.olympic.edu/FinancialAid/schol.

Olympic College Foundation Scholarships
Each year, the Olympic College Foundation offers more than 100 student scholarships to new and returning students each year. Scholarship criteria may include academic achievement, career interest, special talent, community leadership and/or service, and or financial need. All Foundation scholarships are posted at www.theWashBoard.org; students apply through one easy, online application process. Visit the Olympic College Foundation website at www.olympic.edu/businesscommunity/FoundationScholarships for tips on how to use theWashBoard site or attend one of the free workshops sponsored by the Foundation each January. For answers to specific questions please contact the Foundation office at 360.475.7120 or foundation@olympic.edu.
Enrollment Information

Assessment

Students must complete OC's placement assessment if they plan to register for English and mathematics courses or courses that require English and mathematics prerequisites.

Placement Assessment (Accuplacer)
The placement assessment used at Olympic College is called Accuplacer. The cost to take the Accuplacer is $20. Students may take the Accuplacer at OC twice in a calendar year, if needed. If students took an Accuplacer assessment at another community or technical college, students may be able to use those scores for placement into OC courses. Consult with an advisor for more information. Students may request to have their transcript reviewed if they have prior coursework in English and/or mathematics.

Accuplacer scores provide information to you and your advisor that will help determine your placement and readiness to enter college level courses, not just English and math. Students must complete OC's placement assessment if they plan to register for English and mathematics courses or courses that require English and mathematics prerequisites.

For more information visit www.olympic.edu/Advising.

Advising

Advisors and Counselors can help students choose classes, map their career or educational path, and introduce them to life at OC. In addition, specialized advising is available for professional-technical programs, transfer to four-year institutions, science, engineering and math majors, military students, Running Start, Worker Retraining, and WorkFirst.

New Student Assessment and Advising Locations:
OC Bremerton:
Advising Center, Humanities and Student Services Bldg, Rm 203
1600 Chester Ave., Bremerton
360.475.7530

OC Poulso:
1000 Olympic College
Place NW, Poulso
360.394.2725

OC Shelton:
937 W Alpine Way, Shelton
360.432.5400

E-mail: advising@olympic.edu
www.olympic.edu/Advising

New and Returning Student Advising

For new or returning students, an educational program advisor will assist with identifying career and academic goals, beginning an educational plan, understanding the higher education system, understanding degree requirements, choosing appropriate coursework and more. In addition, an educational advisor will refer students to a faculty advisor who is an expert in the field of interest. Students are strongly encouraged to meet with a faculty advisor throughout their academic career.

Advising is required for students with fewer than 15 credits on their Olympic College transcript. Exceptions can be made for those who are taking six or fewer credits for personal enrichment. Please see the "Stay on Track" diagram on page 11.

NOTE: International Students, Running Start and Work First students are required to meet with their educational program advisor each quarter.

Students interested in Science, Engineering and Math (SEM) courses or programs are encouraged to learn more about Advising assistance and how to sign up for SEM classes by visiting the SEM Advising web pages at www.olympic.edu/semadvising.

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Transfer Student Advising

Students planning to transfer to baccalaureate institutions (four year colleges and universities) need to contact a program or faculty advisor in their field of interest. Educational advisors can refer students to an appropriate program or faculty advisor. Counselors and educational advisors can also assist with reviewing transcripts for degree requirements.

Colleges and universities are invited to OC yearly to meet with students and share information about their transfer programs. If students are transferring from a college or university, go to www.olympic.edu/Students/Records/Transfer to learn about having previous classes reviewed for OC credit or contact an advisor. Students wanting to transfer to a baccalaureate institution should work closely with an advisor at the planned institution before finalizing their education plan. Students may want to take the four-year college transfer preparation course, General Studies 150, which is a one-credit class designed to help students plan and prepare for transfer.

Academic Plan Requirement

Students who started at Olympic College on or after July 1, 2011 are now required to develop an education plan and have their faculty advisor approve the plan before they complete 45 credits.

An education plan is a “road map” to help students stay on track to graduate. The new requirements help students save time and money by planning ahead.

Academic planning steps:
- Choose appropriate major, program of study or education goal.
- Identify a Faculty Advisor in the chosen program of study.
- Contact a faculty advisor as soon as possible to begin the education planning process.
- Learn to use the Advising Relationship Management program to develop an education plan.
- Submit education plan draft to faculty advisor for review and approval.

For more information, or for help with any of these steps, contact the advising office at any campus or visit www.olympic.edu/Advising.

IMPORTANT: If an academic plan has not been approved, students will be blocked from registering for their 46th credit.
Exploring Major and Program Options (Career Counseling)

New, returning or continuing students who are undecided or exploring educational/career options may schedule to meet with a faculty counselor at 360.475.7530. Students may want to take the Career Planning/Life Exploration course, General Studies 140, a one-credit class designed to help identify career goals. The Career Center is another way to research career fields and educational pathways. Visit www.olympic.edu/CareerCenter.

Information about Advisors & Counselors

What is the difference between an educational advisor, a faculty advisor and a counselor?

- Advisors will assist with identifying career and academic goals, beginning an academic plan, understanding the higher education system, understanding degree requirements, choosing appropriate coursework and more. Advisors also refer students to a faculty advisor who is an expert in their field of interest. Students are strongly encouraged to meet with a faculty advisor throughout their academic career.

- Faculty advisors are full-time faculty members who advise students majoring in specific disciplines or technical areas of study. Faculty Advisors review and approve academic plans within their discipline or program.

- Counselors are licensed professionals who provide personal, career, and academic counseling. They also assist students who have not completed high school identify college courses necessary to meet state requirements. Each counselor has his/her own approach to counseling depending on the issues presented.

Educational Program Advisors

360 Area Code

ADVISORS - GENERAL ENTRY
Angela Dorsey............................................475.7235
Kirsten Meador...........................................475.7533
Stephen Quinn............................................475.7345
Pat Lyons (OCP)..........................394.2725
OC Shelton.............................................432.5450

COUNSELORS
John Babbo.............................................475.7537
Anthony Carson.......................................475.7645
Trish Christean.........................................475.7763

Advisors

See listing of faculty advisors in Transfer Planning and Degrees and Certificates sections of this catalog.

MILITARY EDUCATION PROGRAM SPECIALIST
Jerimiah Meyer.........................................394.2725

NURSING PROGRAM
Sarah Cook.................................................475.7175

RUNNING START
Erin Runestrand.........................................475.7648
OC Shelton.............................................432.5400

SCIENCE, ENGINEERING, MATH ADVISOR ............................................475.7743

WORKFIRST
Rose Ferri (OC Shelton)..........................432.5423
Cathy Stinson...........................................475.7846

WORKER RETRAINING
Rose Ferri (OC Shelton)..........................432.5423
Miste Leib ..............................................475.7231
Rose Ferri (OC Shelton)..........................432.5423
Cathy Stinson...........................................475.7230

Miste Leib ..............................................475.7231

Faculty Advisors

See listing of faculty advisors in Transfer Planning and Degrees and Certificates sections of this catalog.

Faculty Counselors

360 Area Code

UNDECIDED MAJORS
John Babbo.............................................475.7537
Anthony Carson.......................................475.7645
Teresa Jones............................................475.7683
Stay on Track with Advising!

Use these guidelines with your advisor to reach your academic goal!

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<thead>
<tr>
<th>Prepare for College!</th>
<th>New Student Advising</th>
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<tbody>
<tr>
<td>Attending a “Student Orientation to Advising and Registration” (SOAR) session. After the session, meet one-on-one with an educational advisor to plan your first quarter.</td>
<td>Determine which math and English courses to start with.</td>
<td></td>
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<tr>
<td></td>
<td>Start college off right! Talk to an advisor about taking a General Studies course your first quarter.</td>
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<td></td>
<td>Request AP scores or transcripts from previous colleges.</td>
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Connect with Faculty Advisors:

- Faculty advising and/or permission to enroll are required for these programs: Cosmetology, Culinary Arts, Electronics, and Engineering
- Students interested in any Olympic College Healthcare program should attend an Information Session as a first step.

**Note:** Students new to Olympic College on or after July 1, 2011:

A faculty advisor must approve your academic plan before you register for your 46th credit. This can be completed as early as your first quarter.

Meet with your faculty advisor as early as possible to begin your education plan.

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<th>Up to 15 credits</th>
<th>Advising is Required!</th>
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<tbody>
<tr>
<td>Meet with an educational or faculty advisor, or schedule an appointment with a faculty counselor if you are still undecided.</td>
<td>Select a faculty advisor in major area of interest.</td>
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<td></td>
<td>Learn to use the class schedule and catalog to choose classes.</td>
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<td></td>
<td>Locate and use campus support services.</td>
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<td>Research career options at the Career Center.</td>
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<th>By 30 credits</th>
<th>Begin to Develop your Education Plan</th>
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<tr>
<td>Meet with your faculty advisor to discuss majors or career choices that match your interests and abilities. Use this information to begin your academic plan.</td>
<td>Explore or identify appropriate major, program or goal.</td>
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<tr>
<td></td>
<td>Know degree or program requirements.</td>
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<td></td>
<td>Develop an academic plan using My Academic Plan, available from OASIS.</td>
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<th>By 45 credits</th>
<th>Advising is Highly Recommended!</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Review and finalize your education plan with an advisor.</td>
<td>Meet with admissions/major advisor at potential transfer universities.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Include university pre-requisites in your academic plan.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Get help with letters of recommendation and/or admission essays.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>By 60 credits</th>
<th>Meet with Your Faculty Advisor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit an application to graduate when you reach 75 credits. Ask an advisor to check your application before registering for your last quarter to be sure you are on track.</td>
<td>Submit applications to potential colleges or universities.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Research and apply for aid and scholarships.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Arrange internships in your field of study at the Career Center.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Make connections early! Send résumé to potential employers.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>By 90 credits</th>
<th>Meet with Your Faculty Advisor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Discuss your future plans, choices and decisions.</td>
<td>Finish final degree or program requirements for graduation.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Graduate!</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** International, Running Start and Work First students are required to meet with the education program advisor each quarter to ensure compliance with the program requirements. This requirement does not replace regular meetings with a faculty advisor.
Registration

Registration includes selection of courses, completion of registration either online (OASIS) or in person, and payment of tuition and fees.

Students must be officially enrolled to attend classes. Registration is held before the start of each quarter and registration dates are listed on the OC website and in The View, OC’s printed quarterly class schedule.

The class schedule is available at all college campuses by request, online at www.olympic.edu/ClassSchedule, and is delivered to local homes before the start of each quarter.

Students may register for classes offered through the Bremerton, Poulsbo and Shelton campuses.

If prospective students have not applied for admission to the college, they must do so prior to registration. See “Getting Started” on page 6 for instructions.

Registration: New, Continuing and Former Students

New Students and Transfer Students

Before registration, new students and new transfer students should participate in advising at the Bremerton Advising Center or advising locations at OC Poulsbo and OC Shelton. Advising assistance for active duty military and their family members is available at NBK Bangor or NBK Bremerton by appointment at 360.394.2725.

Transfer students should take a copy of transcripts to their advising appointment. See “Transfer Student Admission” in this catalog or online at www.olympic.edu/Students/Records/Transfer for complete information. After advising, new students and new transfer students with signature, PIN number and entry codes may register for classes in-person at any campus. Payment may be made in person or online via OASIS web registration at www.olympic.edu/OASIS. Registration is not complete until payment is made.

Continuing Students

Continuing students can find their “time to register” on OASIS (web registration) at www.olympic.edu/OASIS. Continuing students may register and pay online (using OASIS) or in-person at any campus. See "Registration Options" on this page for more information.

Former Students

Former students must be assigned a “time to register.” Call or visit a registration office or send an email request to registration@olympic.edu. After registration, students may pay online (www.olympic.edu/OASIS) or in-person at any campus. See "Registration Options" on this page for more information.

Registration Appointment or "Your Time to Register"

Registration appointment times are based on the total number of credits completed and listed on the college transcript, including transfer credits. This method allows those most in need of specific courses required for graduation or program completion to have the first opportunity to register.

Registration Options

1. Web Registration (OASIS)

Continuing and former students with 15 or more transcribed credits can select classes, register, and pay using OASIS (www.olympic.edu/OASIS). (Also see page 6.)

Register online from home, campus computers or kiosks. Go to www.olympic.edu/OASIS to see a complete list of OASIS options including: grades, print unofficial transcripts, add and drop classes, pay online. For online course information, see www.olympic.edu/ClassSchedule.

2. In Person

Students may register in person at any campus registration office.

Wait Lists and Over-Enrollment

Students may wait list for a “full” course if the prerequisite has been met. If an opening occurs, the student’s name will be automatically moved from the wait list to the class roster.

Students should check their schedule listed on OASIS regularly for their registration status. The automatic registration may increase the tuition owed.

Tuition must be paid within two business days or by the payment deadline for fall quarter, or the wait-listed registration will be administratively dropped.

1. Wait list restrictions

   - 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 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.

2. Over-Enrollment: Wait listed students who have not gained entry to a course before the first day of the quarter should attend the first class. The instructor may sign an “Over-Enrollment” form which will permit the student to register. The Over-Enrollment form must be submitted to the registration office immediately.

For more information, see www.olympic.edu/Students/Registration/waitlist.

Entry Code

Entry codes may be obtained from an advisor and expire after one use. The code provides a way for students to register online or in person for: a) a class that requires instructor permission, or b) a class that has a prerequisite block.

Prerequisite Block

Many classes require completion of a prerequisite.

- For specific prerequisites, see class details in the printed or online schedule at www.olympic.edu/ClassSchedule.
- For more information on English and mathematics prerequisites, see “Assessment” in this catalog.
- If the prerequisite was completed at another college or university, present the appropriate transcript to the faculty or Advising Center advisor to obtain permission to enroll.

Add, Drop, Complete Withdrawal, Late-starting Classes

Add/drop dates are listed in The View, OC’s quarterly class schedule and online at www.olympic.edu/AcademicCalendar.

NOTE: This policy is under review and subject to change.

In general, the following procedures apply:

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 of the quarter

- Students may register for open courses day one through day three. Note: During the first week of the quarter, some classes may not be available after a designated day.
- Day one through day three: Wait listed students may register for full courses only with instructor signature or “Over-Enrollment” form.
- Students may drop courses via OASIS or in person registration.

Day four through day 10 of the quarter

- Students may add courses with instructor signature via in-person registration.
Enrollment Information

- Students may drop courses via OASIS or in-person.
- Withdrawal from courses allowed for the first 10 days without transcript notation.

Day 11 through 60% of the quarter
- Withdrawal from a course with a “W” grade noted on the transcript is allowed to the end of 60% of the quarter. Check academic calendar for dates at www.olympic.edu/AcademicCalendar.

After 60% of the quarter
- 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.

Complete withdrawal
To withdraw from all courses after the tenth day of the quarter, students must withdraw on OASIS or complete an “Add/Drop” form and return it to the Registration Office, or write and mail a letter to the Registration Office asking for complete withdrawal. Students who stop attending courses but do not withdraw officially may be assigned a fail grade by their instructor. Students who receive veteran benefits or financial aid must obtain a signature from the appropriate office prior to withdrawal.

Financial aid recipients who stop attending all courses prior to 60% of the quarter will usually owe a repayment of financial aid.

Late-starting/continuous enrollment courses
Late-starting and continuous enrollment courses are open for registration according to the dates printed in OC’s quarterly class schedule or on a pro-rated schedule based on the class start date.

Attendance
Regular attendance in all classes of enrollment is required. Non-attendance does not constitute an official drop from a course or withdrawal from the college. Filing an official drop form with the Registration Office is expected and required.

Administrative drop for non-attendance
Instructors may file an administrative drop if students (a) do not attend the first three class periods of a day course or the first two periods of an evening course, or (b) have not met the required course prerequisite.

In the event of an unavoidable absence, students have the option to contact their instructors to request an exception to this action so they will not be dropped from the class for non-attendance.

CAUTION: Not all instructors will use the administrative drop option and will award a “fail” grade for non-attendance. Students should not expect to be administratively withdrawn for non-attendance.

Tuition and Fees
OC offers tuition rates for resident, U.S. citizen non-residents and international students. Tuition and fees may be paid using Visa, MasterCard, debit card (with Visa logo), check, money order or cash.

Tuition and fees for 2013-2014 have not been determined at the time of the publication of this catalog. If there are any rate increases, they will become effective fall 2013. Please see OC’s printed quarterly class schedule (The View) or visit OC’s website at www.olympic.edu/Students/Tuition for current tuition and fee rates.

OC tuition and fee rates are subject to change by the Board of Trustees and/or the Washington State Legislature.

Tuition Payment Plan - STEPP
A student tuition easy payment plan (STEPP) is available for students. A minimum down payment of 1/3 of tuition and fees plus $10 non-refundable application fee is due at the time of enrollment in STEPP. The balance of tuition and fees is due in two installment payments; the second installment payment is due at the end of the third week of the quarter and the third (final) installment payment is due at the end of the sixth week of the quarter.

Application for STEPP must be done online. Please visit OC’s website at: www.olympic.edu/students/tuition/step to apply and obtain more information.

Fee Information
All students in credit classes are charged the following fees each quarter, including summer session. Any increases to fees will become effective fall quarter.

Student Service: $1/credit up to 10 credits (maximum $10)
Technology*: $3.50/credit up to 10 credits (maximum $35)

*Technology Fee exemptions: apprenticeship trade theory courses, zero-credit, and adult basic education.

Security Enhancement: $20
The Security Enhancement Fee is charged for courses held at OC Bremerton, OC Poulso, and OC Shelton.

Testing Fees
Accuplacer: $20 (non-refundable);
Test retakes: $20
GED test series: $150; Test retakes: $30
Proctor Test Fee: $25

Other Fees
Washington Online: $8/credit
Telecourse: $30 (Optional Telecourse Tape Rental Fee: $35)

Class Fees
Some classes require additional fees. If applicable, the specific amount of the fee appears in the class listing in The View or www.olympic.edu/ClassSchedule.

Drop for Non-payment
Olympic College will cancel the registration of students who do not pay tuition and fees. Students who wish to re-register for classes may do so online or in-person, with payment due within two business days.

How to Pay
- ONLINE: OC accepts only Visa, Mastercard. Go to https://oasis.olympic.edu/wccba/index.html to pay.
- BY PHONE: Cashier 360.475.7467 or 360.475.6543 or 1.800.259.6718, Ext. 7467 or Ext. 6543 and pay by Visa or Mastercard. The Cashier’s Office experiences a high volume of calls during peak registration; please be patient.
- IN PERSON: At the Bremerton Cashier’s Office, Shelton main office and Poulso Student and Enrollment Services Office. OC accepts check, money order, cash, personal checks for the exact amount of tuition and fees, Visa and Mastercard or debit card.

NOTE: Active duty students may be eligible to use military tuition assistance to pay for classes. For details, contact Nancy Buck; nbuck@olympic.edu or call 360.394.2725.

Refunds
Refunds are issued for partial or full withdrawal from classes only if the student officially withdraws; either online through OASIS or in-person by submitting an “Add/Drop” form to the Registration and Records Office. Online access is available at www.olympic.edu/OASIS.

For credit courses
Refunds may be made for tuition and fees according to the official refund policy listed below:

- 100% refund prior to the first day of the quarter
- 80% refund 1st through the 5th day of the quarter
- 40% refund 6th through the 10th day of the quarter
For courses less than 13 weeks in length
• Refund is prorated

For Continuing Education (zero credit) classes
• 100% - classes and workshops canceled by OC
• 90% - withdrawal five days prior to class start date
• 0% - after class starts

Transfers to other continuing education classes five days prior to class start date are allowed.

Refund Processing Time
• Original payment made by check: The refund will be made by check and mailed to the address on file with the college within ten business days of the request.
• Original payment made by cash or debit card: The refund will be made by check and mailed to the address on file with the college within three business days of the request.
• Original payment made by credit card: The refund will be made in the form of a credit back to the charge card that originally paid tuition.

Tuition Waivers
OC participates in several tuition waivers. Rates for 2014-2015 have not been determined at the time of this publication. Please visit OC’s website for a current listing of waiver rates at www.olympic.edu/students/tuition/spaceavailable.htm.

Mandatory Waivers
• Fallen Veterans: All tuition and fees are waived for a child or spouse of an eligible veteran or National Guard member who became totally disabled or lost their life while engaged in active federal military or naval service. Contact the Veteran’s Office or visit OC’s website at www.olympic.edu/VeteransServices for more information.
• Children and Spouse of Deceased or Disabled Law Enforcement Officers of Firefighters: A 50% waiver of tuition for children or surviving spouses of deceased or disabled law enforcement officers or firefighters who have died or become totally disabled in the line of duty. (The student must begin their course of study within 10 years of high school graduation.)

Optional Waivers
• Adult Basic Education
• Active Duty Military/Dependents and WA Nat’l Guard/Dependents
• Athletic Waiver (must have approval of Athletic Dept)
• High School Completion (maximum credits: Resident-45, non-resident-45)
• Adult High School waiver eligibility is determined by an OC counselor. Must be 19 years of age or older.
• Parent Education Co-Op
• Refugees
• Senior Citizens (audit only): (60 yrs of age or older; limited to two classes quarterly on a space available basis)
• Veterans (for current information on veterans waivers, please visit OC’s website at: www.olympic.edu/VeteransServices)

Vocational Waivers (>18 credits)
• A partial waiver may be approved for vocational students in programs that require registration in more than 18 credits a quarter (forms available from faculty of the Business and Technology Office.)

Washington State Residency for Tuition Purposes
Washington State residency status determines the students’ cost of tuition for most college credit classes. Information about residency is available online at www.olympic.edu/Students/Registration/Residency.

Military personnel stationed in Washington State and their dependents who present military ID at registration will be granted a waiver of non-resident tuition and will receive the resident rate. Residency must be verified and proven each quarter of enrollment.

Individuals who are non-residents or U.S. citizens MAY qualify for resident tuition if they meet certain criteria. Contact the Registration Office for more information.

State Contribution to Tuition
Pursuant to RCW 28B.15.0681 the average support for resident undergraduate students attending community and technical colleges in academic year 2013-2014 is $3,065 per full time equivalent.
Academic Information

Academic Information

Academic information in this section provides an overview of academic and student procedures and requirements.

Award of Credit

The following is Olympic College's policy on acceptance/award of non-OC experiential learning and/or transfer credit. Olympic College recognizes institutions of higher learning that are accredited. Olympic College awards credit through several processes.

Transfer Credit from Accredited Institutions Award of Credit

Regionally Accredited
Olympic College honors academic credits earned at other regionally accredited institutions and subscribes to statewide policies on transfer of credit among Washington public and private colleges and universities approved by the Transfer Counsel (TJC), the Intercollege Relations Commission (ICRC) and the Articulation and Transfer Council (ATC). Courses accepted in transfer must be substantially equivalent in academic level and content to course work offered at OC. A grade of 2.0 or higher is required in each transferred course, except that up to 20 credits may be transferred with a grade of 1.0 to 1.99. English&101 (College Composition) will be accepted only with a grade of 2.0 or higher. Courses with a grade below 2.0 may not be used to meet prerequisites. Please see the following section on "Procedure for Transcript Evaluation" for additional information. Courses identified as non-credit are subject to the "Prior Learning" section that follows.

International
Credit for study completed in appropriate subjects and levels at universities and colleges outside the United States will be considered for transfer credit. Work completed at foreign colleges and universities must be evaluated through a foreign credentials service. The reports translated into English from this service must be submitted for further evaluation.

Limitations on Transfer of Courses or Credits
Transfer credit is not usually accepted for the following types of study or coursework:
1) courses taken at colleges or universities that are not regionally accredited; 2) non-credit courses and workshops; 3) remedial or college preparatory courses; and 4) sectarian religious studies. For exceptions, please see *Prior Learning* in this section.

(Award of Credit Policy - Adopted by IPC – 3/09, updated 6/11)

Common Course Numbering
All Washington state community and technical colleges use a Common Course Numbering (CCN) system. The system identifies courses that are equivalent at community colleges throughout the state to make it easier for students to transfer between two-year colleges. The courses with an ampersand "&" after the prefix code are part of the Common Course Numbering system. However, courses without an "&" will continue to transfer between two-year and four-year colleges under individual Direct Transfer Agreements as in the past.

Agreements to Accept Courses from Other Colleges or Institutions
- Students completing prerequisites and required courses at Peninsula College in preparation for the Olympic College Physical Therapist Assistant program should follow one of the two pathways that have been developed.
- Students who have earned a TRIDENT Training Facility (TRITRAFAC), Bangor Two Year Certificate of Completion may be granted 67 credits toward a Marine Systems Technology Associate in Technical Arts Degree.
- Students enrolling in the Early Childhood Education (ECE) program who have completed the United States Department of Defense Standardized Caregiver Modules are eligible to receive 13 credits in ECE courses with a completed application and payment.

Other Ways to Earn Credit
Advanced Placement Credit – Credit may be earned through the Advanced Placement (AP) program offered by the College Board. Please have the College Board submit test scores directly to the Registration and Records Office. For OC credits offered by AP score, see www.olympic.edu/Students/Records/AP.htm.

International Baccalaureate Credit – Students may be eligible for OC course credit for work completed through the International Baccalaureate (IB) program for a combination of subject grades and general education credits. Please request that the IB organization submit an official IB transcript directly to the OC Registration and Records Office. See Step 2 of the "Procedures for Transcript Evaluation” in this section. www.olympic.edu/Students/Records/IB.htm.

Tech Prep Credit – Through the “Direct Transcript of Tech Prep Credit” agreement, high school and college credit may be earned at the same time. High school or technical school students who have earned a “B” grade or higher in specific Tech Prep courses may submit an application for college credit through their school career center counselor.

Articulated Tech Prep courses are matched to OC professional/technical courses and are transcribed to the student’s college transcript for college credit.

Procedure for Transcript Evaluation
NOTE: DEPENDING ON THE TIME OF APPLICATION AND THE HIGH VOLUME OF REQUESTS, TRANSCRIPT EVALUATION CAN TAKE UP TO 4 WEEKS AFTER THE ARRIVAL OF ALL TRANSCRIPTS. Students must submit transcripts for all post-secondary institutions they attended and are required before an evaluation of transfer credit will be processed.

1. New students enrolled for their first quarter at Olympic College are required to wait until the tenth day of their first quarter to request transcript evaluation.
2. Current or formerly enrolled Olympic College students may request transcript evaluation at any time.
3. Steps for transcript evaluation:
   a. Obtain the “Transfer Credit Evaluation” form from any college campus registration office or print a copy from the college website.
   b. Fill out the required information and indicate if copies of the completed evaluation should also be sent to a faculty advisor, another college employee, or separate entity.
   c. Submit the form to the OC Bremerton Registration and Records Office by mail, fax (360.475.7202) or in-person.
   d. Request official transcripts from all institutions attended (above the high school level) be sent directly to: Registration and Records Office, Olympic College, 1600 Chester Ave., Bremerton, WA 98337. NOTE: The issuing institution may charge a transcript processing fee. OC cannot request official transcripts on the student’s behalf. If students wish to submit an official copy of the transcript in person, an original transcript in a sealed envelope from the issuing institution is required.
   e. When all transcripts are received and the tenth day of the quarter has passed (for new students), the request will be processed.
   f. An official copy of the evaluation will be sent to the student and others noted on the request, and will contain a list of credits transferred to the College.
   g. The number of credits accepted from each institution will be notated on the Olympic College transcript.

All transcripts must be submitted in English. Special procedures are required for international universities, with the exception of those located in US territories, Canada, and Mexico. Contact the Evaluations staff for information at 360.475.7200.