Welcome to Peninsula College 

S.O.S.

At Peninsula College stands for Student Online Services
For complete information on Student Services go to

http://www.pc.ctc.edu/prospective/edplanning

The general college website address is:

http://pc.ctc.edu

Ten Quick Tips For SUCCESS!

1. Go to class the first day and every day.
2. Do your homework.
3. Participate in class discussions and activities
4. Assess and improve your study habits.
5. Find a study partner and/or study group.
6. Be an expert time manager
7. Know what and where help resources are.
8. Get to know your instructors.
9. Stay healthy; manage stress; have some fun.
10. Set realistic short and long term goals.

You Can Do It!
Start A Student Success Notebook

As a college student, you will be receiving a lot of handouts and other paperwork with information you can use to plan your college career. We suggest that you put together a notebook or portfolio to keep these materials in one place at home such as a desk drawer, a file cabinet, or a storage box so they will be easy to find and access. You will not carry these with you to campus each day, but they will be useful as you plan your class schedules and your degree. Below are some suggestions on how to organize these materials.

How you might organize your notebook or file:

1. Important Papers
   - Admission letters to the college and/or a program at the college
   - COMPASS/ASSET scores
   - Transcripts from this college or other colleges you have attended

2. Schedule Planning Materials
   - Classes of Interest for New Students
   - Everything You Didn't Know How to Ask about the College Catalog
   - Ten Tips for Planning Your Schedule & Registering
   - Your Degree Checklist
   - Six Quarter Worksheet
   - Weekly and Monthly Calendars

3. Financial Aid Applications and Awards

4. Transfer Planning Materials

You can also add any other materials you receive throughout your college career which will help you to be a more independent student in tracking your progress and planning your future as a successful college student.

Special Course
Especially For New Students!

GS 103
FRESHMAN SEMINAR

A course designed to help new students succeed!

Offered Fall Quarter
Three Transferable Credits

Course Description
Freshman Seminar is an academic course designed to improve success of first year students and serves to initiate students into the world of higher education by stressing the importance of academic learning while creating a sense of belonging. Taught by faculty representing a variety of disciplines, the course examines factors known to improve the likelihood of success among first year students. Freshman Seminar will explore the dynamics that pertain to student retention, critical thinking, and enriched learning. Students will participate in either a group or an individual community service project as a component of course work.

Classes of Interest
For New Students

If you have been out of school for awhile, the following classes may be good ones to help you adjust to being a college student.

Do you need to brush up on your study skills?

GS 100 College Learning Skills — 2 credits. Introduces study techniques and principles, including learning styles, time management, resources, visual organizers, note taking, listening, memory, academic planning, goal setting, and test preparation.

Do you wish you had stronger keyboarding skills?

CBT 104 Introduction to Keyboarding [typing] — 1-2 credits. Basic keyboarding techniques for those with no prior keyboarding experience. Course is taught in a computer-based center with instructor available for individual assistance.

Do you have trouble understanding or remembering what you have read?

Would you like to improve your reading skills?

ENGL 54/57 Reading I & II — 3 credits. Practice basic comprehension and critical thinking skills. Classroom or laboratory format. Includes use of computer software.

Do you need to brush up on skills in English sentence structure, grammar, usage, and mechanics?

ENGL 90L Grammar Lab — 1-2 credits. Improvement of English sentence structure, grammar, usage, and mechanics. Lab format with use of computer software.

Do you need help with academic skills?

HUMDV 33 Developmental Education — 1-2 credits. Supervised study in specific courses and/or assistance in learning specific academic skills. Lab format with individualized learning contracts.

Would you like to know how to take a course online?

HUMDV 101 Online Classroom Success — 1 credit. What to expect in an online course and how to use online courseware. Prerequisite: Basic computer skills.

Are you unsure of the classes to take that will apply to the job or career that interests you?

HUMDV 112 Occupational Exploration — 1-2 credits. Research a career path based on individual skills, values, interests, and aptitudes. Use software available in the Career Services Office, along with textbook material, handouts, and personal conferences.
WORKFIRST

WORKFIRST is a program for low-income parents needing assistance with job related programs, advising, and tuition assistance. Students receiving a DSHS TANF financial grant must be referred by Community Jobs, DSHS or Tribal TANF Case Manager or Employment Security Job Specialist for Customized Job Skills Training/High Wage High Demand. Students will complete an application for WorkFirst Tuition/Book assistance and provide family income verification.

Contact: Sheila Martin  
Building: Student Services  
Location: Career Services  
Room: D 106  
Phone: (360) 417-6351

STUDENTS WITH DISABILITIES

STUDENTS WITH DISABILITIES, whether a physical, mental, or learning disability, can receive accommodations with proper documentation in accordance with the Americans with Disabilities Act.

Contact: Shawnee Hathaway-Ochs  
Building: Student Services  
Location: Career Services  
Room: D 110  
Phone: (360) 417-6373

CAREER SERVICES

CAREER SERVICES provides information and training in all aspects of employment and career planning. A notebook of local job postings is available. Information and classes on job interviewing, résumé writing, and career development are available, as is a resource room with computer access for job-related activities.

Contact: Shawnee Hathaway-Ochs  
Building: Student Services  
Location: Career Services  
Room: D 110  
Phone: (360) 417-6373
How to Use

The College Catalog

Ten Things Every Student Should Know

➢ The Catalog is a two-year contract.
   The catalog comes out every two years during summer quarter. Students can graduate under
   the catalog with which they began or any catalog published before they graduate.

➢ The Catalog explains Peninsula College’s Programs and Degrees. (See pages 32-43 in the catalog)
   • Transfer Degrees
     Associate of Arts/Associate of Arts Honors  Associate in General Science Education
     Associate of Science  Associate in Biology Education
     Associate in General Math  Associate in Physics Education
     Associate in Elementary Education  Associate of Applied Science-Transfer

   • Advanced Degrees (from universities) that are available locally
     Washington State University (Port Angeles and Port Hadlock))

     Western Washington University (Port Angeles, Poulsbo and Bremerton)

     City University (Port Angeles and Port Hadlock)

     Old Dominion University of Virginia (Port Hadlock)

     Chapman University (Silverdale)

     St. Martin’s College (Bremerton)

     Southern Illinois University (Silverdale)

➢ The Catalog contains a copy of the Distribution List for an Associate of Arts. (See page 33)
   English 101, 102  10
   Math 107+  5
   Humanities-courses from three different subjects  15
   Social Sciences-courses from three different subjects  15
   Natural Sciences-courses from three different subjects (one lab course)  15
   45
   Total  60

   Electives (See page 35 f. -some restrictions apply)  30
   Total  90
The Catalog explains the college’s Academic Policies and Procedures. (See pages 20-24)

The Catalog explains the college’s Professional Technical Programs. (See pages 44-64)
Associate of Applied Science and Certificates

Peninsula College has four kinds of computer classes in its current catalog. (See pages 75-77)
- CAT  Computer Applications Technology
- C SC  Computer Science
- CBT  Computer-Based Training
- IT  Information Technology

The Catalog contains current course numbering and course descriptions. (See page 66)
Every course is assigned a number. Numbering is usually consistent to most four-year schools. Prerequisites are courses which must be taken before another course can be taken.

The Catalog has descriptions for below college level courses. (courses numbered under 100)
English 90, 91, 92 placement with COMPASS/ASSET scores (See page 83)
Grades: “P” for Pass, “S” for Satisfactory, “U” for Unsatisfactory (See page 20)
- Based 54 Basic Math (See your advisor)
- Math 64 Prealgebra (See page 100)
- Math 72 Elementary Algebra (See page 100)
- Math 99 Intermediate Algebra (See page 100)

The Catalog has a two-year calendar of important dates (See page 118)
The academic calendar shows important dates for two school year including first day of classes, holidays, Advising Day, registration dates, last day of classes, and commencement.

The Catalog helps you to plan ahead! Whether you are planning to transfer to a university or to get a job after getting a Professional Technical degree or Certificate, knowing what it takes to get there from the beginning will save you time, money, and stress. You now have the tools to plan for your success as a student!
Ten Tips for Planning YOUR SCHEDULE

1. Know the degree required for your career interest. Understand the degree requirements necessary to complete the A.A., A.A. Honors, A.S., A.A.S. Transfer, and A.A.S. degrees. A.A.S. certificates also have specific requirements. This information is found in the college catalog and on handouts available during orientation, advising sessions and in the Enrollment and Student Development Services Departments.

2. Consider your personal situation — a job, childcare arrangements, transportation, commuting. Decide whether you need morning, afternoon, or evening classes. Check satellite campus, video offerings, ITV, Peninsula College Online courses (COL), and WAOL courses as well as main campus offerings.

3. Choose basic courses that are often prerequisites for later required courses. Use your ASSET/COMPASS scores to determine your placement in English and math.

4. Consider courses recommended for new college students. These courses are described on a handout in this student-planning notebook.

5. Use the quarterly schedule to find out when the courses you want are offered. The quarterly schedule is available at the registration counter, online, and at several places on campus including the Student Development Center, the PUB, and the library. The web address is http://pc.ctc.edu/prospective/edplanning/

6. Check the tally at the Enrollment Services counter to see if the class you want is still open.

7. Use a pencil to fill out the first quarter on the six-quarter plan and then fill out the daily schedule. Plan an alternate schedule if the classes should close before you are ready to register.

8. When your advisor has approved your tentative schedule, copy the line item number information from the schedule to your registration form. You can also have this schedule printed from the computer.

9. At your scheduled registration appointment time, you should register online. If you need assistance, you can come to the Enrollment Services counter across from the elevator.

10. If you cannot get into a class because it is full, you can put your name on the waiting list. You will be notified if a space becomes available.
PAR EXCELLENCE!

Planning

Use the quarterly class schedule (bulletin) and the annual schedule to plan your classes.

Advising

Make an appointment with your advisor for Advising Day. Come prepared with planning materials. Get your Quarterly Registration Pin number from your advisor (This number changes every quarter.) Your Global Pin (birthdate) is used to access grades, quarterly schedules, registration appointments and Hope Scholarship Information.

Registering

Go online to register. Have your Student Identification (SID) number ready. (This is your 895-xx-xxxx number which doesn’t change.)

= EXCELLENCE