Olympic College

Running Start
Educational Planning Workbook

Creating Opportunities for All
Running Start
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Running Start and High School Outreach Mission Statement

Our mission is to promote access to quality education by providing information to local high school students and counselors about admission procedures and educational opportunities at Olympic College.

We promote the success of Running Start students by providing quality enrollment, orientation and advising services.

We are dedicated to providing courteous, student-centered service, accurate and consistent advising and opportunities for student development.
Welcome to Olympic College and the Running Start Program!

This planning guide has been developed especially for you. Complete items in your workbook as you meet with advisors and progress through your education at OC and beyond.

You have the responsibility of assessing your skills and interests, determining your personal, educational and career goals and developing an educational plan. Take time to utilize resources available at the high school and the college. Working closely with your high school counselor, your Running Start advisor and OC faculty will aid you in the achievement of your goals.

*TIP* Careful thought and planning is important to your academic success.

Think of your high school classes, OC classes and university programs as overlapping, not sequential. College classes that you take for high school requirements can fulfill college general requirements or can be applied to a college major or university graduation requirements. If you intend to transfer, early selection of your major and transfer school will help you and your advisors plan for appropriate courses. **Don’t wait – Plan now!** Plan for the whole academic year, not just for a quarter at a time. This workbook is designed as an outline to help you meet your goals.

**Learning Outcomes – Through advising at OC Running Start students will:**

- Understand the purpose of higher education and understand how college is different than high school.
- Know the credits you need for high school graduation.
- Become familiar with the Olympic College programs, and policies and procedures.
- Plan a class schedule and navigate registration on time each quarter.
- Be able to access college services and co-curricular opportunities.
- Be able to research careers based on your life goals, interests and abilities.
- Identify an educational goal or college major and transfer school.
- Identify college/department admission requirements and major prerequisites.
- Create a plan of classes to meet your educational goals using advising materials, OC degree worksheets and transfer information.
- Assume responsibility for managing progress toward meeting your goals.
- Appreciate the value of lifelong learning.
To assist you in pursuing your educational goals Running Start Advisors will:

- Provide a friendly open atmosphere that will foster self-exploration and awareness.
- Be accessible to you during office hours, or by telephone and email communication.
- Use good communication skills; listen well and respond to your interests and concerns.
- Assist you in the selection of appropriate classes and encourage you to be self directed and self sufficient.
- Have an understanding of current curriculum, college requirements, course sequences and AAS degree requirements and review your progress.
- Help you understand the college environment and clarify college policies and procedures.
- Direct you to appropriate college educational, career and learning services, campus resources and co-curricular activities.
- Keep up-to-date information for transfer resources and referrals.
- Participate in appropriate training and advising information networks.
- Maintain accurate records of contacts with you.
- Be available for advising appointments and provide Running Start Orientation, educational planning workshops, fall college fair, and graduation workshops.

Who else can help you?

High School Counselors help you select classes that will meet requirements for high school graduation. They can help you set goals and consider elective classes based on your skills and interests.

Faculty Advisors are full-time OC faculty members who are experts in their teaching fields and can advise you in your major (English, Business, History, etc.) or your professional technical area of study (Culinary Arts, Early Childhood Education, etc).

OC Counselors provide career and personal guidance and help students who are exploring career and educational options.

College and university admission counselors and department advisors welcome inquiries about college admission, major prerequisites and graduation requirements at their school.

The Transfer Center located in the Advising Center maintains transfer resources for students and arranges transfer fairs and college visits to OC.
Understand the purpose of higher education and how college is different from high school.

College offers students an opportunity to learn in a diverse adult environment and be accountable for their own learning. Learn skills that will apply across careers—critical thinking, managing time, setting goals and how to study. Gain a broad view of the world through many academic disciplines.

Learn about how people in various areas of fields relate to each other and how they solve problems. Master communication skills and mathematical skills. Studying the greatest works in many fields and gain knowledge from the greatest thinkers and scientific and creative minds. Discover your interests and values and dialog with others. We look forward to the contributions you will make to Olympic College.

Know the credits you need for high school graduation.

Find out the classes at Olympic College that satisfy those requirements.

Meet with your counselor each quarter to plan classes and do a credit evaluation for graduation. Most high schools have a general policy or equivalency list of Olympic College classes that will meet your specific high school requirements. Don’t forget that most four-year colleges have high school core requirements for English, social studies, mathematics, foreign language, science, and fine arts. *TIP Refer to handout: Admission Requirements for Washington Colleges.

Become familiar with the Olympic College educational programs, policies and procedures.

Resources:  
OC Catalog  
The View, the quarterly class schedule  
Student Handbook  
OC Website - www.olympic.edu

OC Degrees:  
Associate in Arts (AA), academic transfer degree,  
Associate of Science (AS), transfer degree for science majors  
Associate of Applied Science-Transfer, (AAS-T), applied transfer degree, early childhood education only.  
Associate of Technical Arts (ATA), professional technical degree for job skills, generally not transferable to a four-year college/university, some have special transfer agreements.  
Technical Certificates, short term professional technical education  
Associate in General Studies, (AGS), Non-Transfer degree.
**Direct Transfer Agreements**

The AA and AS degrees are Direct Transfer Agreement (DTA) degrees which give students junior status at Washington State baccalaureate institutions and some WA independent schools, with most general requirements fulfilled. Consult the catalog to clearly understand associate degree requirements, English and quantitative skills general requirements, distribution requirements in Humanities, Social Sciences and Natural Sciences and the appropriate classes for you for electives. Learn about campus resources, student records, grades and grade appeal process, technical programs, transfer curricula, course descriptions, student conduct code, glossary of academic terms, and staff and faculty directory, etc.

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**Plan a class schedule and register on time each quarter.**

Read The View, the class schedule, and know the advising, registration and drop/add dates and procedures. Read class descriptions, review class textbooks in the bookstore and know your high school requirements, skills and strengths. Use OASIS (Online Access to Student Information System) kiosks on campus and on the Web site at www.olympic.edu to access your registration time, your schedule and your grades using your global pin.

*TIP Your global pin is your birthday –MMDDYY- which you can change if you want.

The Class Schedule Planner online is a great tool to use in planning your quarterly schedule. Learn how to move through the advising and registration system smoothly. The Running Start Office will send information by email and newsletter, Running Start Currents. Make appointments with your high school counselor and college advisor and register for classes at your time to register to get the best choice for classes you want. Have questions ready, have forms completed and be prepared for your appointments with your high school counselor and college advisor. OASIS allows students to get on a waitlist if a class is full.

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**Research careers based on life goals, your interests and abilities.**

Do a self-analysis and evaluation of your skills, values and life and career goals. Decide on some long range and short-term objectives. Utilize career and college information and staff available at the high school and college career and counseling centers. Research information about careers and gather information about present and future job markets. Go to the Occupational Handbook Outlook online. Learn to use informational interviews. Contact someone who is successfully employed in a career you may be interested in and interview that person about his/her work. Take advantage of opportunities for employment or internships: look for volunteer, summer, and part time employment in potential career fields.
### Assess your values:
- What influences your decisions?
- What beliefs do you have?
- What is really important for you?
- How important is it for you to help others, serve your community or make money?
- What motivates you?
- What are your realities?

### Assess your abilities:
- What are your strengths and your challenges?
- What are your natural talents?
- How have others rated your abilities?
- Have you won honors or awards?
- How strong are you study skills?
- What are your personality traits?

### Explore your interests:
- What activities do you like to participate in?
- What topics do you enjoy reading or talking about?
- What classes do you enjoy the most?
- What do you dream about doing?
- What kinds or activities are you not interested in?

### Resources to help in your career search at Olympic College:

**Counseling Services:** Counselors provide a wide variety of services to help students: career interest testing, career planning and decision-making, help with academic and transfer decisions, personal counseling, and quarterly workshops.

**Career Center:** Occupational resources and career assessments are available to assist students with career decision-making process. You can utilize online career resources for career or employment research. Find out opportunities for Internships and volunteer service related to your learning.

**Haselwood Library:** Librarians can guide you to career references and online resources.

**Faculty:** Talk to OC instructors about your interests and college classes.
Be able to access college services and co-curricular opportunities.

Using a campus directory of college services and co-curricular activities in the catalog, View or student handbook, locate services that you may want to use to enhance your success. Research indicates that students who are connected to campus beyond the classroom are generally more successful. **Circle resources you are interested in.**

**Studying and classes**
- General Studies 100, Strategies for Academic Success
- Writing Center, brainstorming ideas, writing papers, planning research
- Math Study Centers, math and science tutoring
- Tutorial services and drop in labs
- Access Services for students with disabilities
- Computing resources
- Library and media services
- Distance learning
- Child care

**Leadership, social, fun and recreation**
- Multicultural Center
- Recreational activities, Fitness Center
- Student clubs and organizations
- Student government – Associate Students of Olympic college

**Related to your career**
- Music performance classes and private lessons
- Drama productions
- Counseling services, workshops or for career, academic and personal concerns
- Career Center, career resources and assessments
- Student employment, internships and volunteer service
- Student newspaper, the Olympian
**Identify a college major or educational goal and transfer school.**

Choosing a technical program or a particular college major may be a bit overwhelming. As you take classes you need for high school requirements and explore interests, ask yourself if this professor or that subject interests you enough to take more classes. Keep an open mind. Don’t overlook one of your best resources – your own experience. Investigate college majors on university web sites. Read about majors and required classes or look through required textbooks or sit in on a class. Choosing a major does not limit you to just one career. Choosing a career does not limit you to just one major.

**Why plan for a major now?**

- Many students take a random selection of classes at a community college to fulfill the associate degree requirements but do not take time to think seriously about a college major. Postponing major exploration and selection could cost you more tuition later.
- Many majors take four years to complete. If you select a major like business, engineering, or foreign language and don’t start until your junior year it will take you six years to finish your bachelor’s degree.
- Many majors require students to take classes in sequence, for example chemistry, mathematics, or music theory. This means you may only be able to take one course at a time. You want to have completed freshman and sophomore level courses so you can be ready for upper level courses if you are transferring to a four-year school.
- Many majors have a specific set of admission requirements or prerequisite courses, like business, biology, many of which may be completed at Olympic College.
- Some departments at the transfer school may allow students to enter the program only once a year. If you have already completed those courses at our community college you may be ready to enter the department. University of Washington, Seattle, for example requires transfer students to have major prerequisites completed.
- Students at four-year institutions are often required to declare a major early in the junior year and are expected to have already given the major some serious consideration and planning by that time.
- Some majors at some schools are very competitive, meaning that many students are choosing that major and standards for admission are very high. If you are interested in a highly competitive major you may want to plan your courses very carefully.

**What colleges/universities are you interested in?**

**Do they offer the major you want?**

**What are the admission requirements for the college or university?**
Attend Transfer Fairs at Olympic College or visit colleges on transfer days for admission information. Review college admission requirements.

*TIP Remember that Washington colleges require Running Start students to apply as freshman if you apply while in high school, even if you have an associate degree.

You will be eligible for many freshman scholarships and other benefits but you will also be granted transfer credit and advanced class standing. You will need SAT or ACT scores and high school core requirements, for example, fine arts and foreign language requirements. Spring of your junior year is the best time to take admissions tests, so you may retake the test if necessary.

Identify college/department admission requirements and major prerequisites.

Some colleges and departments have no special admission requirements. Some are highly competitive or require completed prerequisites or are only fall entry. Utilize college transfer information available in the Advising Center and from faculty advisors. Colleges and universities in Washington have detailed transfer guides available online or in print which list course equivalencies for all community colleges in Washington. See transfer advising at www.olympic.edu/RunningStart. You can also schedule a transfer advising appointment with a Running Start advisor.

Use college web sites to learn about academic departments – access Washington schools at www.access.wa.gov and click on education. UW and WSU have sites where you can establish an advising account to research requirements for one or more majors, verify how your community college courses transfer and see how your courses apply toward major and bachelor’s degree requirements.

*TIP Contact transfer institutions directly for information, department admission requirements, arrange a campus visit and talk to department advisors.

Most colleges have prospective student information sessions and visitation programs. It’s never too early for you to investigate the requirements of your intended major – no later than the end of the freshmen year. Determine if it is better for you to complete a degree or take required prerequisites for a particular program, particularly if you will attend an out-of-state college. Contact out-of-state colleges for admission information for Running Start students. Explain that Running Start is a dual credit program - you earn high school and college credit for OC classes.

Seriously investigate the school you are thinking about attending.

List college/department admission requirements and major prerequisites on page 13
Create a plan of classes to meet your educational goals using advising materials, OC degree worksheets and transfer information.

Put it all together. List the classes that you need for your high school, transfer college admission, to meet your major, and AA, AS or ATA degree on the next page. Or create your own plan. Find out when classes you want are offered and plan for a whole year. Share your goals with your high school counselor and Running Start advisor. They can help you find resources, select classes, and finalize your plan. Each quarter you will meet before you register. Have several alternate classes and class times in mind in case some classes are closed. You may need to revise your plan based on the class availability, but you will know the classes you need.

Assume responsibility for managing progress toward meeting your goals.

Track your high school and college progress toward your goals each quarter. Make sure you know high school requirements and understand college and degree information yourself! Ask questions and seek assistance from your professors, advisors and college staff if you need help. Develop a support system of friends, family and college community. If you plan to earn an OC degree, use the catalog and degree worksheet to keep track of requirements as you complete them. Apply for your degree after you register for your last quarter, most commonly, spring quarter.

Prepare for your next steps. If you plan to transfer, prepare your application essay and complete applications. Complete financial aid and scholarship applications. An application notebook is a good way to keep track. See a sample in the Running Start Office. Contact OC faculty for recommendations. Let Running Start advisors know if you need help.

Appreciate the value of life-long learning.

Set new goals! Update your educational plans and continue to learn throughout your lifetime.
# Olympic College Educational Plan

Name: ___________________________  SID: ______________  AA____  AS____  ATA____

Major: ___________________________  Faculty Advisor ________________________________

Transfer School ________________________________

List the classes you plan to take and the number of credits.

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Mission
We serve and enrich all our communities by providing quality education and training for all who seek to improve their lives through learning.

Vision
At Olympic College we envision learning as a life enhancing journey of discovery where:

Our students are life-long learners in a global society.
Our employees are empowered to achieve the college mission.
Our community recognizes the college as its cornerstone of learning.

Values
We honor our shared values by holding ourselves and each other accountable for:

A dedication to public service and Higher Education
A commitment to life-long learning
The practice of civil and constructive discourse and respect for diversity.
A quest for community and environmental health.
The thoughtful use of our finite resources, including ourselves.

Campus Locations:

Olympic College Bremerton
360.792.6050 or 1.800.259.6718
360.475.7151 FAX

Olympic College Poulsbo
360.394.2725
360.394.2705 FAX

Olympic College Shelton
360.432.5400
360.432.5412 FAX

Note: The mailing address for Olympic College campuses is 1600 Chester Ave., Bremerton, WA 98337-1699
Olympic College does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, or age in its programs and activities. Reasonable accommodations are available for people with disabilities.