Things You Should Know Before You Get Started!

**Admissions Form** *(Click link to fill out form)*

1. A valid picture identification must be submitted with the Admissions Form
   a. Examples of *valid* identification: driver’s license, passport, state identification card.

**Transitional Studies Tuition Waiver Form** *(Click link to fill out form)*. If you receive state assistance your $25 class fee will be waived.

1. Include a picture of your Proof of State Assistance
   a. Examples of proof state assistance: food stamps, medical for yourself and/or child(ren), unemployment, or supplemental security income.
2. If you didn’t receive a Tuition Waiver, don’t forget to pay for your class(es) after registration.

**WABERS + Form** *(Click link to fill out form)*. Fill out intake form.

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**Are You Under 18 Years of Age?** If you are between 16 – 18 years of age, you **must** obtain a high school release form from the school district nearest your home. If you are over 18 years of age or your high school class has graduated **no** release form is required.

**HS+ Diploma.** If you are enrolling in the High School+ Diploma program you **must** obtain an *official transcript*” from all schools, you attended. You can order transcripts from your high school. Mail the transcript to your home and contact the Basic Studies office upon receipt of the document. **Do Not Open.** You can also order your transcript online at: [https://www.parchment.com/](https://www.parchment.com/)

**Technology Resources**

After reading and viewing the information below, if you still need assistance with setting up your technology accounts, connect with us in the virtual assistance lobby.

- **Student Account Management**
- **How to Participate in a Zoom Meeting**
- **Videos:** Brief overview of your technology accounts *(ctcLink ID and Password, Student Email Account & A Brief Introduction to Canvas)*. You can see captions in eight (8) languages other than English: Arabic, Chinese, Japanese, Tagalog, Thai, Russian, Spanish, and Vietnamese. [https://olympic.instructure.com/courses/1943761](https://olympic.instructure.com/courses/1943761)
- **Video:** Zoom Instructions – click web link to YouTube Video at: [https://youtu.be/vFhAEoCF7jg](https://youtu.be/vFhAEoCF7jg)

**Student Success Hub**

A Student Success Coach is available to assist you with the following support services on Tuesday’s 4-5 p.m. and Wednesday’s 10:30 – 11:30 a.m.: [https://olympic.zoom.us/j/91555493021](https://olympic.zoom.us/j/91555493021)

- Basic tutoring
- Learning support and college resources
- Technology Accounts Refresher and more!

**HOW TO CONNECT WITH US!**

- **Email:** transitionalstudies@olympic.edu
- **Virtual Assistance Lobby & Office Hours by Zoom:** (Mon – Thurs, from 8:30am – 3:30pm) at: [https://zoom.us/j/95662891776](https://zoom.us/j/95662891776)
- **Telephone/Bremerton:** 360-475-7550  **Telephone/Shelton:** 360-432-5435
- **Web page:** [https://www.olympic.edu/programs-classes/basic-studies](https://www.olympic.edu/programs-classes/basic-studies)

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