

OLYMPIC COLLEGE
PLACEMENT RECIPROCITY REQUEST FORM

Use this form to request placement into pre-college and college-level courses at OC based on your placement at another Washington Community or Technical College.

How to Qualify

- The original placement (test score or prior course completion) must be dated within 12 months of your request.
- You must provide a copy of the document that provides specific placement recommendation information from the sending institution. For test scores this should be on your score/placement sheet. For previous coursework, please provide a copy of relevant course sequence information, if available.
- You must have applied to Olympic College for the upcoming or current quarter and have a student ID.
- If applicable, you must have submitted any necessary transcripts for evaluation (credit earned at other institutions with a completion of a 2.0 (C) or better each semester or quarter) using the Transfer Credit Evaluation Request. *For reciprocity placement purposes only, an unofficial or official transcript may be used for review.*

How to Submit

1. Complete the form on the back of this page.
2. Attach all necessary documentation.
3. Submit the form and attachments

in person to the Registration Counter at the Bremerton, Poulsbo, or Shelton campus

OR

mail to Registration & Records, Olympic College, 1600 Chester Avenue, Bremerton, WA 98337

OR

email to evaluators@olympic.edu

OR

fax to (360) 475-7202

How We Notify You

You will be notified by email when the request has been processed. If the request is complete, you will be provided with a course entry code to register for appropriate course.

Please Note

- Course numbers are not always the same across Washington State colleges – your placement will be into the OC course that is the closest equivalent to where you placed at the previous school.
- Entry codes are good for one quarter only. If you do not enroll, you will need to make the request again for the next quarter if you still qualify.
- Once you successfully complete a math and English course at OC you no longer will need to request reciprocity placement for subsequent terms.

**Olympic College
Placement Reciprocity Request Form**

Name

Olympic College Student Identification Number (SID)

Contact Phone Number

Contact Email

Quarter you wish to attend

Class(es)/Placement scores for Review

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- I have applied to Olympic College for the upcoming quarter or I am currently enrolled.
 - I have submitted any transcripts from other institutions with a completion of a 2.0 (C) or better each semester OR I have submitted a copy of my placement scores from another Washington State Community or Technical College.
 - The placement result I am submitting was completed within the last 12 months.
 - I understand that once this request is processed I will be notified of my placement via email from the Evaluators office.
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Student Signature

Date

Date Received

Date Processed