Recreational Activities

The OC Recreation Department is committed to providing the students of OC with diverse and fulfilling recreational activities that encourage the development of each individual and help create personal connections between students. OC Recreation offers open gyms in the Bremer Student Center with a variety of games such as basketball, volleyball, and table tennis. Sport tournaments are offered throughout the year. OC Recreation also sponsors events such as the Fitness Challenge and Student Appreciation Day. The OC Fitness Center is also open to all students with a current quarter sticker and current ID card.

Contact Information
Recreation Activities
Bldg. 10 (BSC), Rm. 113
360-475-7462, QCrecreation@olympic.edu
olympic.edu/student-life/olympic-college-recreation

For the fitness center, visit www.olympic.edu/student-life/fitness-center.

Residence Hall

The Office of Residence Life strives to provide safe, quality student housing, and aims to challenge, support, and educate residents to become responsible and engaged global citizens. Residents are immersed in a multinational living and learning environment that augments their academic pursuits through intentional education, innovation and community development. Research demonstrates that student involvement in campus activities has many benefits including: building new relationships, better time management, improved academic performance, and experiential learning. We hope that you will become involved in the residence hall and campus community. Get involved, have fun and enjoy this wonderful opportunity!

The Residence Hall is located half a block from OC's Bremerton campus and features fully furnished rooms complete with full kitchen/bath, on-site laundry, community room access, full-time live in professional staff, and 24/7 security monitoring. Additionally, room rates include all utilities, Wi-Fi and parking.

Residents must be full-time enrolled OC students, in good standing with the college, and financially responsible.

Contact Information
Bldg. 16 (Residence Hall)
360-479-0840, Reslife@olympic.edu
olympic.edu/student-life/residence-life

Student Clubs

The purpose of student clubs is to create community and enhance the college experience. Participation in student clubs and activities is a great way to make friends, build your resume, demonstrate leadership, improve critical thinking skills, and be part of a team. As a club member, you can become more connected to the campus and your academic departments. There is a wide variety of clubs including American Sign Language, Student Veterans of America, Barner Garden Club, Phi Theta Kappa, Asian Pacific Islander Club, Photography Club, Clay Club and many more.

Research has demonstrated that student involvement in campus activities has many benefits including: building new relationships, better time management, improved academic performance and experiential learning.

To join or start a student club, visit the club website at olympic.edu/student-life/student-clubs, or visit the Student Government of Olympic College office at any campus located in the Bldg. 12 (TEC), room 101 at OC Bremerton.

For the most up-to-date list of student clubs, see olympic.edu/student-life/student-clubs.

Student Government of Olympic College (SGOC)

Students who pay Services and Activities fees are student government constituents. The student government constituents play a vital role in representing the interests of OC students on committees, at Board of Trustee meetings, and various college functions. The Student Government Office, located in the Bldg. 12 (TEC), Rm. 101, is a place for students to share ideas, seek help and resources, and start clubs. Shelton and Poulsbo student government representatives have offices on their respective campuses to serve students. Membership in student government is open to all students taking at least five credits per quarter. Annual elections for student government officers are held in May for the next academic year.

Student Government Sponsorship

The Services and Activities fees collected at college registration support more than 18 student-funded programs and more than 20 student clubs. Programs and services include, but are not limited to: Student Government, Athletics, Sophia Bremer Child Development Center, Drama, Instrumental and Vocal Music, Multicultural Programs, OC Activities Board, Phi Theta Kappa, The Ranger News, Recreation, Student Organizers, and Tutoring.

Student Government Officer Positions

Elected
- President
- Executive Vice President
- Vice President of Student Affairs
- Vice President of Public Relation & Communication
- Vice President, Shelton Campus
- Vice President, Poulsbo Campus
- Vice President of Finances

Olympic College Activities Board

The Olympic College Activities Board (OCAB) is a student driven board that plans, coordinates, and hosts events for OC students. The board brings entertainment like musicians, comedians, speakers, movie nights, and awareness weeks to campus. The OCAB recruits for positions in the spring for the next year's student leaders. For events and more information, please visit olympic.edu/student-life/ocab.

Contact Information
Student Government of Olympic College
Bldg. 12 (TEC), Rm. 101
360-475-7290, sgoc@olympic.edu
olympic.edu/student-life/student-government-olympic-college
OC Poulsbo: 360-394-2780
OC Shelton: 360-432-5413

Student Publications

The Ranger, OC's student-produced news medium, offers students interested in writing, editing, photography, graphic design and advertising the opportunity to hone their skills in online news media. Students work in a collaborative environment with the journalism adviser.

Contact Information
The Ranger Student Newspaper
Bldg. 6 (HL), Rm. 119
360-475-7690, news@olympic.edu
olympic.edu/student-life/ranger

College Resources

Olympic College provides many resources to enhance learning and support student success while at the college. Students can take advantage of these services to help with access to the college, studying, tutoring, career planning, and other educational support.

Access Services for Students with Disabilities

Access Services partners with the OC 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. The office determines appropriate academic adjustments and assists students with self-advocacy and referral to campus and community resources. Any student with a permanent or temporary disability, including pregnancy-related medical issues, is encouraged to contact the office of Access Services to discuss accommodations and facilitate individual educational opportunities.

Students wishing to request accommodations for a disability will need to:
- Complete the Access Services New Student Application at: olympic.edu/services/access-services-students-disabilities
• Submit formal, written documentation of the disability (documentation standards are available online or through the office of Access Services)
• Schedule an appointment with Access Services staff
• Request services early (at least four weeks prior to need is recommended)
• Meet and maintain academic standards

Services and accommodations are provided on an individually determined basis and may include sign language interpreters, print materials in alternate format, test accommodations, note taking services, specialized equipment, and assistive technology.

Contact Information
Access Services for Students with Disabilities
OC Bremerton:
Bldg. 4 (HSS), Rm. 205
360-475-7540, AccessServices@olympic.edu
olympic.edu/services/access-services-students-disabilities
OC Poulsbo: 360-475-7540
OC Shelton: 800-259-6718 ext. 7540

Admissions – Welcome Center
Welcome Center staff are the first point of contact for prospective or new students. There is no application fee and applications are accepted online, in person or by mail.

Applicants will receive personalized admission packets, academic and professional/technical program information, and directions on how to find online information such as the college catalog. Information on new student advising appointments, pre-entrance assessment and new student orientation will be included. FAFSA completion and information on funding is available. Campus tours are available upon request.

Admissions staff coordinate and provide outreach support to community groups and events, visit high schools and educational fairs, and provide personal or group tours of college campuses. Campus tours are available upon request.

Contact Information
Welcome Center - Admissions
Bldg. 4 (HSS), Rm. 103
360-475-7279, welcome@olympic.edu
olympic.edu/academics/offices-departments/welcom-center

Advising Services
Advising is an important part of a successful learning experience. This on-going and purposeful process addresses the overall quality of a student’s experience and encompasses areas that impact student success. Academic advising includes a continuum of services, which focus on exploring career and life goals and developing a relevant academic plan.

Contact Information
Advising Services
OC Bremerton: Advising Center
Bldg. 4 (HSS), Rm. 203
360-475-7530, AdvisingCenter@olympic.edu
olympic.edu/advising
OC Poulsbo: 360-394-2725
OC Shelton: 360-432-5400

Alumni Association
Founded in 2013, the Olympic College Alumni Association’s mission is to develop a sense of community among OC alumni and promote their lifelong personal, educational and professional growth. Joining the Alumni Association is the perfect way to stay in the know about the college, your fellow alumni and our campus community. It’s quick, easy and free to join. Just go to OCAAlumni.org and scroll to the bottom of the page to sign up. Members receive our award-winning publications, The Lookout E-News and SUMMIT magazine.

Did you know that 89 percent of OC alumni stay in Kitsap and Mason counties? That means you’re part of a powerful community right here in your own backyard. To keep you connected, the Alumni Association sponsors an annual Speaker Series and networking events throughout the year. Stay connected. Bookmark OCAAlumni.org and join our special OC alumni group on Facebook.

Contact Information
Alumni Association
Bldg. 5 (SCC), Rm. 513
360-475-7120, Alumni@olympic.edu
OCAAlumni.org

Assessment and Testing Services
Assessment and Testing Services administers a variety of tests and assessments to help students and community members meet college, program or employment requirements.

Services offered include:
• Accuplacer Assessment
• OC Make-up Testing
• OC Access Testing
• OC MESH Department Placement Exams for CHEM&141 and BIO&241
• GED® Testing through PearsonVUE
• Proctoring Services for Outside Institutions
• Computer-Based Industry Certification Exams through PearsonVUE & Certiport
• ATI-TEAS Allied Health exam (OC PTA Program Placement test)
• CSWA Exam (Certified SolidWorks Certification exam for engineering students)
• Microsoft IT Academy Program Member

Most tests and assessments require appointments and/or fees to administer. Not all services are available at OC Poulsbo and OC Shelton campuses. Check with the specific campus or check the websites below to find a complete list of services and fees.

Contact Information
Assessment & Testing Services
OC Bremerton:
Bldg. 5 (HSS), Rm. 222
360-475-7238, TestingCenter@olympic.edu
olympic.edu/testingcenter
olympic.edu/accuplacer
OC Poulsbo: 360-475-7238
OCPTesting@olympic.edu
OC Shelton: 360-432-5405
OCSTesting@olympic.edu

Assistive Technology
OC offers assistive technology (also known as adaptive technology) for students with disabilities and provides instruction in a variety of software programs and devices to facilitate access to computing resources.

Assistive Technology course offerings include voice recognition, voice output, screen magnification, and one-handed keyboarding. Courses are published in The View quarterly class schedule under “Business Technology,” and tutoring is available.

Contact Information
Assistive Technology
Bldg. 12 (TEC), Rm. 100
360-475-7510, AccessServices@olympic.edu
olympic.edu/services/access-services-students-disabilities

Basic Food Employment & Training Program
The Basic Food Employment & Training (BFET) program is a partnership between OC and the Department of Social and Health Services (DSHS) offering educational and workforce training opportunities to students receiving Basic Food Assistance (food stamps).

The primary function of the OC BFET program is to ensure eligible students continue receiving vital services such as Basic Food Assistance and/or Child Care Subsidy while completing a Professional-Technical program of study with the goal of future employment. Students may qualify for the program if they:
• Are receiving federal food stamps from DSHS (but not TANF).
• Have an employment goal and intend to go to work after completing training.
• Pursue an approved Professional-Technical program of study (no transfer degrees) related to their employment goal.
• GED, ABE, and ESOL may also be considered approved programs if necessary to achieve their employment goal.

Contact Information
Basic Food Employment & Training
Bldg. 4 (HSS), Rm. 204
360-475-6551, 800-259-6718 Ext: 6551
wfd@olympic.edu
College Resources

Basic Studies

Adult Basic Education (ABE), General Education Development (GED) Preparation, and High School 21+ (HS21+)

ABE and GED courses are non-credit and are intended for those who want to develop the reading, writing, and math skills needed to pass the GED test or Accuplacer scores that indicate a need to review before beginning college-work or training. An orientation session that includes a placement assessment is required before registration. Students under 19-years of age must provide a “High School Release” form. High School 21+ Program is for adults 21-years of age and older. This competency based program gives students the opportunity to turn knowledge they have acquired through a variety of life experiences into high school credits that move them closer to a diploma, college degree or a new career.

Transition Specialists assist students in creating a customized educational plan. To receive a diploma, you must demonstrate competencies in reading, writing, math, science and other applicable subject areas. Students must attend an orientation session and have official high school transcripts reviewed by the Basic Studies Transitions Specialist.

Contact Information
Basic Studies
Bldg. 4 (HSS), Rm. 223
360-475-7550, basicstudies@olympic.edu
olympic.edu/programs-classes/workforce-devel-
opment-and-basic-studies

OC Shelton: 360-432-5435

English to Speakers of Other Languages (ESOL)

English to Speakers of Other Languages is intended to help non-native English speakers learn how to read, write, speak and understand English for personal, academic, or employment reasons. Beginning through advanced ESOL classes are offered (classes are non-credit). An orientation session that includes a placement assessment is required before registration. Students under 19-years of age must provide a “High School Release” form.

Contact Information
ESOL Program
Bldg. 4 (HSS), Rm. 223
360-475-7278, basicstudies@olympic.edu
olympic.edu/programs-classes/basic-studies/
esol-english-speakers-other-languages

OC Shelton: 360-432-5449

Integrated Basic Education & Skills Training (I-BEST)

Providing students with basic skills support in professional-technical and academic classes!

An I-BEST class or program uses a team-teaching approach, providing students with twice the support at no extra cost. With I-BEST, you will work with two teachers in the classroom. One teacher will provide job training or teach an academic transfer class like welding or sociology. The other will teach basic skills in reading, writing, math, English language or employability (it’s like having a tutor available right there, while you are in class). You’ll learn several topics at once, earn college credits and move faster toward your career and/or education goals.

I-BEST challenges the traditional notion that students must move through a set of pre-college classes before they can start working on certificates or degrees. This combined teaching method allows students to work on college-level studies right away, clearing multiple levels with one leap.

You must register for an approved I-BEST program and complete the skills assessment.

I-BEST Programs Currently Include:
• Composites Manufacturing Technology
• Computer Information Systems (CIS)
• Early Childhood Education
• Electronics
• Human Services & Chemical Dependency
• Nursing Assistant Program
• Welding Technology

Contact Information
I-BEST
Bldg. 4 (HSS), Rm. 203
360-475-7550, spotter@olympic.edu
olympic.edu/programs-classes/basic-studies/
integrated-basic-education-skills-training-i-
best

Bookstore

The OC Bookstore offers course materials including books, supplies, uniforms, college sportswear, calculators, flash drives and laptop computers. The bookstore provides a convenience store with a variety of healthy and decadent snacks to satisfy your hunger or thirst. Textbooks for all OC courses may be purchased at the main store located in the Bldg. 10 (BSC). Textbooks for OC Poulsbo and OC Shelton courses may also be purchased in the store at that location or through the online store at olympic.bncollege.com. The web store also offers clothing, technology, and basic required supplies. Concerned about textbook prices? The OC Bookstore offers many book choices including rentals and will match book prices with Amazon.com (certain restrictions apply, see website for details).

Contact Information
OC Bookstore
Bldg. 10 (BSC)
360-475-7420, bnbookstore@olympic.edu
ocbookstore.com

Campus Security

The Olympic College Campus Security office is located in the Bldg. 4 (HSS), in Room 101 at the OC Bremerton Campus. Security, Dispatch, Parking, and other related duties are run out of this office.

Campus Security Officers availability:
OC Bremerton: 24 hours / 7 days a week
OC Poulsbo and OC Shelton: 7 a.m.–10 p.m.

Students can call Campus Security by dialing 360-475-7800 for all campuses or by using one of the emergency call boxes at any time. If the office is closed, an on-duty Officer will answer the call.

The Campus Security Dispatch Office hours are generally, Monday through Friday from 8 a.m. until 5 p.m. (closed on holidays).

The Campus Security office can provide numerous services to enhance the safety and welfare of persons and property within the college community, such as:
• Personal safety advice and seminars.
• Safety escort service between campus buildings and parking lots.
• Lost and found.
• Victim assistance referral.
• Processing “unsafe condition” referrals.
• Accident/Injury and crime reporting.

Campus Emergency Messages

Campus Security personnel will not provide personal information about students to unverified individuals due to privacy concerns. Therefore, emergency messages to students on campus may be referred to local law enforcement. Please make sure that you provide your family and friends with a way to contact you while on campus.

Notifications

New students and staff are automatically enrolled in the campus emergency alert system which is used during campus emergencies or change of campus operations. To logon, adjust account settings, or opt-out, visit: olympic.edu/services/campus-security.

In the event of a campus closure, a notification will be sent to all students, faculty and staff by 5:30 a.m., with an update by 3 p.m. Additionally, messages will be posted to the campus website, Twitter, Facebook, and local media outlets.

Parking Lots

Parking spaces are designated with painted white, parallel stripes for side/side parking, or painted white hash marks for end/ end parking. Parking in a space without such markings will subject you to a possible parking violation. All finalized fines shall be paid at the Cashier’s office. Please review the OC Parking Policy, olympic.edu/about-olympic-college/board-
trustees/olympic-college-policy-manual-table-
contents.

OC Bremerton

There are seven student parking lots at OC Bremerton, known as G-lots, or General parking lots. General parking is shared between students, some employees, and community visitors:
The following documentation is required to obtain the Campus Security Office permit.

### Proof of Security Enhancement Fees paid:
- Copy of current class schedule that shows current quarter, name, SID, and balance due
- Receipt of tuition payment from the Cashier’s Office

### Visitor Permits
OC Bremerton visitor permits can be obtained at the Campus Security Office in the Bldg. 4 (HSS), Rm. 101. Visitors can obtain a visitor pass in the Student Services office at OC Poulsbo and at the main office at OC Shelton. Registered students are NOT permitted to park in visitor parking spaces.

### Disabled and Carpool Spaces
Disability license plates, placards or passes must be displayed and fully visible to park in disability parking spaces. Carpool parking requires a Kitsap Transit Permit, which can be applied for online at kitsapstransit.com/ rider-resources/ smart-commuter.

### Safety Reporting

#### Annual Security Report
The OC annual security report (ASR) is published in accordance with the Clery Act by Oct. 1 each year and distributed to the community. The ASR includes campus crime statistics, resources, and information about safety on campus. The ASR is available online (olympic.edu/services/campus-safety/annual-security-report) or by request. A 60-day crime and fire log is also available at olympic.edu/services/campus-security/annual-security-reporter.

#### OC Report It
This may be used to report any behaviors of concern involving OC students or employees (behaviors may occur in or out of the classroom) or other hazards present on campus. Please note, anonymously submitted forms may limit the ability to respond fully. This form is available in the footer of the OC website.

### Parking Permits

#### Student Parking Permits ($20 Required)
All permits must be properly displayed.

OC Bremerton: parking passes can be obtained at the Campus Security office in the Humanities and Student Services building in room 101.

OC Shelton and OC Poulsbo: parking passes can be obtained at the Student Services office for each respective campus.

For additional information, visit: olympic.edu/services/campus-security.

The following documentation is required to obtain a student parking permit:

#### Picture ID:
- OC Student ID with current sticker for this quarter
- State or Military ID

#### Vehicle Registration:
- Out-of-state vehicles may not have been issued a registration, bring out-of-state vehicle documentation as a substitution.
- Temporary License plates for newly purchased vehicles will get temporary parking credentials until the permanent plates arrive. Temporary student parking permits can be obtained at the Campus Security Office.

#### Contact Information
- Campus Security
  - Bldg. 4, (HSS), Rm. 101
  - 360-475-7800, SecurityOfficers@olympic.edu
  - olympic.edu/services/campus-safety

#### Contact Information
- Career Center

#### Career Services
Career Services provides a wide range of career and employment planning services that assist students in developing self-directed job search skills. Services include: career advising, resume and cover letter writing, practice interviewing, career development workshops, labor market information, computer lab and a variety of career resources.

The Career Center also offers both on and off-campus student employment, work-study, internship and community volunteer/service learning listings through an online job board – RangerJobs. Current OC students and alumni must register with the Career Center to access the system.

### Cooperative Education, Internships, and Community Volunteer Service

Applied learning strategies use a community or on-campus site to provide students with supervised learning experiences that relate to their educational and career objectives. Students may earn college credit for this work, service or research experiences by setting and attaining specific learning objectives.

### Regular Student Employment

Students enrolled for a least five credits in an OC program are eligible for on-campus Regular Student Employment. This type of employment referral is not associated with a financial aid award.

### Work-Study

Federal or state Work-Study employment is a work program coordinated through the Career Center. Students must be enrolled for at least six credits to participate. Work-study eligibility must be verified with the Financial Aid Office prior to contacting the Career Center for an employment referral.

### Career and Technical Education (CTE) Dual Credit (formerly called Tech Prep) – West Sound Education Consortium

CTE Dual Credit offers high school students the opportunity to start professional/technical training programs while still in high school. Via articulation agreements between OC and the high schools, high school students in selected programs can earn both high school and OC credits at the same time, provided they earn a “B” or better in the high school course. Education partners include OC, Kitsap and Mason county school districts and the West Sound Technical Skills Center. For information on programs and application requirements, go to olympic.edu/programs-classes/tech-prep-dual-credit.

### Contact Information
- Career Center
  - Bldg. 5 (CSC), Rm. 404
  - 360-475-7353, bhale@olympic.edu
  - olympic.edu/services/career-center
College Resources

Community Education

Through Community Education, OC offers a wide variety of courses for professional development, personal enrichment, and job credit training. Professional development courses include flagging and forklift certification, computer applications, conversational Spanish and financial information for home and small business courses. Personal enrichment courses include cooking classes, distilling, creative welding, art projects and creative writing. Job credit training courses include HIV/AIDS courses for health practitioners, courses resulting in CEU’s for licensed massage practitioners, chemical dependency professionals, and teachers.

OC has nearly 400 online courses from which to choose. Programs include Project Management, Certified Bookkeeper, HIV/AIDS, Spanish for Your Job, as well as classes in computer applications, business administration/management, design, floral design, media certification programs, entrepreneurship/business, healthcare, legal, personal enrichment, test prep, and writing. Students can learn in the comfort of their home or office and at a time that works best for them.

Contact Information
Community Education
360-436-7727, ContinuingEd@olympic.edu
olympic.edu/programs-classes/community-education

Counseling Services

Counseling Services is staffed by professional counselors who are licensed by the State of Washington. Counselors are dedicated to promoting the emotional well-being of students by recognizing individuality, diversity and the person’s inherent ability to manage everyday challenges and achieve life goals. Counselors provide a variety of services including personal counseling, career counseling, crisis and academic intervention, as well as academic advising, workshops and staff consultation. They also manage the high school completion program.

Each counselor has their own approach to counseling, depending on the unique experiences of students, designed to help students address issues that can impact college success, such as:

- Improving students’ self-esteem
- Exploring career and academic goals
- Managing test anxiety and stress
- Developing mindfulness techniques
- Discussing threats of harm to self or others

Counselors

Career Exploration/Undecided Majors
John Babbo ........................................... 360-475-7537
Anthony Canon .................................... 360-475-7645
Trish Christean ..................................... 360-475-7763
Teresa Jones ....................................... 360-475-7683

Contact Information
Counseling Services
Bldg. 4 (HSS), Rm. 205
360-475-7540, CounselServices@olympic.edu
olympic.edu/current-students/counseling-service

Food Service

OlympiCafe and Fireside Bistro

The OlympiCafe serves cafeteria-style breakfast and lunch throughout the academic quarter from an excellent selection of reasonably priced menu items. The OlympiCafe features freshly prepared salads made to order, a panini sandwich of the day, a carved entree, grill, soft drinks, desserts, snacks and espresso as well as a choice of selected entrees for lunch each day. The entrees and center island selections are prepared and served by students in the award-winning Culinary Arts program.

The Fireside Bistro is located in the Bremer Student Center. The restaurant is staffed by OC Culinary Art students. Friday service features a four-course luncheon highlighting the regional culture being studied by students in the International Cuisine class.

Contact Information
OlympiCafe, Espresso, Fireside Bistro
Bldg. 10 (BSC), 360-475-7577

Foundation

For more than 25 years, the Olympic College Foundation has been transforming lives by partnering with the community to support OC and its students.

Here are a few examples: Josh went from being homeless to being on the path to a great-paying career and a new home. Jordan and Tabitha leveraged scholarships and emergency funding from the Foundation, Shanika, who needed a better job to help support her two children and disabled partner, said she wouldn’t have been able to finish her nursing degree without help from the Foundation. And Joe is using Foundation scholarships to help him complete his transition from addict to drug abuse counselor. Here are some of the ways we make a difference:

- Award more than $400,000 a year in scholarships: For many students, those dollars are the difference between staying in school or dropping out.
- Provide textbooks, supplies and emergency assistance to students in need: When students have to choose between buying textbooks or paying the electric bill, the Foundation and our generous donors can help through the Students in Need Group, providing everything from specialized supplies and gas cards to a textbook lending library.
- Fund specialized equipment, such as high-tech medical mannequins for the nursing program: Thanks to donor and grant support, the Foundation has been able to provide a realistic hospital simulation suite and lifelike mannequins that bleed, gasp for breath and cry out in pain. The set-up allows students to train and make mistakes without harming patients.
- Support OC signature programs, such as the Yama archaeological dig and Baja engineering and design competition: The Foundation regularly funds the programs that make OC unique, providing students with exciting opportunities that usually aren’t available at the community college level.
- Support faculty: Foundation donors underwrite faculty professional development and innovation through Funds for Excellence and the Jim and Audrey Robinson Teaching & Learning Innovation Grants.
- Support the broader community: As a regional nonprofit leader, the Foundation is active in organizations that make our community stronger, including Graduate Strong, Leave 10 for Kitsap and the Kitsap Center for Nonprofit Excellence.

Thanks to our donors, we help students make their educational dreams come true. We transform lives.

Contact Information
OC Foundation
Bldg. 5 (CSC), Rm. 513
360-475-7120, foundation@olympic.edu
olympic.edu/olympic-college-foundation

General Studies

General Studies courses enhance student achievement and success by offering curriculum related to self-assessment and learning skills that improve persistence, confidence, and academic strengths.

Student Success and First Year Experience Courses:

- General Studies 095 Student Orientation to Advising & Registration
- General Studies 097 Orientation to Canvass
- General Studies 101 Orientation to College
- General Studies 121 Success for Student Cohorts (i.e. Athletes, Welders, etc.)
- General Studies 131 Student Success Skills
- General Studies 133 Running Start and Beyond
- General Studies 141 Career and Transfer Planning

For information about these and other courses visit: olympic.edu/programs-classes/general-studies-courses

Contact Information
General Studies
Bldg. 4 (HSS), Rm. 203
360-475-7530, advisingcenter@olympic.edu
OC Poulsbo: 360-394-2725
OC Shelton: 360-432-5400
Information Technology

Olympic College's Information Technology department (OC-IT) is the central IT organization for the college, delivering essential technology services and support for all campuses. OC-IT offers a wide range of services to the OC community including face-to-face or over-the-phone support via the OC-IT Help Desk, student access to OC email, file storage, printing, OC licensed software and wireless Internet. A customer service representative (Lab Tech) is available to help students with their basic access to technology in the open labs for each campus.

If you are a current student, please visit our IT Support page for more information and benefits that come with your OC account at olympic0.sharepoint.com/sites/OCEXternal/IT/support/SitePages/Home.aspx.

We also offer a quarterly laptop checkout for students, please contact us for more details.

Contact Information
Open Computer Labs

OC Bremerton: Bldg. 8 (ST), Rm. 122; and Bldg. 6 (HL), Rm. 127 and Rm. 128
OC Shelton: S4 (PA)
OC Poulsbo: P1 (OCP), Rm. 106

Check open hours posted around labs olympic.edu/services/computer-labs/open-lab-hours.

See the Student Computing Guide online at olympic.edu/services/computer-labs/student-computing-guide.

Contact Information
OC-IT Help Desk
Bldg. 5 (CSC), Rm. 216
360-475-7600, Helpdesk@olympic.edu

International Education and Study Abroad

A variety of student services are provided by the staff members of the Office of International Education & Study Abroad, including:

- Admission applications
- International student recruitment
- Issuance of I-20’s and letters of support
- Homestay housing and references for apartment living
- Helpful information about student visas, SEVIS regulations/immigration and Consulate interviews
- Airport pick-up upon request
- Orientation and seminars
- International Student Club activities
- International Student employment and assistance with required Social Security Numbers
- Quarterly academic progress follow up
- Information on college level Intensive English study, High School Completion Program, professional/technical programs and university transfer 2 + 2 options
- Short-term study options
- Faculty-led Study Abroad options

See "International Student Admission" on pages 7–8 for a complete description of the admissions process.

Contact Information
Office of International Education & Study Abroad
Bldg. 10, (BSC), Rm. 117
360-475-7412, international@olympic.edu

OC Libraries

Haselwood Library, Bremerton

The Haselwood Library offers students and the community the opportunity to study, conduct research, and learn outside the classroom. An integral part of the college experience, the library offers a wide variety of resources, including an open computer lab, laptops, group study rooms, and quiet places for study and reflection. Resources include more than 86,000 books and e-books, 1,700 videos, and 1,000 sound recordings. In addition, thousands of periodicals and reference works are available electronically, on and off campus, through a variety of subscription databases. Students seeking materials not available at OC Libraries may use our free Interlibrary loan service which borrows from an international library consortium.

Library faculty at OC assist students in all phases of the research process: developing search strategies, searching for information, evaluating information, and in using information ethically, legally and responsibly. They also provide learning opportunities through a variety of approaches, including course-related and course-integrated instruction, hands-on active learning, credit courses, tutorials, pathfinders, and point-of-use assistance. Library faculty are available in person for consultation during all hours of operation. Research assistance is available 24/7/365 via chat and email. For information, contact:

Contact Information
Bldg. 6 (HL), Bremerton Campus
libguides.olympic.edu/index/
360-475-7250, librarians@olympic.edu

The Johnson Library, Shelton Campus

A library technician is available to assist students with their research needs. The Johnson Library also offers a circulating collection, computers for access to electronic resources, laptops, and an area for quiet study.

Contact Information
The Johnson Library
Bldg. S2 (TJL), Shelton Campus
libguides.olympic.edu/index/
360-432-5460, librarians@olympic.edu

Poulsbo Library/Computer Lab

The Poulsbo Library shares space with the open computer lab and offers a collection of books as well as access to all the resources and services housed in Bremerton. A library technician is available to assist students with their research needs during select weekday hours. Computer lab technicians are available to assist with technology needs.

Contact Information
Poulsbo Campus Library/Computer Lab
Bldg. P1 (OCP), Poulsbo Campus
libguides.olympic.edu/index/
360-394-2720, librarians@olympic.edu

Military & Veteran Programs

Military & Veteran Programs (MVP) is your one-stop shop for accessing your VA Education, Military Tuition Assistance, My Career Advancement Account (MyCAA) benefits, as well as additional support services at OC. MVP consists of four military connected programs, including Military Education, the Veteran & Military Support Center, the Veteran & Military Benefits Office, and the Center of Excellence for Veteran Student Success. On the Bremerton Campus we are located in Bldg. 11 (ENG) 100.

Military Education

OC has been designated as a military friendly school. Over 2,000 current and past members of the Armed Forces and their families study at OC each year. Active duty military and family members may apply, register and participate in a wide variety of services offered to all students. All students may use library facilities and computer labs, and participate in student clubs. Students have free admission to OC events, concerts, gymnasium, fitness center, and activities such as concerts and sports.

Advising is offered at any campus by educational and/or faculty advisors. Service Member Opportunity College (SOC) agreements are offered at the college and agreements are written quarterly for military students and their family members. Students may study any degree or certificate offered if prerequisites are met. OC participates in the Navy College Program Distance Learning Partnership (NCPDLP) program for online degrees. Transfer credit may be awarded for previous Armed Forces credit, and university or college education. CLEP and DANTES SST credit may be applied to certificates and degrees. Active duty students and family members may be eligible to use military tuition assistance along with several other tuition-reduction programs. Individual application, advising, and tuition information is available at NBK Bangor and NBK Bremerton by appointment.

Contact Information
Military & Veteran Programs
Bldg. 11 (ENG), Rm. 100
360-473-2821, MVP@olympic.edu
olympic.edu/services/military-and-veteran-programs
College Resources

Veteran & Military Support Center

Open weekdays, the Veteran & Military Support Center (VMSC) offers fellowship and activities, a calm environment to study or take a break, a computer lab, TV, and lounge. Veterans, active duty military and their family members are welcome.

The Armed Services Club is located at the VMSC. Students who are also veterans, staff the center and offer college program information, support services, and referrals to local community resources, financial aid, and benefits.

At the VMSC, students can access:

- Fellowship and activities.
- A calm environment to study and take a break.
- Information and referrals about resources in the community and college.
- Armed Services Club.
- Career and resume workshops.
- Staff members, student workers, AmeriCorps and VetCorps representatives will:
  - Assist with electronic applications for financial aid.
  - Provide referrals to the School Certifying Officials for educational benefits and tuition waiver information.
  - Provide referrals to federal, state or local veteran organizations.
  - Help students transition from military to college life.

The VMSC is hosted by OC and supported by the hard work and donations of many.

Contact Information
Veteran & Military Support Center
Bldg. 11 (ENG), Rm. 100
360-475-2821, VetCenter@olympic.edu
olympic.edu/services/military-and-veteran-programs/support-center

Center of Excellence for Veteran Student Success

The Center of Excellence for Veteran Student Success (CEVSS) is a subdivision of the MVP division, focused on veteran student enrollment, retention, and educational success. New workshop trainings on topics related to veteran and military issues are a big part of our program: we are striving for campuses that are as knowledgeable and welcoming as possible for our many veteran students, and aim to create a veteran and military inclusive campus culture. CEVSS also provides one-on-one support with veteran students through advising appointments and mentoring opportunities.

Contact Information
Center of Excellence for Veteran Student Success
Bldg. 11 (ENG), Rm. 100
360-475-2821, MVP@olympic.edu
olympic.edu/services/military-and-veteran-programs/center-excellence

Veteran & Military Benefits Office

The VMBO can help students determine their eligibility for veterans’ educational benefits and process VA certifications, Military Tuition Assistance, and MyCAA benefits.

Students may contact the VA at va.gov or by calling 1-888-GIBILL-1. The VMBO can assist with eBenefits application forms, clarification of benefits, and information about available degrees and programs of study.

For those pursuing vocational rehabilitation benefits, contact: Department of Veterans Affairs Regional Satellite Office, 500 Pacific Ave., Suite 602A Bremerton, WA 98337, 206-341-8600

Veterans, or dependents of certain veterans who attend OC, may qualify for a tuition waiver and should contact VMBO office staff regarding eligibility.

Contact Information
Veterans & Military Benefits Office
Bldg. 11 (ENG), Rm. 100
360-473-2821, MVP@olympic.edu
olympic.edu/services/military-and-veteran-programs/veteran-benefits

Opportunity Grant

The Opportunity Grant is a state funded grant offering financial assistance. Eligible students pursuing approved technical degrees may receive funds to cover tuition and mandatory fees up to $25 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 waitlist of 9 – 12 months, serving Bremerton, Shelton and Poulsbo campuses.

Contact Information
Opportunity Grant
Bldg. 4 (HSS), Rm. 207
360-475-6817 or 360-475-7325
pthomas@olympic.edu
olympic.edu/paying-college/tuition-funding-opportunities/opportunity-grant

Passport to College Promise

Scholarship and incentive dollars for former foster youth

Passport to College Promise is a program providing support to former foster care youth while in higher education. The program provides financial assistance beyond other state, federal, private, and institutional financial aid for which they are eligible. Support staff help students overcome barriers towards their educational success through supportive listening, tangible resources and advocacy.

Student Eligibility Criteria:

- Have been in Washington state, Federal, or tribal foster care after age 15.
- Enroll at least half-time college by their 22nd birthday.
- Maintain Washington residency.
- Not older than 27 years of age.

Contact us for additional information on eligibility requirements and more.

Contact Information
Students in Need Group
Bldg. 4 (HSS), Rm. 207
360-475-6817
pthomas@olympic.edu
olympic.edu/services/passport-program-foster-youth

Registration & Records – Ranger Station

The staff members of the Ranger Station provide a variety of registration and records services to students, including:

- In person and online registration
- Course adds, drops, and complete withdrawal
- Late registration and corrections
- Credential evaluation for transfer credit
- Quarterly registration appointments
- OASIS online information
- Transcripts
- Graduation evaluations and Degree Audit
- Commencement ceremonies
- PIN information
- Student records

The Registrar and office staff are responsible for coordinating registration policies including: grading, honors designations, general academic progress, grade forgiveness, and recording credit awarded by vertical challenge, credit by examination, Tech Prep, International Baccalaureate, Advanced Placement, CLEP and DANTES SST credit, Armed Forces, and Service Members Opportunity College (SOC) study. Certification of high school completion, certificates, and degrees are the purview of this office. Registration offices are maintained at OC Bremerton, OC Poulsbo, and OC Shelton.

Contact Information
Ranger Station – Registration & Records
Bldg. 4 (HSS), Rm. 105
360-475-7650, registration@olympic.edu
olympic.edu/current-students/registration

Running Start

Running Start provides information to high school students, graduates, families, and high school counselors regarding educational and dual enrollment opportunities at OC (see page 8 for Running Start Admissions Processes).

Running Start services include:

- Distribution of college publications and materials.
- Communicating admission process and academic information.
College Resources

- Hosting quarterly high school counselor workshops and trainings.
- Presenting at college and high school Running Start information sessions.
- Reviewing and supplying application and admission materials.
- Orienting students to Running Start and the college.
- Conducting quarterly registration advising and educational planning.
- Evaluating prerequisites (excluding math).
- Providing transfer planning and transfer information.
- Processing enrollment services including: registration, course schedule changes, and assigning student pin numbers.
- Awarding Running Start Tuition and Fee Waiver awards.
- Loaning Running Start Textbook Library resources.
- Referring students to faculty advisors.

Running Start application materials for admission, the Running Start Tuition & Fee Waiver, and the Textbook Loan Application are available on the Running Start website and in the Running Start Office.

Contact Information
Running Start
Bldg. 4 (HSS), Rm. 208
360-475-7646, RunningStart@olympic.edu
olympic.edu/running-start

Sophia Bremer Child Development Center
Sophia Bremer Early Learning Academy

The Sophia Bremer Early Learning Academy, in partnership with the Olympic Educational Service District #114, offers high-quality early learning experiences for children 6-weeks of age, through 5-years of age. Our priority of enrollment is: 1) OC students 2) OC staff and faculty, and 3) community members.

We are open 7:30 a.m. to 5:30 p.m. Monday through Thursday during fall, winter, and spring quarters for children 36 months and older. Fridays we close at 1 p.m. for professional development. For children younger than 36 months, each day ends at 4 p.m. During summer session and intersession periods, the classrooms are open Monday through Thursday. Many student families qualify for child care assistance from the Washington Department of Social and Health Services’ Working Connections Child Care subsidy program to pay for child care.

Early Head Start

The OC Early Head Start program serves low income families with infants, toddlers and two-year-olds. The program operates from 7:30 a.m. to 4 p.m. Monday through Thursday; on Friday the program closes at 1 p.m. Children are cared for in groups of four children and are assigned to a highly trained, primary caregiver. Parents and caregivers work together to develop age appropriate curriculum for children that can be implemented both at home and at school. Families are supported with referral to a broad array of services including nutrition, dental, health, mental health, and housing assistance. Most are eligible for child care assistance from the Washington Department of Social and Health Services’ Working Connections Child Care subsidy program.

Head Start

The Head Start program serves low-income families with children ages 3-5 years. The program operates during fall, winter, spring and summer quarters offering services from 7:30 a.m. to 5:30 p.m., Monday through Thursday and closing at 1 p.m. on Fridays. Head Start supports each family in the process of preparing their child for kindergarten. All preschool programs focus on the child’s development of social skills, cultural pride, a sense of belonging, kindergarten readiness, respect for others and self-confidence. Head Start also creates time and opportunities for families to learn job skills, good health and nutrition skills, how to identify and locate medical care, and receive parent education. Head Start and Early Head Start programming is available in all classrooms. The center also serves as a lab school for Olympic College Early Childhood Education and the Western Washington University ECE programs.

Contact Information
Sophia Bremer Child Development Center
Bldg. 2 (SBC)
1709 Chester Ave.
Bremerton, WA 98337
360-475-7190, csavini@olympic.edu
olympic.edu/services/Child-Care

Students in Need Group

The Students in Need Group (SING) provides information and referral services to help students at all three campuses overcome barriers to their educational success, such as financial hardships, cost of textbooks, hunger, and emergency problems. This program finds help for students by working in conjunction with OC programs, such as the OC Foundation and the SGOC Sheryl McKinley Food bank, and community agencies.

Contact Information
Students in Need Group
Bldg. 4 (HSS), Rm. 207
360-475-6817, pt@mg.edu
olympic.edu/services/students-need-group-sing

Tutorial Services

Tutorial Services provides help to currently enrolled students who need assistance beyond the classroom. A consortium of faculty and staff coordinates the program. Tutoring is provided in a variety of settings for most disciplines of study and takes place in study centers, drop-in study groups and/or one-to-one. Tutoring is a free service available to all currently enrolled OC students. Study center/study groups operate on a drop-in or appointment basis. Information about available groups can be found at the tutorial services office. For information about the Writing Center or to make an appointment with a writing tutor contact the Writing Center directly.

Tutorial Services also provides students who have demonstrated content mastery in a discipline the opportunity for training and employment as tutors. OC offers tutorial services in the following subject areas:

- Accounting and Business Math
- Adaptive Technology Computer
- American Sign Language
- Computer Information Systems and Computer Programming
- Engineering
- French
- History
- Japanese
- Math and Physics
- Medical Terminology
- Office Technology
- Biology and Chemistry
- Spanish
- Writing Center

Please check the Tutorial Services web page for hours and room locations for each study group, lab and center. Additional study groups are also listed on the Tutorial Services web page.

Online tutoring assistance is also available through the Western e-Tutoring Consortium. To log-in, go to etutoring.org/login.cfm?institutionid=364. Follow the on-screen directions.

Contact Information
Tutorial Services
Bldg. 8 (ST), Rm. 125A
360-475-7765, mg@olympic.edu
olympic.edu/services/tutoring-services

OC Poulsbo: 360-394-2700
OC Shelton: 360-432-5400

Workforce Development & Basic Studies

Workforce Development & Basic Studies is committed to providing access and opportunity to students participating in our high quality Professional-Technical and Basic Education programs. Our funding programs can provide assistance for tuition, books, supplies and other support services to eligible students. Our goal is to strengthen our community by linking education and employment to create a skilled 21st century workforce through these services:

- Adult Education
- Continuing Education and Corporate Training
- HS 21+ Diploma and GED® Preparation
- English to Speakers of Other Languages

Olympic.edu | 360-792-6050 or 1-800-259-6718
College Resources

• Basic Food Employment and Training (BFET)
• Career Service Center
• Cooperative Education
• Career & Technical Education (CTE) Dual Credit (formerly known as Tech-Prep) for high school students
• WorkFirst
• Worker Retraining

Contact Information
Workforce Development
Bldg. 5 (CSC), Rm. 421
360-475-7555, wfd@olympic.edu
olympic.edu/programs-classes/workforce-development-and-basic-studies

WorkFirst
The WorkFirst program provides financial assistance to qualified parents on public assistance through the Temporary Assistance to Needy Families (TANF) Program. The program provides financial aid for any of the Professional-Technical Programs aimed at skill enhancement and wage progression, Basic Studies (Adult Basic Education, GED, High School 21, ESOL) classes, Integrated Basic Education and Skills Training (I-BEST), Continuing Education classes such as Success to Career Pathways, Computers and Flagger Training, and WorkFirst-WorkStudy are other potential options.

WorkFirst participants who are currently on TANF may be eligible for the following services:
• Financial assistance for tuition, fees, and books for professional-technical programs and basic skills training
• Referral to Working Connections Childcare for childcare while in class or studying
• Payment of Accuplacer testing fees

Please refer to OC Professional-Technical Programs. See "Degrees and Certificates" section in this catalog. New and updated programs are added throughout the year.

Contact Information
WorkFirst – Kitsap
OC Bremerton: Bldg. 4 (HSS), Rm. 204C,
360 475-7166

WorkFirst – Mason
OC Shelton: Bldg. S1 (OCS), Rm. 117, 360-432-5423
olympic.edu/programs-classes/workforce-development-and-basic-studies/workfirst-program

WorkFirst Transition Coordinator
Rose Ferri (Mason).......................... 360-432-5423
rferri@olympic.edu
Pauline Carlton (Kitsap).................. 360-475-7846
pcarlton@olympic.edu

Worker Retraining
Worker Retraining funding may be able to pay for tuition, books, supplies, transportation, childcare, and more for eligible students. Students must be enrolled in a professional-technical program and meet one of the following criteria to be eligible:
• Qualified for or collected Washington State Unemployment Insurance (UI Benefits) in the last 48 months
• Received a Lay-off notice
• Discharged Veteran within the last 48 months
• Active-duty military who has received an official separation notice
• Currently working but in need of upgraded skills or certification in order to keep your job
• Displaced homemaker
• Self-employed and now un-employed
• Disaster-impacted worker

Qualified students may receive initial assistance which can be applied to one of more than 20 professional-technical programs or to customized job skills training. Worker Retraining students may also be allowed to collect unemployment benefits while attending OC professional-technical degree or certificate programs if approved by the Employment Security Department.

Contact Information
Worker Retraining Transition Coordinator
Rose Ferri (OC Shelton)...................... 360-432-5423
rferri@olympic.edu
Ellen Handyside (OC Bremerton)... 360-475-7231
ehandyside@olympic.edu
olympic.edu/programs-classes/workforce-development/worker-retraining

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