

Admissions

Olympic College is an "open door" institution. To be eligible for general admission to the college, one of the following is required:

- 18 years of age or older
- High school or GED graduation
- A written release from the high school district

Some programs require special applications, admission, permission or faculty advising before enrollment. Visit www.olympic.edu for specific admission requirements for: High School Diploma, Running Start, International Students, Nursing, Medical Assisting, Physical Therapist Assistant, Bachelor of Science in Nursing.

Admissions

OC Bremerton: Humanities and Student Services Building, Rm 101, 360.475.7479

E-mail: prospect@olympic.edu
www.olympic.edu/Admissions

HOURS: 8 A.M. - 4:30 P.M. (M-Th)
8 A.M. - 4 P.M. (F)

Transfer Credit Applicants

Course work completed at other colleges/universities may count toward OC degree or certificate requirements. After the second week of class, submit: "Transcript Evaluation Request" form available at www.olympic.edu/Students/GettingStarted/recregforms and official transcript(s) to Registration and Records. Information: www.olympic.edu/Students/GettingStarted/transCredit.htm or any college campus registration office.

Running Start Applicants

High school juniors and seniors who wish to enroll as Running Start (RS) students at Bremerton, Poulsbo or Shelton campuses should follow directions in RS application packets available at high school counseling centers, from the college, or at www.olympic.edu/RunningStart. Submit the general OC application for admission, take the Accuplacer assessment, and submit the separate RS paper application together with a copy of the assessment scores, Student Parent Agreement Form, and high school transcript (minimum 2.5 GPA). **Admitted RS students must meet with a high school counselor, complete the "Introduction to Running Start" online tutorial, and meet with a college RS advisor prior to registration. New Running Start students will be required to complete an in-person orientation before starting classes.**

Priority applications due:

Fall Quarter Accepting Applications Now
Winter Quarter November 1, 2014

Running Start

OC Bremerton: Humanities and Student Services Bldg, Rm 208, 360.475.7646

E-mail: runningstart@olympic.edu
www.olympic.edu/RunningStart

Military and Veteran Applicants

- **Active duty military** and family members follow regular admission and registration procedures. For benefit information and admissions/registration assistance, contact Jeremiah Meyer at 360.394.2725 or visit OC Poulsbo's Student and Enrollment Services Office, or make an appointment for Naval Base Kitsap, Bangor, Bremerton or Naval Hospital. Appointments by phone or at the Navy Education office.
- **Veteran students** and their family members follow regular admission procedures listed on page 3. For benefits information, visit the Veteran's Services Office online at www.olympic.edu/Students?StudentServices/VeteransServices or call 360.475.7560

Financial Aid

Students must enroll in an eligible degree or certificate program (24 credits or more) to be considered for grants, work study, and/or loans (see www.olympic.edu/FinancialAid for eligible programs and intent codes). Students eligible for loans only must be enrolled in six or more credits to qualify for loan awards.

Students interested in financial aid – federal, state, and institutional financial assistance – must complete:

- OC Admissions application. (New students only, see www.olympic.edu/GettingStarted.)
- FAFSA. Apply online at www.fafsa.ed.gov to complete the FAFSA (OC School Code 003784). You may need to request an electronic pin to sign the online FAFSA form.
- OC Financial Aid "Data Sheet."
- To see financial aid status, go to the OC Financial Aid Portal: <https://www.fas.ctc.edu/portal1/?col=030>.

Financial Aid

OC Bremerton: Humanities and Student Services Bldg, Rm 103, 360.475.7160

www.olympic.edu/FinancialAid

HOURS: 9 A.M. - 4:30 P.M. (M-Th)
Friday (closed for processing)

Assessment (Accuplacer)

This assessment is required to register for English and mathematics classes or classes that require English/mathematics prerequisites. Course work or testing at other colleges may apply. Contact your local campus for information to schedule an appointment or visit www.olympic.edu/accuplacer.

- OC Bremerton: Request assessment time at www.olympic.edu/accuplacer
- OC Poulsbo: 360.394.2725
- OC Shelton: 360.432.5400

Advising Guidelines

Advising helps students choose classes, map career or educational paths, and introduces students to life at OC.

Up to 15 credits: ADVISING REQUIRED.

Visit advising online at www.olympic.edu/Advising. Contact the nearest campus to schedule an appointment. To discuss career and educational options with a faculty counselor, call 360.475.7530 to schedule an appointment.

Up to 30 credits: Meet with your faculty advisor. Evaluate which majors or career choices match your interests and abilities.

Up to 45 credits: *Advising recommended.*
NOTE: Students who started at OC after July 1, 2011 and have completed 45 credits must have an approved education plan on file to register for the next quarter. Contact Advising at any campus for assistance.

Up to 60 credits: Meet with your faculty advisor. Get help with admission essays, letters of recommendation and opportunities after OC.

Up to 90 credits: Check-in with your faculty advisor. Complete a graduation check and apply to graduate, preferably one quarter before the graduation date.

Advising and Counseling Services Information

- **OC Bremerton:** 360.475.7230
- **OC Poulsbo:** 360.394.2725
- **OC Shelton:** 360.432.5400

E-mail: GetAdvice@olympic.edu
www.olympic.edu/Advising

Registration

Processed at this office are all in-person, online (OASIS), and late registrations. This office is responsible for: student records and information; grades and transcripts; award of transfer credit for course work completed at other institutions, military, international, baccalaureate or advanced placement, substitutions/waivers; information release, Registrar petitions, and graduation procedures.

Registration and Records

OC Bremerton: Humanities and Student Services Bldg, Rm 105

360.475.7200
www.olympic.edu/Registration

HOURS: 8 A.M. - 7 P.M. (M-Th)
8 A.M. - 4 P.M. (F)

OC POULSBO AND OC SHELTON students, please see page the Quick Reference section for registration information.

Fast Registration

Students who wish to register for one to six credits are NOT required to meet with an advisor and may register in person, or if they have completed 15 credits, may register on OASIS. Prerequisites must be met. Information: 360.475.7200 and press "0" for a registration assistant. Transfer students see "Transfer Credit Applicants" on this page.

Web Registration (OASIS)

Students who know their quarterly PIN may register for classes at www.olympic.edu/OASIS. Students with fewer than 15 credits on their transcript will need to meet with an advisor to receive their quarterly PIN.

Entry Code Special Permission and Prerequisite Blocks

Entry Code: Course entry codes may be obtained from an advisor and expire after one use.

Prerequisite Block: Some classes require completion of a prerequisite (See online at www.olympic.edu/ClassSchedule, class listings in this publication, and "Assessment" in this section.) If the prerequisite was completed at another college or university, present the transcript to the faculty or entry advisor to obtain permission to enroll.

Residency Requirements

To be eligible to pay resident tuition, a student must be a U.S. citizen or permanent resident, who:

- Is financially independent AND
- Has established a domicile in Washington state for other than educational purposes for a period of at least 12 months prior to the start date of the quarter OR
- Is a dependent student whose parents or legal guardians have maintained a domicile in Washington state for at least 12 months prior to the start date of the quarter AND
- Who further meets and complies with the applicable requirements of WAC 250-18-030 and 250-18-035

SB1079. Individuals who are not permanent residents or U.S. citizens MAY qualify for resident tuition, if they have/ will have graduated from a Washington state high school or, while living in Washington, have received the equivalent of a high school diploma. Additional criteria are required; contact the Admissions Office for information.

Military personnel stationed in Washington State and their dependents who present military ID at registration will be granted a waiver of non-resident tuition and will be charged at the resident rate.

Restrictions

If your registration schedule contains a restriction, the class or wait list may be removed. Restrictions are:

- **Course conflict.** Students **cannot** wait list for a class with the same discipline and course number.
- **Time conflict.** Students cannot wait list a class if the time conflicts with an enrolled class, including overlapping start and end times.
- **Wait list limit.** Three class limit each quarter.

Wait List

If a desired class is full, add your name to the wait list. If an opening occurs, your name will be added automatically (overnight) to the class roster. Check your OASIS class schedule daily. If course has been added, tuition is due within two business days. See www.olympic.edu/Students/Registration/waitlist for more information.

Change to Class Enrollment Information

To add a course after the third day of the quarter, the instructor's signature is required on the "Add/Drop" form. Submit the form immediately to the registration office.

Tuition and Fees

Fee Information

All students in credit classes are charged these fees once each quarter and summer session:

Student Service: \$1/credit (maximum \$10)
Technology Fee: \$3.50/credit (maximum \$35)

Exempted from these fees are students who are eligible for the Fallen Veterans waiver, apprentice trade theory courses, zero-credit contract training, continuing education, and adult basic education (ABE).

Security Enhancement fee: \$20

Exempted from this fee are OC off-campus classes in Kitsap and Mason counties and ABE/ESL classes.

Testing fees

- **Accuplacer:** \$20 (non-refundable); test retakes: \$20
- **GED test series:** \$150; test retakes: \$30
- **Proctor test fee:** \$25

Other fees

- **WAOL fee:** \$8/credit
- **Telecourse fee:** \$30 (optional VHS telecourse tape rental fee: \$35)
- **Adult Basic Education:** \$25
- **USB fee:** \$8

Class Fees

Some classes require additional fees. If applicable, the specific amount of the fee appears in the class listing.

How to Pay

- **ONLINE:** Using OASIS – VISA, MasterCard: www.olympic.edu/OASIS
- **BY PHONE:** Cashier 360.475.7467 or 1.800.259.6718 x7467 and pay by VISA or MasterCard. **The Cashier's Office experiences a high volume of calls during peak registration; please be patient.**
- **IN PERSON:** At the Bremerton Cashier's Office, Shelton and Poulsbo Student Services office. We accept check, money order, cash, personal checks for the exact amount of tuition and fees, VISA, MasterCard or debit card.

For information and hours of operation, visit www.olympic.edu/Cashier or call 360.475.7467.

NOTE: Active duty students/spouses may be eligible to use military tuition assistance to pay for classes. For details, see an on-base academic advisor.

Tuition Payment Plan - Nelnet

A tuition payment plan is available to students. Please see information about the plan at www.mycollegepaymentplan.com/olympic.

Payment Deadlines

Fall registration payment is due August 25, 2014. If registration for fall quarter occurs after August 25, payment is due within two business days.

NOTE: Olympic College will cancel the registration of students who do not pay tuition and fees. Students who wish to re-register for classes may do so online or in person, with payment due within two business days.

Tuition and Fee Waivers

Please see our website for a list of tuition and fee waivers: www.olympic.edu/Tuition/Spaceavailable.

Refunds for Tuition and Fees

Refunds are issued during the official refund period for partial or full withdrawal from classes ONLY if the student officially withdraws, either online through OASIS (www.olympic.edu/OASIS) or in person by submitting an "Add/Drop" form to Registration and Records. In order to expedite your refund, please contact the Cashier's Office at 360.475.7467 or 360.475.7465.

Official Refund Period

- 100% refund prior to the 1st day of the quarter
- 80% refund 1st through the 5th day of the quarter
- 40% refund 6th through the 10th day of the quarter

Refunds for classes less than 13 weeks in length

- Refund is pro-rated

Refunds for continuing education (zero credit) classes

- 100% – classes and workshops cancelled by OC
- 90% – up to five days prior to class start date
- 0% – five days prior to class start date

Transfers to other continuing education classes five days prior to class start date are allowed.

Refund Processing Time

- **Check:** The refund will be made by check and mailed to the address on file with the college within 10 working days of the request.
- **Credit Card:** The refund will be made in the form of a credit back to the charge card.
- **Cash or debit card:** The refund will be made by check to the address on file with the college and mailed within 3-5 working days of the request.

TUITION AND/OR FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE BY THE WASHINGTON STATE LEGISLATURE AND/OR BOARD OF TRUSTEES.

Olympic College reserves the right to amend the refund procedures within the limits of RCW 28B.15.605.

Pursuant to RCW 28B.15.0681 the average state support for resident undergraduate students attending community and technical colleges in academic year 2013-2014 is \$5,922.

Enrollment Information

Fall 2014 Tuition Rates

| CREDITS | RESIDENT RATES | COURSE LEVEL 300* AND ABOVE | | COURSE LEVEL 300* AND ABOVE | | COURSE LEVEL 300* AND ABOVE | |
|---------|----------------|------------------------------------|-----------------------------------|-----------------------------|------------------------------|----------------------------------|----------------------------------|
| | | U.S. CITIZEN NON-RESIDENT RATES | NON U.S. CITIZEN NON-RES RATES | RESIDENT | U.S. CITIZEN NON-RESIDENT | NON U.S. CITIZEN NON-RESIDENT | NON U.S. CITIZEN NON-RESIDENT |
| 1 | \$106.84 | \$119.84 | \$278.84 | \$245.45 | \$258.45 | \$598.42 | |
| 2 | \$213.68 | \$239.68 | \$557.68 | \$490.90 | \$516.90 | \$1,196.84 | |
| 3 | \$320.52 | \$359.52 | \$836.52 | \$736.35 | \$775.35 | \$1,795.26 | |
| 4 | \$427.36 | \$479.36 | \$1,115.36 | \$981.80 | \$1,033.80 | \$2,393.68 | |
| 5 | \$534.20 | \$599.20 | \$1,394.20 | \$1,227.25 | \$1,292.25 | \$2,992.10 | |
| 6 | \$641.04 | \$719.04 | \$1,673.04 | \$1,472.70 | \$1,550.70 | \$3,590.52 | |
| 7 | \$747.88 | \$838.88 | \$1,951.88 | \$1,718.15 | \$1,809.15 | \$4,188.94 | |
| 8 | \$854.72 | \$958.72 | \$2,230.72 | \$1,963.60 | \$2,067.60 | \$4,787.36 | |
| 9 | \$961.56 | \$1,078.56 | \$2,509.56 | \$2,209.05 | \$2,326.05 | \$5,385.78 | |
| 10 | \$1,068.40 | \$1,198.40 | \$2,788.40 | \$2,454.50 | \$2,584.50 | \$5,984.20 | |
| 11 | \$1,121.39 | \$1,256.40 | \$2,846.40 | \$2,464.38 | \$2,595.07 | \$5,994.77 | |
| 12 | \$1,174.38 | \$1,314.40 | \$2,904.40 | \$2,474.26 | \$2,605.64 | \$6,005.34 | |
| 13 | \$1,227.37 | \$1,372.40 | \$2,962.40 | \$2,484.14 | \$2,616.21 | \$6,015.91 | |
| 14 | \$1,280.36 | \$1,430.40 | \$3,020.40 | \$2,494.02 | \$2,626.78 | \$6,026.48 | |
| 15 | \$1,333.35 | \$1,488.40 | \$3,078.40 | \$2,503.90 | \$2,637.35 | \$6,037.05 | |
| 16 | \$1,386.34 | \$1,546.40 | \$3,136.40 | \$2,513.78 | \$2,647.92 | \$6,047.62 | |
| 17 | \$1,439.33 | \$1,604.40 | \$3,194.40 | \$2,523.66 | \$2,658.49 | \$6,058.19 | |
| 18 | \$1,492.32 | \$1,662.40 | \$3,252.40 | \$2,533.54 | \$2,669.06 | \$6,068.76 | |
| 19 | \$1,588.58 | \$1,930.66 | \$3,520.66 | \$2,768.41 | \$3,256.90 | \$6,656.60 | |
| 20 | \$1,684.84 | \$2,198.92 | \$3,788.92 | \$3,003.28 | \$3,844.74 | \$7,244.44 | |



A unique opportunity for motivated high school students

High School Juniors and Seniors, it's not too late! Apply now for fall quarter at Olympic College.

- Attend classes tuition free
- Meet high school and college requirements simultaneously
- Explore interests through diverse and challenging course options
- Earn up to two years of college credit

To get started, visit www.olympic.edu/RunningStart, and check with your high school counseling office. **More information on page 4.**



**Are you creative? Trendy?
Enroll now for OC's NEW Fashion Marketing Certificate program.**


OLYMPIC COLLEGE

www.olympic.edu/fashion