Welcome to Olympic College!

NEW STUDENT ORIENTATION

Advising Center

Make an advising appointment on the Advising website:
olympic.edu/advising

OC Bremerton : 360-475-7530
OC Poulsbo : 360-394-2725
OC Shelton : 360-432-5412
Email: advisingcenter@olympic.edu
What’s Your Goal?

### Associate in Technical Arts (ATA) and Certificates

Professional / Technical degrees and certificates designed to prepare you for the workforce

- Accounting Technology
- Administrative Office Support
- Bookkeeping
- Business Management
- Chemical Dependency Professional
- Composites Manufacturing
- Cosmetology
- Culinary Arts Institute
- Digital Photography
- Early Childhood Education
- Electronics
- Engineering Technology
- Fashion Marketing
- Human Services
- Manufacturing Technology
- Medical Billing and Coding
- Medical Receptionist
- Nursing Assistant
- Nursing (RN)
- Payroll Clerk
- Precision Machining
- Substance Use Disorder Professional
- Technical Design
- Unmanned Aerial Vehicle Photography
- Welding

### Transfer Preparation Degrees:

#### Associate in Arts (AA - DTA)

- Associate in Science (AS - T), Associate in Business (AB - DTA)

Degrees that prepare you to transfer to a 4-year college or university. Areas of transfer include, but are not limited to:

- American Ethnic & Gender Studies
- Anthropology
- Art
- Astronomy
- Atmospheric Science/Meteorology
- Biology
- Biotechnology
- Business and Economics
- Chemistry
- Communication Studies
- Computer Science
- Early Childhood Education
- Education
- Engineering
- English
- Environmental Studies
- Exercise Science
- Fashion
- Geography
- Geology
- History
- Human Services
- Marine Science
- Mathematics
- Music
- Physical Education
- Physics
- Political Science
- Pre-Dental
- Pre-Health Science
- Pre-Law
- Pre-Medical
- Pre-Nursing – DTA
- Pre-Pharmacy
- Pre-Physical Therapy
- Pre-Veterinary
- Psychology
- Social Work
- Sociology
- World Languages
- Undecided

### Bachelor of Applied Science (BAS)

- Filmmaking
- Computer Information Systems
- Organizational Leadership & Technical Management (OLTM)

### Bachelor of Science in Nursing (BSN)

- Nursing: RN to BSN
- Nursing: Veteran / LPN to BSN

### Pre-requisites for many selective programs at other colleges, including:

- Dental Hygiene
- Diagnostic Medical Sonography/Ultrasound
- Radiology
- Respiratory Therapy
- Veterinary Technology

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**Is transferring to a university your goal?**

The freshman and sophomore years of most bachelor’s degrees focus on general education requirements, also called “Lower Division Coursework.” In our transfer preparation degrees, you will get:

- same type of coursework as first two years at a university
- a lower tuition rate
- typically smaller class sizes
- if accepted to the university, usually admitted with Junior level standing
Spring 2022

COVID-19 Vaccine Verification

All students who participate in on-campus courses, activities, or other operations at Olympic College locations are required to be fully vaccinated against COVID-19 or have an approved medical or religious exemptions on file.

You will be blocked from registering for in-person classes until you have completed your verification.

For more information and instructions, see our website:

Spring 2020: Dates & Deadlines

Feb 14  Registration begins for continuing & former students for Winter term
Feb 28  Registration begins for new students
Apr 4   Tuition payment deadline
Apr 4   Spring classes begin
Apr 6   Deadline to register for class w/o instructor permission except for Open Ended Enrollment (OEE) classes
Apr 8   Last day for 100% refund for withdrawal from classes
Apr 15  Last day to register for class with instructor permission; to officially drop a class with no grade reported; to file for pass/no credit or audit
Apr 20  Last day to apply for winter term graduation (degrees & certificates)
Apr 23  Last day to request 50% refund for withdrawal from classes.
May 13  Non-Student day. No day or evening classes
May 16  Registration begins for continuing and former students for spring term
May 18  Last day to officially drop a class and receive a "W" grade
May 27  Last day to add/drop Open Ended Enrollment (OEE) classes
May 27  New student spring term registration begins
May 30  Memorial Day holiday
Jun 8   Last day to change a variable credit class
Jun 14 - 17 Finals and/or instruction
Jun 17  Spring term ends
Jun 17  OC Commencement (tentative)
Jun 22  Grades submission deadline for faculty: 9 pm
Choosing Classes

**Associate Degrees Are 90+ College Level Credits**

- College level classes are those **numbered 100 or above**.
- OC is on the quarter system, with four quarters per year: Fall, Winter, Spring, Summer.
- If your goal is to graduate in two years, you will need to take a **minimum of 15 credits each quarter** (not including summer).

**Two - Year Plan**

- 15 credits FALL
- + 15 credits WINTER
- + 15 credits SPRING
- 45 credits (Year 1)
- + 45 credits (Year 2)
- 90 credits = Associate’s degree in two years

<table>
<thead>
<tr>
<th>Quarterly Enrollment Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>12+</td>
</tr>
<tr>
<td>3/4 Time</td>
<td>9-11</td>
</tr>
<tr>
<td>1/2 Time</td>
<td>6-8</td>
</tr>
<tr>
<td>Less than 1/2 Time</td>
<td>1-5</td>
</tr>
</tbody>
</table>

**HOW MANY CLASSES SHOULD I TAKE?**

- **“Credit”** = the number of hours you will meet in class each week (ex: 5 credit course meets 5 hours per week)
- Each credit hour in class requires an **additional minimum** of 2 hours of homework/study time.

  - 1 credit = 1 hour in class + 2 hours homework = 3 hours/week commitment
  - 5 credits = 5 hours in class + 10 hours homework = 15 hours/week commitment
  - 10 credits = 10 hours in class + 20 hours homework = 30 hours/week commitment
  - 15 credits = 15 hours in class + 30 hours homework = 45 hours/week commitment = **full time job**!

- **How many credits can you realistically complete? ________________**

You do not have to be a full time student to take classes at OC or to receive financial aid through FAFSA. If you are receiving financial aid, let the Financial Aid Office know so that they can prorate your aid based on the number of credits you are taking.
Choosing Classes

HOW TO CHOOSE CLASSES

➢ First, determine your English and math placement. You have 3 options:

1. Take the ACCUPLACER
   • Virtual and limited in-person assessment by appointment only
   • Registration, study guides, and practice tests available on the OC website: olympic.edu/services/assessment-testing-services/accuplacer-assessment
   • Call 360-475-7238 or email AccuplacerQuestions@olympic.edu

2. Submit high school transcripts, Smarter Balance Assessment (SBA), SAT/ACT scores, and/or AP scores
   • On the OC website at olympic.edu/current-students/advising/verify-prerequisites

3. Submit unofficial college transcripts
   • On the OC website at olympic.edu/current-students/advising/verify-prerequisites

➢ Look at the requirements for your degree in the College Catalog on the OC website:

➢ Meet with your Student Success Coach to discuss options for courses that align with your educational goals
   • Call the Advising Center at 360-475-7530, or
   • Fill out the Advising Appointment Request Form on the Advising website: olympic.edu/advising

INSTRUCTION MODES

In-Person: Class meets on campus for regularly scheduled times.

Web-enhanced: a fully in-person class that requires use of an online program, such as Canvas or Aleks.

Hybrid: Class is a combination in-person and online class. For example:
   • a 5-credit course meets 3 hours on campus and 2 hours via zoom or each week
   • a 2-credit course (ie: COLL 110) meets only 4 times during the quarter and the rest of the work is online

Online - Synchronous: Class does NOT meet on campus. Class meets online via Zoom at regularly scheduled times.

Online - Asynchronous: Class does NOT meet on campus and does NOT meet via Zoom. Rather, you take the course on your own schedule. HOWEVER, like other courses, asynchronous courses generally have weekly assignments, deadlines, discussion boards, quizzes and exams (all online).
Courses & Technology to Help You be Successful

Taking these courses your first quarter will set you up for success!

**COLL 110: College Success (2 credits)**
Students develop an understanding of what it means to be a college student, how to identify, locate and utilize student support services, develop strategies to transition to college, understand the importance of diversity in the immediate learning environment, explore technology, tools and resources, and create an academic plan.

**GEN-S 97: General Studies 97 - Orientation to Canvas (0 credits) - FREE!**
This two-hour course teaches you how to use Canvas: find your syllabus and assignments; communicate with faculty or students; submit your assignments online; and identify the resources for online support.

**DIGL 101: Introduction to Online Learning with Canvas (2 credits)**
This course prepares students for success in the online learning environment. Students will identify essential skills and develop problem-solving strategies unique to online learning.

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**CANVAS**
All online courses and many in-person classes use Canvas for course assignments, discussion, grades, and communication. Access Canvas using your OC student email address. **GEN-S 97 Orientation to Canvas** is a great class to teach you how to navigate this important system.

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**TECHNICAL SUPPORT**

- Laptop, hotspot, and calculator checkout - FREE!
- Free WiFi on campus and in the OC parking lots *(need your student email address to log in)*
- Computer Labs
- Troubleshoot account access for ctcLink and email

Contact the IT HelpDesk: 360-475-7600 or HelpDesk@olympic.edu
Discover Your Resources

Welcome Center ........................................................................... Bldg 4, Rm 105 / 360-475-7650 / Welcome@olympic.edu
Registration & Records ............................................................... Bldg 4, Rm 105 / 360-475-7650 / Registration@olympic.edu
Financial Aid ................................................................................ Bldg 4, Rm 105 / 360-475-7650 / FinancialAid@olympic.edu
Advising Center ............................................................................ Bldg 4, Rm 203 / 360-475-7530 / AdvisingCenter@olympic.edu
Assessment & Testing Services (Accuplacer): .................. Bldg 4, Rm 222 / 360-475-7238 / TestingCenter@olympic.edu
Access Services for Students with Disabilities: ................ Bldg 4, Rm 205 / 360-475-7540 / AccessServices@olympic.edu
Military and Veterans Programs: .............................................. Bldg 11, Rm 100 / 360-473-2821 / MVP@olympic.edu
SING (Students in Need Group): ............................................ Bldg 4, Rm 207 / 360-475-6817 / SING@olympic.edu
Workforce Development: .......................................................... Bldg 4, Rm 204 / 360-475-7555 / WFD@olympic.edu
IT Help Desk .................................................................................. 360-475-7600 / HelpDesk@olympic.edu

OC Poulsbo Student Services: ........................................................ 360-394-2725 (First Floor)
OC Shelton Student Services: ..................................................... 360-432-5400 (Palmer Student Center)

STUDENT SERVICES VIRTUAL OFFICE

Get live help from anywhere! The Student Services Virtual Office is available
Monday-Thursday 8 am - 4:30 pm via Zoom or phone.

Admissions ● Registration ● Financial Aid ● Advising ● Cashier ● Access Services ● Counseling ● Military & Veterans Programs

Click “Virtual Assistance” at the top of the OC website.

FREE SERVICES FOR STUDENTS!

Computer Labs
Counseling Services
Career Center
Library
Tutoring
Writing Center
Math/Physics Study Center
MESA: Math, Engineering and Science support
Students in Need Group
Food Pantry
Fitness Center
Athletic Events
Student Government
Clubs and Organizations
Security Escort
And More!
How to Activate Your ctcLink Student Account

Steps to activate your ctcLink account for the first time:

1. Choose ctcLink on the www.olympic.edu homepage or type the url based on your device.
2. Click on ‘Activate Your Account’
3. Enter your first and last name and date of birth as shown below.
4. Type your ctcLink ID exactly as it appears in your acceptance email.
5. Click ‘Submit’
6. Choose your password recovery options for later in case you need to reset it in the future.
7. Choose & confirm your Password. It must be at least 8 characters and include upper-case, lower-case, and a number or special character.
8. Click OK and then close the activation window to return to the ctcLink login page.
9. Explore your ctcLink and familiarize yourself with the tools available to you.

For assistance and questions, please email us at Welcome@olympic.edu
How to Activate your OC Student Email

- Start at the Olympic College Homepage: olympic.edu
- Click Services, then click “Student Account Activation” to the right
- Enter your ctcLink Student ID and password, then create and confirm a password for your student email that meets the displayed complexity requirements
- Click “Submit”
  - Please write down your email and password

Note:
- You’ll use your student email address and password to login to your student email, Canvas, and campus WiFi
- Your email address is typically FirstNameLastName@student.olympic.edu

New Students: Activate your OC student email account.
Current Students: Reset your password.

- Authenticate via ctcLink Login
- Authenticate via Email

ctcLink ID: 
ctcLink Password: 
New email password: 
Confirm new email password: 

Note: New passwords must adhere to the following:
- at least 10 characters
- at least 1 number or symbol
- at least 1 capital letter
- at least 1 lower-case letter
- cannot contain any part of the username
- must be different than previous passwords

Access your email account here: http://portal.office.com

Submit
How to Register for Classes

Registering for Classes With "Browse Classes" Portal

1. Go to olympic.edu and click on "Browse Classes" at the top in the red links.

2. You will now need to sign into your student portal. Click on the white Olympic College logo in the red menu. This will allow you to sign into ctcLink and provide you with other helpful links.

3. You are now logged in and you should see the red menu populated with your student information. You can view the class schedule in Class Information > Class Search.

4. Choose the class you are looking for in the "Subject" drop down menu. If you know the class number (i.e. ENGL 101) you can put the number (101) in the "Catalog #" box. To see only open classes, click on "Show Open Classes Only".

5. You will get all the open sections of the class you selected. Once you found one that works for you, click on the section and it will expand to show you more class information and enrollment buttons. This is where you can add classes to your cart and/or enroll.
How to Register for Classes

6. You will get a dialog box allowing you to put in a permission number. You can bypass this and click "Save." You are now registered for classes or added classes to your cart.

7. If you need to enroll in your classes from your shopping cart you can go down to "Enrollment" in the red menu and click on "Shopping Cart." Select the classes you’d like to enroll in and click enroll.

8. Lastly, check your schedule. In the red menu, click "Schedule". You will get a calendar view. In the top right you can switch to list view for a better view.

Instructional videos are available online to walk you step-by-step through the account activation and course enrollment processes. Follow the “Welcome Enrollment Steps” in the “Student Orientation” link on our website.
Paying for College

TUITION, FEES, AND BOOKS

Tuition and fees are the costs for taking classes at your college.

**Tuition:** This amount can vary based on the number of credit hours you take and whether you're an in-state or out-of-state student. Below are resident rates. For more information on tuition and fee details, including non-resident rates, visit our website at olympic.edu/paying-college/tuition-fees.

- 15 credits = $1,447.30
- 12 credits = $1,275.42  *(Full-Time status = 12 or more credits)*
- 5 credits = $580.25
- 1 credit = $116.05

**Fees:** In addition to tuition there are set fees that pay for certain services for students.

- Student Service: $2/credit (max $20)
- Technology Fee: $3.50/credit (max $35)
- Security Enhancement Fee: $20
- Individual class fees (cost varies by class)

**Books and Supplies:** You'll need books and other course materials, available at the OC Bookstore either on the Bremerton campus or online. You may be able to lower these costs by buying used textbooks or renting them. Free textbook lending is available for students in need through the SING office in Bldg 4, Rm. 207.

Some instructors use Open Educational Resources ("O.E.R.") that are low cost alternative to standard textbooks. OER courses are noted in the class schedule.

WHEN AND HOW TO PAY

- Tuition is due by **April 4 for SPRING quarter.** You will be dropped from classes if you do not meet the tuition deadline.

- Pay in the “Financial Account” tile in ctcLink Student Homepage, in person in Bldg 4, or by phone at 360-475-7181.

- Sign up for the Tuition Payment Plan to pay your tuition in installments.

For more information and instructions on how to pay tuition or set up a payment plan, visit the Cashier’s website at: https://www.olympic.edu/paying-college/how-pay
Paying for College

FINANCIAL AID

Types of Financial Aid:

**FAFSA or WASFA:** one application to be considered for federal, state, and institutional grants, loans and work-study jobs. Amount awarded is based on financial need.
- Find out more or register for a financial aid workshop at [olympic.edu/paying-college/financial-aid](http://olympic.edu/paying-college/financial-aid).
- Call 360-475-7650 or email financialaid@olympic.edu

**Workforce Development:**
- See if you qualify by completing this short survey - [StartNextQuarter.org](http://StartNextQuarter.org).
- Call 360-475-7166 or email wfd@olympic.edu

**Military Benefits:**
- See Military and Veteran Programs at [olympic.edu/services/military-and-veteran-programs](http://olympic.edu/services/military-and-veteran-programs).
- Call 360-473-2821 or email MVP@olympic.edu

**Scholarships:** The Olympic College Foundation offers hundreds of scholarships each year based on financial need and/or academic merit. See [olympic.edu/paying-college/financial-aid/scholarship-opportunities](http://olympic.edu/paying-college/financial-aid/scholarship-opportunities).

**HEERF—Higher Education Emergency Relief Fund:** federal grant for students whose education is impacted by COVID-19 pandemic. Application for Spring HEERF will open mid-March:
- Apply at [olympic.edu/paying-college/financial-aid/higher-education-emergency-relief-fund](http://olympic.edu/paying-college/financial-aid/higher-education-emergency-relief-fund)
- Call 360-475-7650 or email financialaid@olympic.edu

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Students receiving financial aid through FAFSA are **NOT** required to be enrolled full-time. If you register for less than 12 credits, simply submit an **Enrollment Status Change** form to the Financial Aid Office.

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Check your Financial Aid Status and Tasks in ctcLink

After getting confirmation from FAFSA of your eligibility, you must check your financial aid status and submit any supplementary materials, including the “Financial Aid Institutional Form” in order to receive your award.
What Do I Do Next?

☐ **Activate your ctcLink student account and OC student email**
  - Your student accounts give you access to email, campus computer login, Canvas, and Wi-Fi.
  - See pages 8-9

☐ **Submit your COVID-19 vaccine verification or request for exemption**
  - See page 3

☐ **Determine your math and English placement**
  - See page 5

☐ **Make an appointment with a Student Success Coach**
  - Student Success Coaches are here to help you make your education a success!
  - Meet with a coach to choose your first quarter classes, make an academic plan, and get connected to resources.
  - Call the Advising Center at 360-475-7530, or
  - Fill out the Advising Appointment Request Form on the Advising website: [olympic.edu/advising](http://olympic.edu/advising)

☐ **Determine your funding and/or financial aid**
  - See page12-13

☐ **Get your student ID and parking pass**
  Your ID card and parking pass are included with your student tuition and fees. You can get them in the Safety & Security Office in Bldg 4, Rm 101, or in the Student Services Office at OCP and OCS.
  - To get your ID, bring proof of class registration and a valid photo ID.
  - To get your parking pass, bring proof of class registration, proof of payment for tuition and fees, your vehicle registration, and a valid photo ID.

☐ **Make an appointment with Access Services (if applicable)**
  - Access Services coordinates accommodations for students with disabilities.
  - Call 360-475-7540 or email Access Services@olympic.edu

☐ **Check your student email account often!**
  - OC faculty and staff communicate via email. Don’t miss important announcements and deadlines!
  - See page 9 for how to activate your account.
Course Planning Worksheet

Use this worksheet to create a wish list of classes you would like to take next quarter.

Name __________________________ ctcLink ID Number __________________________

I want to be: □ Full Time (12 or more credits) □ Part Time (less than 12 credits)

What is your intended Program/Major? ____________________________________________

Examples: Undecided, Biology, Business, Culinary, Education, Engineering, Psychology, Welding, etc.

All Students:
□ Students without prior college experience should enroll in COLL-110 College Success (2 credits)
□ If you have received your math and/or English placement, choose either a math or English class
   (or both if you feel comfortable doing so)
   - My math placement: __________________________
   - My English placement: __________________________

Students in the Associate of Arts – Direct Transfer Degree (AA-DTA):
1. Use the AA DTA worksheet or College Catalog to browse
   “Courses Meeting Graduation Requirements in Associate Degrees.”
2. Think about your favorite subjects – what excites you most?!
   Write your THREE favorite subjects in the table below.
3. Use the online College Catalog to read course descriptions of classes
   in those subjects.
4. Click the “Browse Classes” link at the top of the OC website
   for the current class schedule.

Students in Business, Associate of Science, Nursing, and Professional/
Technical Degrees or Certificates:
1. Find your program in the Olympic College Catalog. Identify the classes
   that are required for your degree.
2. Use the online College Catalog to read course descriptions of required classes.
3. Write a wish list of 3-4 required classes in the table below.
4. Click the “Browse Classes” link at the top of the OC website
   for the current class schedule.

<table>
<thead>
<tr>
<th>Course/Subject</th>
<th>Class Number (in parentheses)</th>
<th>Credits</th>
<th>Location</th>
<th>Days/Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLL-110 College Success</td>
<td></td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NEXT STEP:
Make an appointment with a Success Coach to create an Academic Plan and choose your quarter classes for next quarter. Fill out an appointment request form here: olympic.edu/advising

11/21—Advising Center