

Business Management

Academic Education Plan Instructions

The intent of this document is to provide basic information on Academic Plan development. Business Management students should contact the Counseling & Advising Services Center for assistance in completing their Academic Plans during the first quarter of enrollment. Ask for an appointment with an Advisor specializing in vocational programs (currently Steve Quinn or Teresa Brooks).

Students completing the Retail Management Certificate only, do not need to complete an Ed Plan or take the ACCUPLACER Test. These will be required for Retail Management students once they go on to pursue the ATA. Students, should email Professor Hella-Ilona Johnson on the Bremerton Campus, and identify themselves as a potential Retail Management Certificate student.

An Academic Plan is an electronic table using the MAP system, to identify the quarterly list of courses a student will take to earn their degree. A plan should include all current and previous course work. Students without an approved plan will be restricted from registering, after earning 44 credits. Degree completion time periods may vary, depending on financial aid requirements or other individual circumstances.

Students will develop an Educational Plan with a Vocational Advisor at the Advising Center, utilizing the MAP online system. Ed Plans for Bremerton campus students, should be submitted and approved during Business Management Group Advising Sessions with Professor Johnson. Vocational Advisors should be able to provide the quarterly session dates, or students can go to www.faculty.olympic.edu/hjohnson.

Business Management students should consider completing the following steps and bringing the supporting documentation to the Advising Center to assist in the completion of their Plan.

Academic Plans are developed through the following steps:

1. Determine the catalog year under which you plan to graduate. Obtain a copy of the (ATA) degree or individual certificate requirements and review it. Print out a copy and keep it for future reference. When identifying the individual courses you will need to take, be sure to include pre-requisite and developmental coursework. The index in the back of each catalog will identify each course and its required pre-requisite. Identify Your Catalog Year _____

Students can use any of the degree requirements from the last 8 catalogs, as long as they were enrolled during that year. For example: if you entered OC during the 2014-15 school year, you will need to acquire a copy of the degree or certificate as it is listed in the 2014-15 catalog. The OC website contains current and past catalog information. Take care to not print out the entire catalog when printing from online catalogs.

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

2. Obtain an unofficial copy of your transcript <https://oasis.olympic.edu/wts/student/> to determine the courses you have successfully completed in prior quarters. To successfully complete a course, students must have earned a (.7) or above.

Date Completed: _____

A copy of a **previously approved OC Substitution/Waiver Form** should be included for each course requesting a substitution/Waiver. This includes coursework from other institutions that does not have a common course number.

Students transferring coursework from another institution towards their OC degree/certificate plan must also include a copy of the **OC Evaluation of Transcript Credits Report**.

The **Advising FAQs document** at www.faculty.olympic.edu/hjohnson found under the **Advising Information link** contains additional information on Substitutions & Waivers, and Evaluation of Transcript Credits Forms. Make an individual appointment with program faculty to evaluate the Report.

3. To assist you in determining the Business Management courses that you will need to complete your degree and certificates, go to the “**Annual Schedule of Courses**” Menu Tab on the left side of the Opening Page of this Professor’s Online website. For a listing of courses campus wide, go to <https://apps.olympic.edu/classschedule/Default.aspx>. Be sure to type in the year and quarter at the top of the page for courses you are inquiring about. The OC online View and Schedule Planner also provide information on current quarter classes, found **under Programs & Classes from the OC website** www.olympic.edu.
4. Attend a Bremerton Advising & Counseling Services Center SOAR session. Vocational Advisors will schedule placement testing and assist student in developing an electronic Educational Plan through the online MAP system. Date Attended _____
5. All Business Management students should attend at least one Business Management Group Information & Advising Session to submit their Ed Plan for approval with Professor Johnson. All Business Management students are welcome. Professor Johnson is available for individual appointments for substitution or waiver considerations, evaluation of transcript credit, or final review of graduation documentation. For general program questions, course scheduling, and education plan development, make an appointment to meet with a vocational advisor at the Advising & Counseling Services Center. For a listing of the current quarter’s Business Management Group Information Sessions, go to Opening Page of www.faculty.olympic.edu/hjohnson or ask an Advising Center Vocational advisor. Date Attended _____
6. **What happens After Submitting the Ed Plan?**
Once an Academic Plan has been correctly submitted, and approved, the student is free to register for courses without registration restrictions imposed by MAP system requirements. If for some reason the student is not able to stay on the plan during any quarter, it becomes the student’s responsibility, to reselect courses for future quarters to get back on track in completing the two-year ATA degree. Attending a Group Advising session will get you back on track.
7. **Recommendations in completing the Academic Plan**
The MAP system contains Ed Plan Templates. These templates begin with small certificates that can be earned on the path to earning the 2-year ATA. They also allow students to develop a specific area of strength.

Select one that best meets your needs. For example if math is a weak subject for you, use the ALEX template, which provides students with more time to complete the Business Math requirement. This template also requires only one math pre-requisite.

Students wanting to complete the Retail Management Certificate, on the way to earning an ATA, should use the Retail Management template.

The Small Business and HR Certificates are earned while completing the 2-year ATA. All earned credits are applied to the ATA. Choose this template if your job search will include local small business owners looking to recruit students savvy in small business planning and management.

See a program faculty if you are interested in the Sales and Marketing Certificate. The degree is periodically updated to reflect new marketing technologies .

Additional Considerations:

All previously completed coursework listed must have earned a (.7) or above. "P" grades are limited.

English 101 and Math courses require an Accuplacer Test placement. See the Advising Center.

English 101 before Business English and Communication classes.

Complete developmental coursework early (90 level courses in Math & English).

Balance quarterly class loads by enrolling in weekend courses.

Maintain 12-15 credits per quarter, fewer if financial aid does not require full time status.

Balance quarterly class loads by course difficulty,

Enroll concurrently or try to complete BMGMT 140, 149, 180, ACCOUNTING, and English before taking the BMGMT Small Business Planning

8. **List previously completed courses you will be applying towards your degree/certification.** This includes prior coursework completed at Olympic College and courses completed at another institution. Be sure to have your formal transcript from another institution formally evaluated, and request that a formal Evaluation of Transcript Credit is done at OC.

List previous OC courses. Course (# Title)	Cr .	List courses transferred from another institution Course (# Title)..... Institution Name	Cr .	List completed courses used as Substitutions/Waivers Course (# Title)	Cr.
Total Credits		Total Credits		Total Credits	

9. Complete your Plan by listing the courses you plan to take in future quarters. These are the courses identified in the catalog year from step (1) above. Each student should schedule courses to complete their ATA degree, within their allotted period. Double check with your financial aid representative.

Qtr. _____ YR. ____ Qtr. _____ YR. ____ Qtr. _____ YR. ____

Course # and Title	CR.	Course # and Title	CR.	Course # and Title	CR
Total Qtr. Credits		Total Qtr. Credits		Total Qtr. Credits	

Qtr. _____ YR. ____

Qtr. _____ YR. ____

Qtr. _____ YR. ____

Course # and Title	CR.	Course # and Title	CR.	Course # and Title	CR
Total Qtr. Credits		Total Qtr. Credits		Total Qtr. Credits	

Qtr. _____ YR. ____

Qtr. _____ YR. ____

Qtr. _____ YR. ____

Course # and Title	CR.	Course # and Title	CR.	Course # and Title	CR
Total Qtr. Credits		Total Qtr. Credits		Total Qtr. Credits	

Student Name: _____

Student ID: _____

Degree/Certificate Title: _____

Catalog Year _____

Total Degree/Certificate Credits Required: _____ Date Submitted to Program Advisor: _____

Additional Notes or Concerns: