

# FAQ's and General Advising Information for Business Management Students

*Professor Hella-Ilona Johnson*

This handout is prepared by Professor Johnson for the needs of Business Management advisees on the Bremerton campus. For assistance with quarterly scheduling and Ed Plan development, contact Teresa Brooks or Steve Quinn at Advising and Counseling Services Center on the Bremerton Campus (360) 475-7530. It is strongly recommended that all students familiarize themselves with this FAQ document and the Ed Plan document, also listed in the Menu Bar on this professor's online website, before making an appointment to meet with a vocational advisor.

The following topics are addressed in this document:

<u>Contents</u>	<u>Page</u>
(A) Advisor Contact Information & Availability.....	1
(B) Business Management Group Information Sessions.....	2
(C) Course Substitutions & Waivers .....	2
Completing the Substitution/Waiver Form and submitting the documentation .....	2
(D) Credit for Work Experience or Military Service .....	2
(E) Documentation Requests from Outside Agencies or Internal Departments .....	3
(F) Evaluation of Transcript Credits Report.....	3
(G) New to the Program? What to do next.....	3
(H) ATA Transferability and Bachelor of Technical Arts Degrees.....	4
(I) Quarterly Scheduling .....	4

For the following topics, go the Menu Bar on the opening page at [www.faculty.olympic.edu/hjohnson](http://www.faculty.olympic.edu/hjohnson)  
Education Plans  
Degree and Certification Applications

## **(A) Advisor Contact Information & Availability**

Go to [www.faculty.olympic.edu/hjohnson](http://www.faculty.olympic.edu/hjohnson) for quarterly contact information, Office Hour location and availability. The preferred method of contact is email [hjohnson@olympic.edu](mailto:hjohnson@olympic.edu). Emails are typically responded to within 2 business days during the instructional quarter. If you do not receive a response, it is likely the professor may not have received your email – wait a day – and try resending the message via an alternate Internet service provider, to avoid the Internet Black Hole, or Spam filter. Professor Hella-Ilona Johnson is not available during final's week, school breaks or summer term.

Professor Johnson acts as a consultant to vocational advisors at the college advising center concerning Business Management program questions, provides Business Management Information sessions, and approves, substitutions/waivers, independent study requests, and graduation applications. **Office Hours meetings** are scheduled by **appointment only**, and are reserved for student needs outside the resources of Advising Center staff. Educational Plans should be developed with Advising Center Vocational Advisors, and approved with Professor Johnson in quarterly Business Management Group Advising sessions..

## **(B) Business Management Group Advising Sessions**

All students are welcome to attend Business Management Group Advising Sessions, however not all students will be formally assigned to Professor Hella-Ilona Johnson. Sessions provide in depth information about Business Management program certificates and degrees, completion strategies, and transferability options. It is recommended that all students contact the New Student Entry and Advising Center before attending a Business Management Information session and complete a **SOAR Orientation**.

For a listing of Business Management Group Advising Sessions, go to [www.faculty.olympic.edu/hjohnson](http://www.faculty.olympic.edu/hjohnson). Once on the Professors online website, scroll down the Opening Page to find the current quarter's scheduled dates. Ed plans, should not be submitted for approval, outside these sessions. Group Advising Sessions are not scheduled during the last week of an instructional quarter, finals week, school breaks, or summer term.

## **(C) Course Substitutions & Waivers**

### ***Completing the Substitution/Waiver Form and submitting the documentation***

To obtain a Substitution & Waiver form, contact Registration & Records. Print clearly and make sure all information on the form is legible, identifies current contact info, and includes the best time you can be reached. Additionally send an email to [hjohnson@olympic.edu](mailto:hjohnson@olympic.edu), notifying her once you deliver the form and supporting documentation, to her campus mailbox in T-103.

- 1) Complete the top part of the form and sign. Do not complete areas concerning the substituted course – only the name of the course you want to use as the substitute.
- 2) Students requesting that course work completed at Olympic College be considered should attach a copy of their OC transcript to the email.
- 3) Students requesting that coursework from another institution, be substituted, need to provide a copy of the formal course description, course syllabus, or textbook. Contact the institution's website for instructions on how to access the current or past catalog under which you completed their course. The course description should be contained in the catalog's index under the course name and number.
- 4) Students requesting that coursework from another institution be considered must also include a copy of the OC Evaluation of Transcript Credits Report. To receive a copy of this report, contact Registration & Records to initiate the process. <http://www.olympic.edu/Students/GettingStarted/recregforms.htm>.
- 5) Submit all documents in a large envelope addressed to: Professor Johnson through the Business & Technology Office (T-103). Additionally include a self-addressed stamped envelope.

**Waivers** are rare, cannot be used for certain courses, and credits must be made up by additional coursework. Students must be able to demonstrate their competency in the course outcomes they are requesting the waiver for.

## **(D) Credit for Work Experience or Military Service**

Students requesting credit for Military Service or educational credits should contact Registration & Records. The process will most likely include having an official copy of your transcripts delivered to R&R followed by a request for an Evaluation of Transcript Credits Report. Contact R&R at 360 475-7200 or use the following link: <http://www.olympic.edu/Students/GettingStarted/recregforms.htm>.

Credit for Work Experience is completed through the Olympic College Co-Operative Work experience program. Contact the Career Center at (360) 475-7480.

## **(E) Documentation Requests from Outside Agencies or Internal Departments**

Requests by private counselors, agencies, or educational advisors concerning: job availability, estimated potential wages, or other industry inquiries, should be directed to the Career Center.

Information requests for degree program, certificate options, completion times, or other general Business Management program information should be directed to the Advising Center.

Signatures required for verification of student performance, attendance verification, or other private student information, should be accompanied by a signed "Release of Information Form" and should be submitted directly to the course professor in person or by email. Please allow 3 business days for attendance or grade verifications.

## **(F) Evaluation of Transcript Credits Report**

Students requesting that coursework from another institution be considered must include a copy of the **OC Evaluation of Transcript Credits Report**. To receive a copy of this report, contact Registration & Records to initiate the process. <http://www.olympic.edu/Students/GettingStarted/recregforms.htm>.

Students must also identify the specific Business Management degree/certification and the catalog year that the substituted course will be applied to. In some circumstances, a Course Substitution & Waiver form may also need to be completed. See Section (3) Substitution & Waivers above.

The evaluation process typically begins by having an official copy of the student's transcripts, from the other institution, sent directly to the OC Registration & Records office. If the student is in receipt of the OFFICIAL transcripts, they should not be opened before being submitted to R&R. The student must also formally request and complete an Evaluation of Transcript Credits Report Form for R&R.

Once the Evaluation of Transcript Credits Report has been completed, the student will receive a copy from R&R. At this point, the student should submit a copy of the report to Professor Johnson along with a self-addressed stamped envelope, and a clear indication as to which catalog year, and Business Management Degree or Certificate the student will be working towards. Students should also provide legible contact information. Submit to Professor Johnson through the Business & Technology Office (T-103).

## **(G) New to the Program? What to do next.**

***Welcome to the program. Informed students are successful students, as those who possess the most information, are capable of making the best decisions!***

**First** - Students new to the program should contact Advising and Counseling Services as soon as possible and make an appointment to meet with a vocational advisor. He/she will schedule you for a new student orientation, Accuplacer testing for English and Math to determine placement for English and Math courses, and assistance in creating an Educational Plan. Without an Educational Plan future course registration after completion of 45 credits may be blocked. <http://www.olympic.edu/Students/Advising/new.htm>

Bremerton Business Management students will most likely also be assigned to Professor Hella-Ilona Johnson as their Business Management Program Advisor. Appointments are made for student needs outside the resources of Advising Center staff. No appointment is necessary to attend a Group Advising session.

**Next** - Business Management students should attend a Business Management Group Information Session. These group sessions are open to all Business Management students, however not all students will be formally assigned to Professor Hella-Ilona Johnson. For a listing of quarterly Business Management Group Information

sessions, go to [www.faculty.olympic.edu/hjohnson](http://www.faculty.olympic.edu/hjohnson) . Ed Plans are developed with the assistance of Advising Center staff, however they are approved through Group Advising Sessions with Professor Johnson.

**Courses** - Many Business Management courses do not require a prerequisite. To determine which courses require a pre-requisite, go to the catalog index and review the listing of courses alphabetically. Before scheduling quarterly courses be sure to read the section on **Quarterly Scheduling** in this document.

### **(H) ATA Transferability and 4-Year BAS Degrees**

The 2-year Business Management ATA degree has transferability options with the following institutions: Contact them individually to determine your program of study.

Evergreen State College Link <http://evergreen.edu/admissions/requirements/upsidedown>

CWU link <http://www.cwu.edu/it-management/bas-overview>

Olympic College <http://www.olympic.edu/organizational-leadership-and-technical-management-bachelor-applied-science-bas-oltm>

Students interested in earning advanced degrees should consider attending Business Management Group Advising Sessions with Professor Johnson, to learn how to increase the number of unrestricted credits through course selection. For example, when students are allowed the choice between two or more courses, the course representing unrestricted credits should be considered. (Acct& 201 is an unrestricted elective however BSTEC 130 is not). These courses may require different prerequisites and learning about them early can save time and additional credit requirements later on.

### **(I) Quarterly Scheduling**

Before beginning this section go to [www.faculty.olympic.edu/hjohnson](http://www.faculty.olympic.edu/hjohnson) and print out the Annual Schedule of Courses document, found under the Advising Information link on the Opening Page Main Menu. This document provides detailed scheduling information specific to Business Management courses. The Educational Plan document in the Menu Bar also contains important information relative to scheduling.

Business Management students are referred to the **Bremerton Advising Center to participate in a SOAR Orientation**, to assist them in completing the routine quarterly process of selecting and registering for classes. If further assistance is required, quarterly scheduling information is provided through Business Management Group Information Sessions.

To obtain a copy of the registration form, go to the OC website search feature or contact R&R.

<http://www.olympic.edu/Students/GettingStarted/recregforms.htm>

Before you begin, determine the catalog year under which you plan to graduate. Obtain a copy of the (ATA) degree or individual Certificate requirements you plan on working towards. Students can use any of the degree/certificate requirements from the last 8 catalogs, as long as they were enrolled during that year.

<http://www.olympic.edu/Students/Registration/View/Catalog.htm>

Go to the Online OC website [www.olympic.edu](http://www.olympic.edu) and click on the **Annual Schedule/Planner** or **View** link under the heading of Programs & Classes, to determine which quarterly courses are offered. The Annual Schedule of Courses link in the Menu Bar of this Professor's Online website, identifies Business Management courses scheduled over a two year period.

Not all Business Management (BMGMT) courses require a formal or enforced pre-requisite. To determine which OC courses require an enforced pre-requisite, go to the catalog index in the catalog year you plan on graduating under. Each course is listed in the index by discipline title and number. For example: BMGMT #102 International Business does not require a pre-requisite. All Math, English, and Accounting courses require a formal pre-requisite course or qualifying Accuplacer test score. See Section (G) above for Accuplacer information .

**The following course suggestions are recommended, but not enforced:**

- Complete GEN 097, a free, zero credit course, on how to navigate the CANVAS online materials delivery system
- If a student does not have small business management or planning experience, Accounting, BMGMT 180 Marketing, BMGMT 146 Financial Analysis, & BMGMT 149 Marketing for Growth should be taken before the business plan course - BMGMT Small Business Planning. Concurrent enrollment in one or more courses could also be beneficial.
- Completing BMGMT 140 Business Math enhances learning for the BMGMT 105 Financial Planning course.
- Student's wishing to transfer their Business Management ATA to Evergreen, (CWU), or Olympic College BAS degree programs should enhance their ATA with unrestricted elective course choices when possible. (courses containing "&" in their course numbering sequence)