Admission Application Guide

Thank you for your interest in Olympic College – Transitional Studies Division. This application guide is intended to provide additional information regarding the online admission application. If you have any questions regarding the application, please contact Transitional Studies (transitionalstudies@olympic.edu).

Application Tips & Information

Make sure to remember your application account username and password. You will need that information to log in to complete an unfinished application or apply to more than one college. Your online admission application account is separate from your ctcLink and myEvCC accounts. (Note: Applicants with existing ctcLink accounts can log in directly with their ctcLink credentials.)

Be prepared to provide personal information: Name, birthdate, address, SSN/ITIN (if applicable), previous high school/college information, citizenship, and residency. Your SSN/ITIN is not required for admission, but it is required for Financial Aid, other funding sources, and the IRS.

Please take your time and review your responses to ensure you have provided the correct information. Make sure the information you provide is yours and not your partner's or parent's.

Please do not submit multiple applications. If you need to make a correction on your application, contact admissions@everettcc.edu as soon as possible. It is helpful to provide identifying information (name, birthdate, address) in the email.

Citizenship information – If you are a Permanent Resident (Green Card Holder), first select "United States" for Country and then "Permanent Resident" for Citizenship Status.

Review the "Helpful Definition Terms" to make sure you are selecting the correct options on the application.

Select Transitional Studies for Program if you are enrolling in a HS+, GED or English as a Second Language.

If you already have an existing ctcLink account, click on "Login" and enter your ctcLink credentials.

If you do not have a ctcLink account or you do not remember your information, you can click on "Create an account" to create a new application account. OC transitioned to the new online application in March 2020. If you applied for admission prior to March 2020, your previous application account login information will not be recognized by this site. You will either need to create a new application account or login with your ctcLink credentials.

Create a New Online Application Account (OAAP)

COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

👤 Create Username *

🔒 Password *　　　　🔒 Confirm Password *

👤 Title ▾

👤 First Name *　　　　👤 Middle Name

👤 Last Name *　　　　👤 Name Suffix ▾

Date of Birth * 📅　　　　✉ Email Address*

Submit

1. Select the **Create an account** button.

2. Create a **Username** and **Password.**

Password should be at least 8 characters long and must contain one special character, an alphabetical character, and a number.

3. Confirm the **Password.**

4. Enter your personal information **(First Name, Middle Name, Last Name, Date of Birth, Email Address).**

5. Select the **Submit** button.

Be sure you *save your username and password and the answers to your security questions* in case you need to complete your application at a later time.

Email: transitionalstudies@olympic.edu
Telephone:360.475.7550
Virtual Office: 253-215-8782 Meeting Code: 956 6289 1776

Security Questions
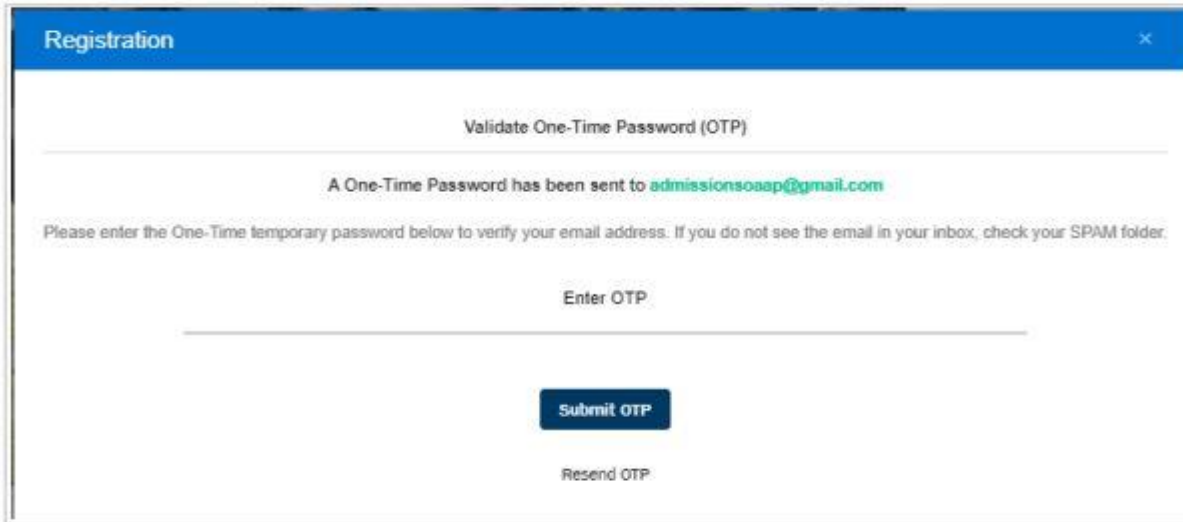
The **Security Questions** page displays.

6. Complete the Security Questions by selecting each question from the drop-down menu on the left and entering the answer to the right.

7. Check the **I'm not a robot** box.

8. Select the **Submit** box.

Be sure **you save your username and password and the answers to your security questions** in case you need to complete your application at a later time.

OTP Email Verification

The Registration OTP page displays. This is used to validate the email address provided in the application.
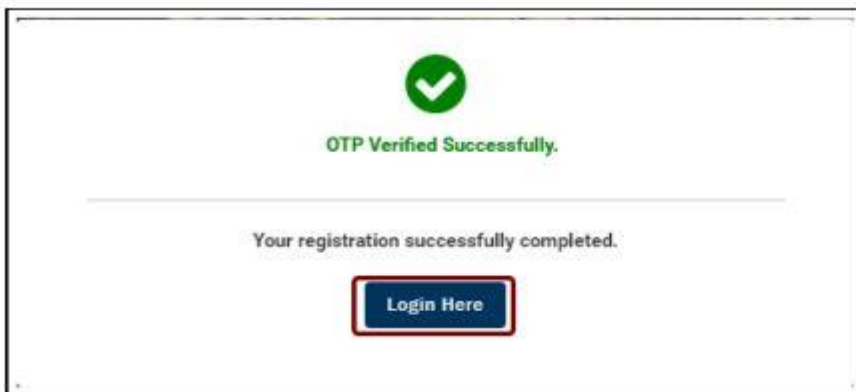
9. Go to the email account entered while creating the application account. Locate the email with the OTP (one time password) and enter it on this page. Make sure to check the spam/junk folder if you do not see it in the inbox.

10. Enter the OTP provided.

11. Select the Submit OTP button.

The **OTP Verified Successfully** message displays.

12. Select the Login Here button.

Captcha Verification and Login
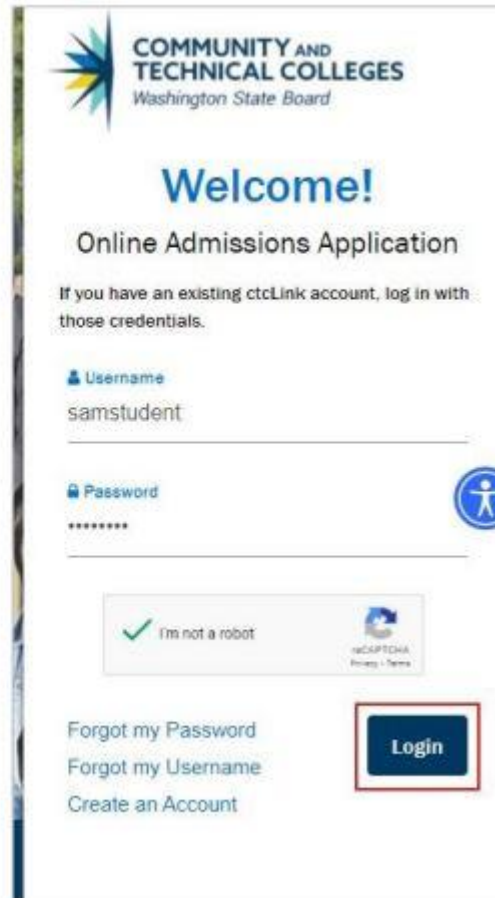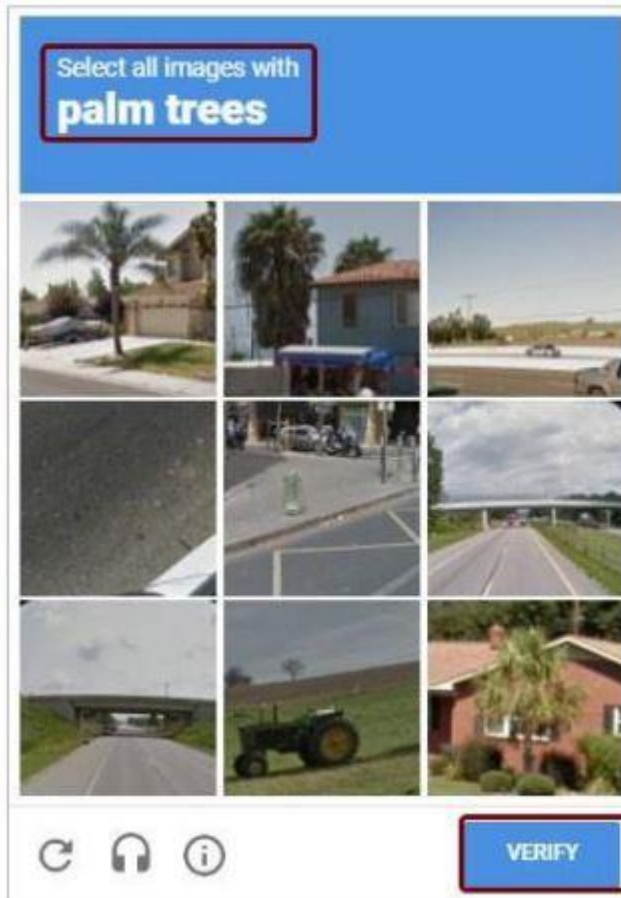
The **Welcome! Online Admissions Application** page displays.

13. Enter your **Username** and **Password**.

14. Check the **I'm not a robot** box.

15. Select the Login button.

A **Captcha** image screen displays. Follow the instructions provided.

16. Select the **Verify** button. The Welcome page displays again.

17. Select the **Login** button.

OLYMPIC COLLEGE

TRANSITIONAL STUDIES DIVISION
ABE | ESOL | HS+ | I-BEST

Start a New Application and Select Olympic College

COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

Take your life to the next level!

Start A New Application

Immediately below this page, you will find detailed explanations for each section.

↪ Logout

College *

Olympic College ▼

I will be enrolling as a... * ▼

Program * ▼

Term * ▼

Degree or Certificate I am seeking... * ▼

Academic Focus Area ▼

Apply

🏛 Explore our Programs   📄 In-Progress applications ①   📄 Instructions Guide   🎯 Submitted Applications

College

I will be enrolling as a...

I Will Be Enrolling as….

COMMUNITY AND **TECHNICAL COLLEGES**
Washington State Board

Take your life to the next level!

Start A New Application

Immediately below this page, you will find detailed explanations for each section.

⮐ Logout

College *

≋ Olympic College ▾

Program * ▾

Degree or Certificate I am seeking... * ▾

I will be enrolling as a... *

First Year ▾

First year – If this is your first year attending OC

Reapplying – If you attended OC previously

Running Start – Transitional Studies is not Running Start

Transfer – If you are transferring from another College

🏛 Explore our Programs   📄 In-Progress applications ❶   📄 Instructions

Email: transitionalstudies@olympic.edu
Telephone: 360.475.7550
Virtual Office: 253-215-8782 Meeting Code: 956 6289 1776

Program

Select Transitional Studies if your goal is HS +, GED or ESOL

Term

COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

Take your life to the next level!

Start A New Application

Immediately below this page, you will find detailed explanations for each section.

⟶ Logout

College *
≋ Olympic College ▾

I will be enrolling as a... *
Reapplying ▾

Program *
Transitional Studies ▾

Term *
FALL 2022 ▾

Degree or Certificate I am seeking... *

Select a term. **If not available, select the next term and email transitionalstudies@olympic.edu the term you wish to start**.

Degree or Certificate I am seeking….

COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

Take your life to the next level!

Start A New Application

Immediately below this page, you will find detailed explanations for each section.

[Logout

College *
Olympic College

I will be enrolling as a… *
Reapplying

Program *
Transitional Studies

Term *
FALL 2022

ABE: Reading/Writing/Math

Academic Focus Area

English as a Second Language

High School Diploma

Transitional Studies-Undecided

Select the program you are planning to pursue or select Transitional Studies - undecided

Explore our Programs   In-P...   ...uide   Submitted Applications

Click on Apply

OLYMPIC COLLEGE

TRANSITIONAL STUDIES DIVISION
ABE | ESOL | HS+ | I-BEST

Personal Information

Personal Information

Required items are indicated by an asterisk* Read Less..

Your Social Security Number (SSN) is used for several purposes:

» to administer financial aid
» to verify academic records
» to conduct research
» to report payments you made that may qualify for a tax deduction on your income tax return

In keeping with state and federal law, the college will protect your SSN from unauthorized use and disclosure. We are required to ask for your SSN. If you do not submit it, you will still be able to enroll in the college, but you may be subject to an IRS penalty of $50.

Please provide your legal sex as denoted on your birth certificate or driver's license per WAC 246-490-075 or WAC 308-104-0150. Gender Identity is collected after admission to the college and in student self-service.

Title	First Name	Preferred First Name
	Amanda	
Middle Name	Last Name	Preferred Last Name
	Piesik	
Name Suffix	SSN or ITIN	SSN or ITIN Number
	Social Security Number	
Date of Birth	Sex	
1/7/1986		

Verify your name and birthdate are correct. If you need to make a correction, you can go to Account Settings to update your information prior to applying.

If you are a returning student logging in with your ctcLink credentials and need to make corrections to your address, email, and phone information, you will need to do this in ctcLink before applying for admissions.
Your SSN/ITIN is not required for admission, but it is required for Financial Aid, other funding sources, and the IRS. If you do not have an SSN/ITIN, then you can leave the **SSN or ITIN section blank.**

Phone & Email Information

Enter in your phone information and email. You can add multiple phone numbers and email addresses by selecting the **Add New** button under each section.

Phone Information

+Add New

Phone Type		Country Code		Phone
Home	▼	Country Code	▼	Phone

Extension	Preferred Phone
Extension	▼

Email Information

+Add New

Email Type		Email ID	Preferred Email	
Home	▼	aepiesik@gmail.com	Yes	▼

Email: transitionalstudies@olympic.edu
Telephone:360.475.7550
Virtual Office: 253-215-8782 Meeting Code: 956 6289 1776

Address Information

Enter in your valid address information. You can add multiple addresses by selecting the Add New button under each section.

Address Information

+Add New

Address Type *
Home

Country *
United States

Address Line 1 *

Address Line 2

Address Line 3

City *

Postal Code *

State *

County

Next >   Save for later

Click the **"Next"** button to save your information and move to the next section. A green checkmark will appear to the right of the section name in the left menu for all completed sections. You can also progress through the application by selecting the section link in the list on the left. The section will be selectable only if it appears after the currently active section. Once all required sections have been completed, the application can be submitted.

High School Information

High School Attended

Required items are indicated by an asterisk*

Click "Search School/College" to search for your school (High School is Required).

If you can't find your school, click 'Add School/College' checkbox and enter School details.

All dates are required in MM/DD/YYYY format. If you don't know the exact day, something close is fine.

Add School/College ☐

Search High School *	Location Code	Country
		United States ▼

Address Line 1	Address Line 2	Address Line 3

City	Postal Code	State ▼

Attended From Date * 📅	Attended To Date * 📅

What will your high school completion status be when you begin college? *

▼

> This section is required. Enter in the name of your high school in **Search High School**. If your high school exists in the database, then the address information will autofill. **If you cannot find your high school, click on the checkbox next to Add School/College**, and you can manually enter in the school details. If you do not remember the exact dates of attendance, we recommend entering approximate dates.

Email: transitionalstudies@olympic.edu
Telephone:360.475.7550
Virtual Office: 253-215-8782 Meeting Code: 956 6289 1776

Ethnicity Details

This page is optional but available for all applicants. For question 2, you may make more than one selection.

Ethnicity Details

Required items are indicated by an asterisk*

Our system is committed to racial equity and equal opportunity for all students. We collect information on race, ethnicity, and other student demographic data to measure our progress and guide our efforts to achieve these goals. Response or non-response to this section will not affect your consideration for admission.

1. Are you Hispanic or Latino?

◯ Yes, I am Hispanic or Latino

◯ No, I am not Hispanic or Latino

2. What is your race? Select one or more

☐ White
☐ Black/African American
☐ Hispanic/Latino
☐ Asian
☐ American Indian/Alaska Native
☐ Native Hawaiian/Oth Pac Island

Response or non-response to this section will not affect your admission. Click the "Next" button to save your information and move to the next section. A green checkmark will appear to the right of the section name in the left menu for all completed sections. You can also progress through the application by selecting the section link in the list on the left. The section will be selectable only if it appears after the currently active section. Once all required sections have been completed, the application can be submitted.

‹ Previous   Next ›   Save for later

Supplemental Questions

Supplemental Questions

Required items are indicated by an asterisk*

Response or non-response to this section will not affect your consideration for admission.

Have you been in Washington state, federal, or tribal foster care for at least one day since your 13th birthday? Former Foster Youth may qualify for educational benefits and support services. *

Has either of your parents earned a High School Diploma? *

Are you currently employed? *

Veterans and/or their dependents may qualify for educational benefits. Please indicate if you would like additional information. *

Click the "Next" button to save your information and move to the next section. A green checkmark will appear to the right of the section name in the left menu for all completed sections. You can also progress through the application by selecting the section link in the list on the left. The section will be selectable only if it appears after the currently active section. Once all required sections have been completed, the application can be submitted.

‹ Previous   Next ›   Save for later

Review and Submit

Select the checkbox next to **Yes, I accept**. You can select **Save for later** or **Submit Now**. You will receive a **Your application submitted successfully** message when you select **Submit Now**.

Review and Submit

By selecting "Yes" below: I certify that all statements on this form are true to the best of my knowledge. It is the policy of Washington's community and technical colleges to provide equal opportunity in education regardless of race, ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, genetic information, gender identity, veteran status or the presence of any sensory, mental, or physical disability.

Response or non-response to any of the questions listed as voluntary in this application will not affect your consideration for admission.

☐ Yes, I accept   **Date:** May 10, 2022

‹ Previous   Save for later   Submit Now

Frequently Asked Questions

When and how will I receive communication regarding my application?

All admission applications are manually processed by the Admissions Department. Once your application has been processed, we will send your acceptance email to the email account used on the application. Please make sure to check your spam/junk folder if you **do not** see an acceptance email from admissions@olympic.edu. Most applications are processed within 5 business days.

I made a mistake on my application. How can I make a correction?

Contact admissions@olympic.edu or transitionalstudies@olympic.edu as soon as possible. We can assist with updating your application information.

I applied for Olympic College last year, but I cannot log in to my account to reapply.

You can contact Transitional Studies for help with accessing your account.

The application cannot find my high school or college. How can I proceed?

You can select the checkbox next to "Add School/College" and then manually enter your previous school information.

Who needs to submit a new online admission application?

The application is required for new students to the college and former students who have not enrolled in courses at Olympic College in the last 12 months (4 quarters).

How can I receive assistance with the application?

In-Person: Monday through Thursday, 8:30am – 4:30pm. We are in Building 4, Office 223 B

Email: transitionalstudies@olympic.edu

Phone: 360-475-7550 **Text:** 360-830-6782