

Student Clubs

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

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

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

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

Student Government of Olympic College (SGOC)

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

Student Government Sponsorship

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

Student Government Officer Positions

- President
- Vice President
- Director of Finance and Operations
- Director of Clubs and Student Life
- Director of Public Relations and Communications

All Olympic College Student Body members that meet the following criteria are eligible to apply for a student employment position with the SGOC:

- The applicant must maintain a cumulative and quarterly GPA of 2.5 or above.
- The applicant must have completed more than ten credit hours at Olympic College.
- The applicant must be currently enrolled in at least eight credit hours at Olympic College
- The applicant must maintain eight credit hours per quarter*
- The applicant must be in good standing with Olympic College.

Olympic College Activities Board

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

Contact Information

Student Government of Olympic College
Bldg. 12 (TEC), Rm. 101

360-475-7290, sgoc@olympic.edu

olympic.edu/student-life/student-government-olympic-college

OC Poulsbo: 360-394-2780

OC Shelton: 360-432-5413

Student Publications

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

Contact Information

The Ranger Student Newspaper
Bldg. 12 (TEC), Rm. 119

news@olympic.edu

olympic.edu/student-life/ranger

College Resources

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

Access Services for Students with Disabilities

Access Services partners with the OC community to foster a college culture that recognizes disability as a valued aspect of diversity and is dedicated

to the inclusion and full participation of students with disabilities in all college programs, services and activities. The office determines appropriate academic adjustments and assists students with self-advocacy and referral to campus and community resources. Any student with a permanent or temporary disability, including pregnancy-related medical issues, is encouraged to contact the office of Access Services to discuss accommodations and facilitate individual educational opportunities.

Students wishing to request accommodations for a disability will need to:

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

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

Contact Information

Access Services for Students with Disabilities
OC Bremerton:

Bldg. 4 (HSS), Rm. 205

360-475-7540, AccessServices@olympic.edu

olympic.edu/services/access-services-students-disabilities

OC Poulsbo: 360-475-7540

OC Shelton: 800-259-6718 ext. 7540

Admissions – Welcome Center

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

Applicants will receive personalized admission packets, academic and professional/technical program information, and directions on how to find online information such as the college catalog. Information on new student advising appointments, pre-entrance assessment, and new student orientation will be included. Staff are available to assist with Financial Aid completion and provide information on other funding options.

Admissions staff coordinate and provide outreach support to community groups and events, visit high schools and community fairs, and provide personal or group tours of college campuses. Campus tours are available upon request. Visit the Welcome Center webpage to sign-up and for more information.

College Resources

Contact Information

Welcome Center - Admissions
Bldg. 4 (HSS), Rm. 103
360-475-7279, welcome@olympic.edu
olympic.edu/current-students/admissions-getting-started/welcome-center

Advising Services

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

Contact Information

Advising Services

OC Bremerton: Advising Center
Bldg. 4 (HSS), Rm. 203
360-475-7530, AdvisingCenter@olympic.edu
olympic.edu/advising

OC Poulsbo: 360-394-2725
OC Shelton: 360-432-5400

Alumni Association

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

Did you know that 89 percent of OC alumni stay in Kitsap and Mason counties? That means you're part of a powerful community right here in your own backyard. Stay connected. Join our special OC alumni group on Facebook and look for our Alumni Association page on LinkedIn.

Contact Information

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

Assessment and Testing Services

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

Services offered include:

- Accuplacer Assessment
- OC Make-up Testing
- OC Access Testing
- OC MESH Department Placement Exams for CHEM&141 and BIO&241
- GED® Testing through PearsonVUE

- Proctoring Services for Outside Institutions
- Computer-Based Industry Certification Exams through PearsonVUE & Certiport
- ATI-TEAS Nursing and Allied Health exams
- CSWA Exam (Certified SolidWorks Certification exam for engineering students)
- Microsoft IT Academy Program Member

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

Contact Information Assessment & Testing Services

OC Bremerton:
Bldg. 4 (HSS), Rm. 222,
360-475-7238, TestingCenter@olympic.edu
olympic.edu/testingcenter

accuplacerquestions@olympic.edu
olympic.edu/accuplacer

OC Poulsbo:

Bldg. P1 Room varies
360-475-7238
OCPTesting@olympic.edu

OC Shelton:

Bldg. S3, Rm. 001
360-432-5405
OCSTesting@olympic.edu

Assistive Technology

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

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

Contact Information

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

Basic Food Employment & Training Program

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

The primary function of the OC BFET program is to ensure eligible students continue receiving vital services such as Basic Food Assistance and/or Child Care Subsidy while completing a

Professional-Technical program of study with the goal of future employment. Students may qualify for the program if they:

- Are receiving federal food stamps from DSHS (but not TANF).
- Have an employment goal and intend to go to work after completing training.
- Pursue an approved Professional-Technical program of study (no transfer degrees) related to their employment goal.
- GED, ABE, and ESOL may also be considered approved programs if necessary to achieve their employment goal.

Contact Information

Basic Food Employment & Training
Bldg. 4 (HSS), Rm. 206
360-475-6551, 800-259-6718 Ext: 6551
wfd@olympic.edu

Basic Studies

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

ABE and GED courses are non-credit and are intended for those who want to develop the reading, writing, and math skills needed to pass the GED test or Accuplacer scores that indicate a need to review before beginning college-work or training. An orientation session that includes a placement assessment is required before registration. Students under 19-years of age must provide a "High School Release" form.

The HS+ program is a competency based program gives students the opportunity to turn knowledge they have acquired through a variety of life experiences into high school credits that move them closer to a diploma, college degree or a new career.

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

Contact Information

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

OC Shelton: 360-432-5435

English to Speakers of Other Languages (ESOL)

English to Speakers of Other Languages is intended to help non-native English speakers learn how to read, write, speak and understand English for personal, academic, or employment reasons. Beginning through advanced ESOL classes are offered (classes are non-credit). An orientation session that includes a placement

College Resources

assessment is required before registration. Students under 19-years of age must provide a "High School Release" form.

Contact Information

ESOL Program

Bldg. 4 (HSS), Rm. 223

360-475-7278, basicstudies@olympic.edu

[olympic.edu/programs-classes/basic-studies/](http://olympic.edu/programs-classes/basic-studies/esol-english-speakers-other-languages)

[esol-english-speakers-other-languages](http://olympic.edu/programs-classes/basic-studies/esol-english-speakers-other-languages)

OC Shelton: 360-432-5449

Integrated Basic Education & Skills Training (I-BEST)

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

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

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

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

I-BEST Programs Currently Include:

- Business Management
- Computer Information Systems (CIS)
- Early Childhood Education
- Electronics
- Human Services & Chemical Dependency
- Nursing Assistant Program
- Welding Technology

Contact Information

I-BEST

Bldg. 4 (HSS), Rm. 223

360-475-7550, spotter@olympic.edu

[olympic.edu/programs-classes/basic-studies/](http://olympic.edu/programs-classes/basic-studies/integrated-basic-education-skills-training-i-best)

[integrated-basic-education-skills-training-i-](http://olympic.edu/programs-classes/basic-studies/integrated-basic-education-skills-training-i-best)

[best](http://olympic.edu/programs-classes/basic-studies/integrated-basic-education-skills-training-i-best)

Bookstore

The OC Bookstore offers course materials including books, supplies, uniforms, college sportswear, calculators, flash drives and laptop computers. The bookstore provides a convenience store with a variety of healthy and decadent snacks to satisfy your hunger or thirst. Textbooks for all OC courses may be purchased at the main store located in the Bldg. 10 (BSC). Textbooks for OC Poulsbo and OC Shelton courses may also be purchased in the store at

that location or through the online store at olympic.bncollege.com. The web store also offers clothing, technology, and basic required supplies. Concerned about textbook prices? The OC Bookstore offers many book choices including rentals and will match book prices with Amazon.com (certain restrictions apply, see website for details).

Contact Information

OC Bookstore

Bldg. 10 (BSC)

360-475-7420, bnbookstore@olympic.edu

ocbookstore.com

Campus Security

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

Campus Security Officers availability:

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

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

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

The Campus Security office can provide numerous services to enhance the safety and welfare of persons and property within the college community, such as:

- Personal safety advice and seminars.
- Safety escort service between campus buildings and parking lots.
- Lost and found.
- Victim assistance referral.
- Processing "unsafe condition" referrals.
- Accident/Injury and crime reporting.

Campus Emergency Messages

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

Notifications

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

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

Parking Lots

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

OC Bremerton

There are nine student parking lots at OC Bremerton, known as General parking lots. General parking is shared between students, some employees, and community visitors:

- Lot 2 lot between 16th and 18th Street along Chester Avenue and Broadway Avenue
- Lot 3 between 16th and 18th Street along Broadway Avenue and Warren Avenue.
- Lot 5 lot between 16th and 13th Street, along Broadway Avenue and Warren Avenue
- Lot 7 lot at the northwest corner of 13th Street and Broadway Avenue
- Lot 9 lot along 11th Street between Ohio Avenue and Lincoln Avenue.
- Lot 14 lot on 17th Street between Warren Avenue and Elizabeth Avenue
- Lot 15 on Elizabeth Avenue between 17th and 16th Street
- Lot 16 on the corner of Warren Avenue and 17th street

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

Visitor, Disability, and Carpool spaces are reserved.

Open Parking

There is open parking in student and staff lots after 4 p.m. until 6 a.m. year round and on weekends. Permits are required for all student and employee 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.

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 Security office in the Humani-

ties and Student Services building in room 101.

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

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

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

Picture ID:

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

Vehicle Registration:

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

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

Disabled and Carpool Spaces

Disability 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 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 (olympic.edu/services/campus-safety/annual-security-report) or by request. A 60-day crime and fire log is also available at olympic.edu/services/campus-security/annual-security-reportor.

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.

Contact Information

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

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

Career Center
OC Bremerton | Poulsbo | Shelton
Bldg. 4 (HSS), Rm. 201
360-475-7480, CareerCenter@olympic.edu
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 olympic.edu/programs-classes/tech-prep-dual-credit.

Contact Information

Career and Technical Education Dual Credit
Bldg. 5 (CSC), Rm. 404
360-475-7353, bhale@olympic.edu
olympic.edu/programs-classes/tech-prep-dual-credit

Community Education

Community Education offers flagging and forklift certification courses.

Teacher CTE Certification Program. Olympic College is one of seven Washington state providers approved by the Professional Educator Standards Board (PESB) for the Plan II Business/Industry Route for Career and Technical Education (CTE) Certification. Our program is based on the requirements in the Washington Administrative Code WAC 181-77-041. In Washington state, those who wish to teach career and technical education in middle or high schools are required to hold a CTE Teacher Certificate/Endorsement.

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
360-432-5400, ContinuingEd@olympic.edu
olympic.edu/programs-classes/community-education

Counseling Services

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

College Resources

advising, workshops and staff consultation. They also manage the high school completion program.

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

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

Counselors

Career Exploration/Undecided Majors

John Babbo	360-475-7537
Anthony Carson.....	360-475-7645
Trish Christean	360-475-7763
Erin Hayden.....	360-475-7683

Contact Information

Counseling Services

Bldg. 4 (HSS), Rm. 205

360-475-7540, CounselServices@olympic.edu

[olympic.edu/current-students/counseling-](http://olympic.edu/current-students/counseling-service)

[service](http://olympic.edu/current-students/counseling-service)

Food Service

OlympiCafe and Fireside Bistro

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

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

Contact Information

OlympiCafe, Espresso, Fireside Bistro

Bldg. 10 (BSC), 360-475-7577

Foundation

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

Here are a few examples: Josh went from being homeless to being on the path to a great-paying and fulfilling career as a welder with the help of scholarships and emergency funding from the Foundation. Shanika, who needed a better job to help support her two children and disabled partner, said she wouldn't have been able to finish her nursing degree without help from the Foundation. And Joe used Foundation scholarships to help him transition from addict

to drug abuse counselor. Here are some of the ways we make a difference:

- Award more than \$400,000 a year in scholarships: For many students, those dollars are the difference between staying in school or dropping out.
- Provide textbooks, supplies and emergency assistance to students in need: When students have to choose between buying textbooks or paying the electric bill, the Foundation and our generous donors can help through the Students in Need Group, providing everything from specialized supplies and gas cards to a textbook lending library.
- Fund specialized equipment, such as high-tech medical mannequins for the nursing program: Thanks to donor and grant support, the Foundation has been able to provide a realistic hospital simulation suite and lifelike mannequins that bleed, gasp for breath and cry out in pain. The set-up allows students to train and learn from mistakes before working with human patients.
- Support faculty: Foundation donors underwrite faculty professional development and innovation through Funds for Excellence and the Jim and Audrey Robinson Teaching & Learning Innovation Grants.

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

Contact Information

OC Foundation

Bldg. 5 (CSC), Rm. 513

360-475-7120, foundation@olympic.edu

OlympicCollegeFoundation.org

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 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: olympic.edu/programs-classes/general-studies-courses

Contact Information

General Studies

adorsey@olympic.edu

OC Shelton: 360-432-5400

Information Technology

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

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

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

Contact Information

Open Computer Labs

OC Bremerton: Bldg. 8 (ST), Rm. 122; and Bldg. 6 (HL), Rm. 127 and Rm. 128

OC Shelton: S4 (PA)

OC Poulsbo: P1 (OCP), Rm. 106

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

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

Contact Information

OC-IT Help Desk

Bldg. 5 (CSC), Rm. 216

360-475-7600, Helpdesk@olympic.edu

International Education and Study Abroad

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

- Admission applications
- International student recruitment
- Issuance of I-20's and support letters
- 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 Club activities
- International Student employment and assistance with applying for the US Social Security Number (SSN).
- 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

College Resources

- Short-term study options
- Faculty-led Study Abroad options

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

Contact Information

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

OC Libraries

Haselwood Library, Bremerton

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

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

Contact Information

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

The Johnson Library, Shelton Campus

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

Contact Information

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

Poulsbo Library/Computer Lab

The Poulsbo Library shares space with the open computer lab and offers a collection of books as well as access to all the resources and services housed in Bremerton. A library technician is avail-

able to assist students with their research needs during select weekday hours. Computer lab technicians are available to assist with technology needs.

Contact Information

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

Military & Veteran Programs

Military & Veteran Programs (MVP) is your one-stop shop for accessing your VA Education, Military Tuition Assistance, My Career Advancement Account (MyCAA) benefits, as well as additional support services at OC.

Military Education

OC MVP welcomes Active duty military and family members to apply, register and participate in a wide variety of services offered to all students.

Transfer credit may be awarded for previous Armed Forces credit, and university or college education. CLEP and DANTES SST credit may be applied to certificates and degrees. Active duty students and family members may be eligible to use military tuition assistance along with several other tuition-reduction programs. Individual application, advising, and tuition information is available on Bremerton Campus, at NBK Bangor, and NBK Bremerton.

MVP Support Center

Open weekdays, the MVP Support Center 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 Student Veterans of America chapter is located at the MVP Support Center. 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 MVP Support Center, 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 and student workers can:

- 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 MVP Support Center is hosted by OC and supported by the hard work and donations of many.

MVP Benefits Office

The MVP Benefits Office can help students determine their eligibility for veterans' educational benefits and process VA certifications, Military Tuition Assistance, and MyCAA benefits.

Students may contact the VA at va.gov or by MVP Benefits Office with eBenefits application forms, clarification of benefits, and information about available degrees and programs of study.

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11G. I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the students enrollment;
- Assess a late penalty fee to;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

Olympic College may still require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

Students using Veterans Education Benefits at Olympic College are required to:

- Produce the Certificate of Eligibility (COE) by the first day of class, or complete the COE Waiver for a single quarter;
- Provide a request to be certified: written, verbal, or digital;
- Complete an Official Transcript Evaluation of all transcripts from previous institutions and military schools, by the end of their 3rd quarter of attendance, if applicable.
- Provide a signed student agreement to the MVP Benefits Office.
- (Chapter 35 DEA students only) Provide a signed Memorandum of Understanding/ Application for the WA State 100% Tuition Waiver for Gold Star Families

For those pursuing VA Vocational Rehabilitation & Employment 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 may qualify for a tuition discount and should contact MVP Benefits Office staff regarding eligibility.

Contact Information

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

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 approximately 3 - 6 months, serving Bremerton, Shelton and Poulsbo campuses.

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

Passport to Careers Program

Scholarship and incentive dollars for former foster and homeless youth

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

Student Eligibility Criteria:

- Have been in Washington state, Federal, or tribal foster care after age 13.
- Enroll at least half-time college by their 22nd birthday.
- Maintain Washington residency.
- Not older than 27 years of age.
- Homeless youth will need a McKinney Vento letter from their high school.

Contact us for additional information on eligibility requirements and more.

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

Registration & Records – Ranger Station

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

- In person and online registration
- Course adds, drops, and complete withdrawal
- Late registration and corrections
- Credential evaluation for transfer credit

- Quarterly registration appointments
- ctcLink online information
- Transcripts
- Graduation evaluations and Degree Audit
- Commencement ceremonies
- Student records

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

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

Running Start

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

Running Start services include:

- Distribution of college publications and materials.
- Communicating admission process and academic information.
- 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 and course schedule changes.
- Applying Running Start Tuition and Fee Waiver.
- Loaning Running Start Textbook Library resources.
- Referring students to faculty advisors.

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

Contact Information
Running Start
Bldg. 4 (HSS), Rm. 208

360-475-7646, RunningStart@olympic.edu
olympic.edu/running-start

Sophia Bremer Early Learning Academy

The Sophia Bremer Early Learning Academy, in partnership with the Olympic Educational Service District #114, offers high-quality early learning experiences for children 6-weeks of age, through 5-years of age. Our priority of enrollment is: 1) OC students 2) OC staff and faculty, and 3) community members. We are open 7:30 a.m. to 5:30 p.m. Monday through Thursday during fall, winter and spring quarters for children 36 months and older. Fridays we close at 3 p.m. for state mandated planning time. During summer session and intersession periods, the classrooms are open Monday through Thursday. Many student families qualify for child care assistance from the Washington Department of Social and Health Services' Working Connections Child Care subsidy program to pay for child care.

Early Head Start

The OC Early Head Start program serves low-income families with infants, toddlers and two-year olds. The program operates from 7:30 a.m. to 4 p.m. Monday through Thursday; on Friday the program closes at 3 p.m. Children are cared for in groups of four children and are assigned to a highly trained, primary caregiver. Parents and caregivers work together to develop age appropriate curriculum for children that can be implemented both at home and at school. Families are supported with referral to a broad array of services including nutrition, dental, health, mental health, and housing assistance. Most are eligible for child care assistance from the Washington Department of Social and Health Services' Working Connections Child Care subsidy program.

Head Start

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

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

Students in Need Group

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

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

Tutorial Services

Tutorial Services provides help to currently enrolled students who need assistance beyond the classroom. A consortium of faculty and staff coordinates the program. Tutoring is provided in a variety of settings for most disciplines of study and takes place in study centers, drop-in study groups and/or one-to-one. Tutoring is a free service available to all currently enrolled OC students.

Study center/study groups operate on a drop-in or appointment basis. Information about available groups can be found at the tutorial services office. For information about the Writing Center or to make an appointment with a writing tutor contact the Writing Center directly.

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

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

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

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

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

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

Workforce Development & Basic Studies

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

- Adult Education
- Continuing Education and Corporate Training
- HS 21+ Diploma and GED® Preparation
- English to Speakers of Other Languages (ESOL)
- Basic Food Employment and Training (BFET)
- Career Service Center
- Cooperative Education
- Career & Technical Education (CTE) Dual Credit (formerly known as Tech-Prep) for high school students
- WorkFirst
- Worker Retraining

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

WorkFirst

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

WorkFirst participants who are currently on TANF may be eligible for the following services:

- Financial assistance for tuition, fees, and books for professional-technical programs and basic skills training
- Referral to Working Connections Childcare for childcare while in class or studying

- Payment of Accuplacer testing fees

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

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

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

WorkFirst Transition Coordinator
 Shannon Dunnuck (Mason)..... 360-432-5423
sdunnuck@olympic.edu

Pauline Carlton (Kitsap)..... 360-475-7846
pcarlton@olympic.edu

Worker Retraining

Worker Retraining funding may be able to pay for tuition, books, supplies, transportation, childcare, and more for eligible students. Students must be enrolled in a professional-technical program and meet one of the following criteria to be eligible:

- Qualified for or collected Washington State Unemployment Insurance (UI Benefits) in the last 48 months
- Received a Lay-off notice
- Discharged Veteran within the last 48 months
- Active-duty military who has received an official separation notice
- Currently working but in need of upgraded skills or certification in order to keep your job
- Displaced homemaker
- Self-employed and now un-employed
- Disaster-impacted worker

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

Contact Information
 Worker Retraining Transition Coordinator
 Shannon Dunnuck..... 360-432-5423
sdunnuck@olympic.edu

Ellen Handyside (OC Bremerton)..... 360-475-7231
ehandyside@olympic.edu

olympic.edu/programs-classes/workforce-development/worker-retraining