

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 & Student Appreciation Day. The OC Fitness Center is also open to all current students with a current quarter sticker and current ID card.

Contact Information

Recreation Activities
Bremer Student Center
360-475-7462, OCRecreation@olympic.edu
www.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: 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.

Visit our website for more information and to apply online.

Contact Information

Residence Hall
360-479-0840, Reslife@olympic.edu
www.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, Armed Forces, Environmental

Outreach, Phi Theta Kappa, Polynesian 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 www.olympic.edu/student-life/student-clubs, or go to the SGOC office located in the Bremer Student Center, room 118 at OC Bremerton.

For the most up-to-date list of student clubs, see www.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 Bremer Student Center, is a place for students to share ideas, voice concerns, 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 20 student clubs. Programs and services include, but are not limited to: The Student Government, Athletics, Child Care, Drama, Instrumental and Vocal Music, Multicultural and Student Programs, Phi Theta Kappa, The Ranger (student newspaper), Recreation, Student Organizers, and Tutoring.

Student Government Officer Positions

Elected

- President
- Executive Vice President
- Vice President of Student Affairs
- Vice President of Public Relation and Communication
- Vice President-Shelton Campus
- Vice President-Poulsbo Campus

Appointed

- Vice President of Finances
- Vice President of Diversity and Equity

Contact Information

Student Government of Olympic College
Bremer Student Center, Rm. 118
360-475-7290, sgoc@olympic.edu
www.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 newspaper, offers students interested in writing, editing, photography, graphic design and advertising the opportunity to hone their skills in both the print and online editions. The print edition is published every month during each quarter (except summer) and has been recognized for excellence by the Society of Professional Journalists, the Washington Press Association, the Washington Community College Journalism Association, College Media Advisers and the Associated Collegiate Press. Students work in a collaborative environment with the journalism adviser.

Contact Information

The Ranger Student Newspaper
Technical Building, Rm. 101
360-475-7690, news@olympic.edu
www.olympic.edu/student-life/ranger

College Resources

Olympic College provides many resources to enhance learning and increase the chances of 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 Olympic College 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: www.olympic.edu/services/access-services-students-disabilities

College Resources

- Submit formal, written documentation of the disability (documentation standards are available online or through the office of Access Services)
- Schedule an intake 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:

Humanities & Student Services, Rm. 205
360-475-7540, AccessServices@olympic.edu
www.olympic.edu/services/access-services-students-disabilities

OC Poulsbo: 360-475-7540

OC Shelton: 800-259-6718 Ext. 7540

Ranger Station – Admissions

Ranger Station – Admissions 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. 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

Ranger Station – Admissions
Humanities & Student Services, Rm. 105
360-475-7650, rangerstation@olympic.edu
www.olympic.edu/admissions

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
Humanities & Student Services, Rm. 203
360-475-7530, AdvisingCenter@olympic.edu
www.olympic.edu/advising

OC Poulsbo: 360-394-2725

OC Shelton: 360-432-5400

Alumni Association

The OC Alumni Association helps College alumni stay in touch with one another and with the College. Getting involved is the perfect way to know what is going on at OC, with other alumni, and in the community. Thanks to the ongoing support and volunteerism of OC alumni and friends, the Association is able to accomplish its mission of developing a sense of community among alumni and promoting the lifelong personal, educational, and professional growth of alumni and students of the College. Join the OC Alumni Association today, at www.olympic.edu/olympic-college-foundation/alumni-association.

Contact Information

Alumni Association
College Service Center, Rm. 530
360-475-7120, Alumni@olympic.edu
www.olympic.edu/alumni

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:

Humanities & Student Services, Rm. 222,
360-475-7238, TestingCenter@olympic.edu
www.olympic.edu/testingcenter
www.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
Business & Technology Computer Lab
Business, Rm. 100
360-475-7510, AccessServices@olympic.edu
www.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) which offers educational and workforce training opportunities to students receiving Basic Food Assistance (food stamps).

The primary function of the BFET program at OC 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:

- Receive federal food stamps from DSHS (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 student's employment goal.
- GED, ABE, and ESL may also be considered approved programs if necessary to achieve student's employment goal.

Contact Information

Basic Food Employment & Training
College Service Center, Rm. 414
360-475-6551, 800-259-6718 Ext: 6551

wfd@olympic.edu
www.olympic.edu/programs-classes/work-force-development-and-basic-studies

Basic Studies

Adult Basic Education (ABE), General Education Development (GED®) Prep, 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 old 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
 Humanities & Student Services, Rm. 223
 360-475-7550, basicstudies@olympic.edu
www.olympic.edu/programs-classes/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 old must provide a "High School Release" form.

Contact Information

ESOL Program
 Humanities and Student Services, Rm. 223
 360-475-7278, basicstudies@olympic.edu
www.olympic.edu/programs-classes/basic-studies/esol-english-speakers-other-languages
 OC Shelton: 360-432-5471

Bookstore

OC Campus Bookstores

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 Bremer Student Center. Textbooks for OC Shelton courses may also be purchased in the store at that location. Books and merchandise can be ordered online at ocbookstore.com. Concerned about textbook prices? Take a look at our online price comparison tools.

Contact Information

OC Bookstores
 Bremer Student Center
 360-475-7432, ocbookstore@olympic.edu
www.ocbookstore.com

Campus Safety

The Olympic College Campus Safety & Security office is located in the Humanities and Student Services Building (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 Safety 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 Safety Dispatch Office hours are generally, Monday through Friday from 9 a.m. until 5 p.m. (closed on holidays).

The Campus Safety & 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
- Environmental safety
- Victim assistance referral
- Processing "unsafe condition" referrals
- Crime prevention consultation
- Accident/Injury and crime reporting

Campus Emergency Messages

Campus Safety 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: www.olympic.edu/services/campus-safety/campus-alerts.

In the event of a campus closure, a notification will be sent to all students, faculty and staff by 6 a.m. on the impact 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 Cashiers office. Please review the OC Parking Policy. www.olympic.edu/sites/default/files/files/20016ParkingPolicy.pdf

OC Bremerton (subject to construction variances)

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 G1 lot between 16th and 13th Street, along Broadway and Warren Avenue
- The G2 lot at the Northwest corner of 13th Street and Broadway Avenue
- The G3 lot along 11th Street between Ohio and Lincoln Avenue
- The G4 lot between 16th and 18th Street along Chester and Warren Avenue
- The G5 lot on 17th Street between Warren and Elizabeth Avenue
- The G6 lot on Elizabeth Avenue between 17th and 16th Street
- The G8 lot located at the Lincoln Avenue Bible Church lot (spaces 1-33).

Please refer to the campus map for additional information: <https://apps.olympic.edu/campusmap/>.

Visitor, Disability, and Carpool spaces are reserved and enforced 24 hours a day, seven days a week.

Open Parking

There is open parking in student and staff lots after 4 p.m. until 7 a.m. year round and on weekends. Permits are required for all student parking lots at OC.

Passenger Drop off/Pickup Area

This area is located in the loop off of 16th Street near the flag pavilion. This area is provided to safely drop off or pick up passengers and is limited to 10 minute time period. Vehicles cannot be left unattended in this area at any time as it is also an Emergency Vehicle Access Lane.

College Resources

OC Poulsbo & OC Shelton

Student parking lots are available at OC Poulsbo and OC Shelton campuses. Permits are required and please follow all the rules.

Parking Permits

Student Parking Permits (\$20 / Required)

All permits must be properly displayed.

OC Bremerton: parking passes can be obtained at the Campus Safety 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: www.olympic.edu/services/campus-safety/parking.

The following documentation is required to obtain a student parking permit (except for some Veteran's tuition programs or payment plans):

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 Safety Office.

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 visitors permits can be obtained at the Campus Safety Office in the Humanities and Student Services building room 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 and carpool spaces are appropriately labeled and available in most lots. Parking in these spaces requires appropriate permits.

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 www.kitsaptransit.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 (www.olympic.edu/services/campus-safety/annual-security-report) or by request. A 60 Day crime and fire log is also available at apps.olympic.edu/secoms/CrimeStats.aspx.

Contact Information

Campus Safety
Humanities & Student Services, Rm. 101
360-475-7800, SecurityOfficers@Olympic.edu
www.olympic.edu/services/campus-safety

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.

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 these 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.

Contact Information

OC Bremerton | Poulsbo | Shelton
Humanities & Student Services, Rm. 201
360-475-7480, CareerCenter@olympic.edu
www.olympic.edu/services/career-center

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 www.olympic.edu/programs-classes/tech-prep-dual-credit.

Contact Information

Career and Technical Education Dual Credit
College Service Center, Rm. 404
360-475-7353, bhale@olympic.edu
www.olympic.edu/programs-classes/tech-prep-dual-credit

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 and new media certification programs, entrepreneur/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
360-475-7786, ContinuingEd@olympic.edu
[www.olympic.edu/programs-classes/
community-education](http://www.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 his/her 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

Contact Information

Counseling Services
Humanities & Student Services, Rm. 203
360-475-7530, CounselFac@olympic.edu
[www.olympic.edu/current-students/counsel-
ing-service](http://www.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 and is open Tuesday through Friday. Tuesday through Thursday the restaurant offers table-side service from a variety of menu items. Service includes the preparation of gourmet salads, flambe desserts, and carved roasts. Students and guests are welcome to enjoy a leisurely luncheon at affordable prices in this pleasant fine dining, in-training atmosphere.

Friday service features a four course luncheon highlighting the regional culture being studied by students in the International Cuisine class.

Contact Information

OlympiCafe
Bremer Student Center, 360-475-7577

Espresso

Bremer Student Center, 360-475-7577

Fireside Bistro

Bremer Student Center, 360-475-7577

Foundation

Established in 1993, the Olympic College Foundation is celebrating its 25th year of making an impact on OC. The Foundation promotes and receives philanthropic gifts for the benefit of OC. A non-profit 501(c)(3), the Foundation's mission is to serve and enrich all of our communities by providing quality education and training for all who seek to improve their lives through learning. The Foundation seeks support for student scholarships, program enhancements, and capital projects, as well as cultural events and activities that enrich the college community. By securing contributions to the College, the Foundation provides an extra measure of support which contributes to excellence at OC.

Investing in Students

The Olympic College Foundation is dedicated to enhancing the educational opportunities for all students at OC. In addition to providing support for program enhancements, the Foundation seeks to make available a variety of scholarship opportunities, including those that improve access for economically disadvantaged students as well as those that provide important recognition for students based on scholastic merit. In addition, the Foundation seeks to enrich college life through its support of a variety of campus programs and events.

Investing in Faculty and Staff

Through the Funds for Excellence grant-making program, the Foundation supports staff and faculty innovation and professional development.

By providing funding for a wide variety of professional development activities that contribute to the quality of educational programs and services, the Foundation encourages faculty and staff excellence.

Investing in the Community

By assuring students a quality education at OC, the Foundation is helping to provide the educated workforce that is the basis for the community's economic vitality.

In addition, the Foundation serves as an important link between the college and the community: informing the community of

special priorities; generating support to meet the College's needs; and assisting the College in responding to needs identified by the community.

To meet the current and future needs of OC, the Foundation is dependent on the financial support of alumni, parents of alumni, the business community, other foundations, and friends of the college.

Contact Information

OC Foundation
College Service Center, Rm. 530
360-475-7120, foundation@olympic.edu
www.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 Canvas
- 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: www.olympic.edu/programs-classes/general-studies-courses

Contact Information

General Studies
Humanities & Student Services, Rm. 203
360-475-7530
advisingcenter@olympic.edu

OC Poulsbo: 360-394-2725

OC Shelton: 360-432-5400

Information Technology

The Information Technology (IT) department, located on the second floor of the College Service Center (room 216), is a resource for campus technology support and services. IT provides a productive environment for the creative use of technology to enhance the academic experience and day-to-day business for the college. IT offers a wide range of services to the OC community including Help Desk services, individual student accounts, email, server storage, printing, scanning, scan to email, OC licensed software and wireless internet access. Our students have access to various applications and customer support in our open labs located at each campus. Students and employees can also access OC standard and special software in our cloud based application portal called Workspace. Please visit <https://workspace.olympic.edu> to see the applications and services that are available.

IT supports more than 2,000 desktop computers, hundreds of printing devices, hundreds of different software titles, more than 11,000 mailboxes and more than a hundred computer labs and classrooms in various locations including the Bremerton, Poulsbo, PSNS, and Shelton campuses, and other college locations. IT also now offers a quarterly check out of laptop with Internet access for students. Please contact our IT Help Desk at helpdesk@olympic.edu or visit <https://olympic0.sharepoint.com/sites/OCExternal/IT/SitePages/Home.aspx> for more details.

Contact Information Open Computer Labs

OC Bremerton: Science & Technology, Rm. 122; and Haselwood Library, Rm. 127 and Rm. 128

OC Shelton: Portable A2

OC Poulsbo: Rm. 106

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

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

Contact Information

Information Technology – Help Desk
College Service Center, Rm. 216
360-475-7600, helpdesk@olympic.edu
www.olympic.edu/services/computer-labs/student-computing-guide

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
Haselwood Library, Rm. 118
360-475-7412, international@olympic.edu
www.olympic.edu/current-students/office-international-education-study-abroad

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

Haselwood Library, Bremerton Campus
<http://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, Shelton Campus
<http://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 Library/Computer Lab
<http://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 Engineering (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 DANTESS 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
Engineering, Rm. 100
360-473-2821, MVP@olympic.edu
www.olympic.edu/services/military-and-veteran-programs

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
Engineering, Rm. 100
360-475-2821, VetCenter@olympic.edu
www.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 Military Education & Veteran Services department, 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, Engineering, Rm. 100
360-473-2821, MVP@olympic.edu
www.olympic.edu/services/military-and-veteran-programs/center-excellence

Veterans & Military Benefits Office

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

Students may contact the Veterans Administration (VA) at www.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
Engineering, Rm. 100
360-473-2821, MVP@olympic.edu
www.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 45 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
Humanities & Student Services, Rm. 207
360-475-6817 or 360-475-7325
pthomas@olympic.edu
www.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 a dependent of the state of Washington and in foster care on their 18th birthday.
- Have spent at least one year in foster care after their 16th birthday.
- Be a resident of Washington state.
- Enroll at least half-time prior to their 22nd birthday.

Contact us for additional information on eligibility requirements and more.

Contact Information

Students in Need Group
Humanities & Student Services, Rm. 207
360-475-6817, pthomas@olympic.edu
olympic.edu/services/passport-program-foster-youth

Ranger Station – Registration & Records

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 DANTESS credit, Armed

College Resources

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
Humanities & Student Services, Rm. 105
360-475-7650, registration@olympic.edu
www.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
- 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
Humanities & Student Services, Rm. 208
360-475-7646, RunningStart@olympic.edu
www.olympic.edu/running-start

Sophia Bremer Child Development Center

Child Care and Early Learning Classrooms

The Child Care and Early Learning (CC&EL) classrooms offer a high-quality early care and learning experience for children 12 months 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 30 months and older. Fridays we close at 4 p.m. For children younger than 30 months, each day ends at 4 p.m. During summer session and intersession periods, the CC&EL 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 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, and spring quarters offering services from 7:30 a.m. to 5:30 p.m., Monday through Thursday and closing at 4 p.m. on Fridays. Head Start supports each family in the process of preparing their child for kindergarten. The preschool focuses on the child's development of social skills, cultural pride, a sense of belonging, literacy and academic skills, 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. The classrooms also serve as training sites for Early Childhood Education and other OC students.

Contact Information

Sophia Bremer Child Development Center
1709 Chester Ave., Bremerton, WA 98337
360-475-7190, olympic.edu/Child-Care
www.olympic.edu/services/child-care/head-start

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, 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
Humanities & Student Services, Rm. 207
360-475-6817, pthomas@olympic.edu
www.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.