You're in the Game
WELCOME

We are delighted that you have chosen Oregon Culinary Institute, whether you are beginning or enhancing your career in Culinary Arts, Baking and Pastry, or Restaurant Management.

Our philosophy here is simple. We believe in education. We believe in respect for one another. We have a passion for food, but also for technique.

Famed chef and author Jacques Pépin said it best: “The greatest hindrance to good performance in the kitchen is an inadequate knowledge of basic technique.” Technique and practical hands-on knowledge form the backbone of our professional programs.

Our philosophy extends outside the classrooms and kitchens. We support the environment by recycling and composting. We support the community by giving food to the homeless, providing dinners for shelters, and partnering in charitable events. And we support the industry by volunteering for events such as Taste of the Nation.

We’ll see you at Orientation – the first day of your exciting new journey! Then let’s get started!

Eric Stromquist  Chef Brian Wilke, CEC, CCE
Campus President   Executive Chef and Director of Education

Ray Colvin   Christian Haldeman
Director of Operations   Program Director

“Our truest life is when we are in our dreams awake.” – Henry David Thoreau, Author

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PREPARING FOR SCHOOL

PORTLAND, OREGON, THE CITY OF ROSES
Portland is nationally recognized for its livability: its bike-friendly streets; public transportation, proximity to hiking, snowboarding and windsurfing; excellent libraries, beautiful parks, and the country’s largest bookstore. But it’s also the food – and its preparation – that has caught the attention of the world’s gourmets. Learn more about Portland by visiting these sites:

- travelportland.com
- portland.citysearch.com
- oregonlive.com
- portlandor.about.com
- oregoncoast.com
- trips.stateoforegon.com
- portlandonline.com
- portlandfarmersmarket.org
- wikipedia.org/wiki/Portland_Oregon

OREGON RECREATION
Portland has more parks per square mile than any other city in the United States, affording beautiful scenery, hiking, and camping, the beautiful Japanese and Chinese gardens, a multitude of golf courses, and an international race track.

Just a few miles east of Portland is the beautiful Columbia Gorge National Scenic Area featuring hiking trails, waterfalls, snow-capped peaks, and some of the world’s best windsurfing at Hood River. Further east is Mt. Hood, with five ski areas for downhill and snowboarding. Mt. Hood is also home to the historic Timberline Lodge with skiing November through August.

Oregon’s wine country, southwest of Portland, has garnered international attention with its award-winning wines. See winesnw.com for vineyard, tour, and restaurant information.

West of Portland is the spectacular Oregon Coast, boasting national parks, surfing, kite festivals, castle-building contests, whale watching, the world’s largest sea lion cave, and the award-winning links golf course, Bandon Dunes. See bandondunes.com.

OREGON CULINARY INSTITUTE
Oregon Culinary Institute’s programs are taught in Portland’s beautiful Goose Hollow neighborhood, within easy walking distance of the downtown city center. The Oregon Culinary Institute (OCI) classrooms and kitchens are located at:

- 1701 SW Jefferson Street
- Portland, OR, 97201

This location also houses our open-to-the-public fine-dining restaurant, operated by students in their third term of study. The offices are one block north, at:

- 1717 SW Madison Street
- Portland, OR, 97205
- 503.961.6200 or 1.888.OCI.CHEF

HOUSING
For general listings of housing rentals in the Portland area, check online at any of the following sites:

- portlandrentalservice.com
- forrent.com
- apartmentguide.com
- portland.craigslist.org
- apartments-sector.com
- rent.com

Or ask for a copy of our OCI Guide to Housing. All listings are subject to change, so contact the properties personally to confirm exact prices and specifics. Mention that you are attending OCI as some locations grant student discounts.

To determine commute options from any part of the city, find the school at mapquest.com, locate the apartment(s) you’re interested in, and you can readily see the route and proximity to OCI. Or to determine the best public transportation route, go to trimet.org.

TRANSPORTATION
Portland’s award-winning mass transit system, TriMet, is one of the most extensive and advanced in the United States. It includes extensive bus routes, a light-rail line called MAX, and a central-city streetcar system. TriMet Park and Ride facilities are located in outlying areas, which allow you to park your car and commute via TriMet. For easy trip planning, go to trimet.org.

TriMet bus and MAX stops are within a block of Oregon Culinary Institute (OCI). Note that some of the commute information in this pamphlet says “with transfer”. All lines run through the downtown transit mall, where you can transfer to the line that drops you by school, or you can walk that portion of your commute. Some listings say “vehicle recommended”, which means you can drive to school or drive to a Park and Ride and commute from there.

Additionally, Portland is consistently voted one of the most bicycle-friendly cities in America – so whether you live in the inner city or in an outlying area, you can usually find a bicycle route to Oregon Culinary Institute. Find out more about bicycling and getting around Portland at bta.org and portlandonline.com/transportation.

PARKING
The parking lot directly behind the school is for chefs and dining room guests only.

Street parking in the Goose Hollow neighborhood is limited to one or two hours without a parking permit, however permits are attainable from the city if you reside in the neighborhood.

The two closest parking lots to Oregon Culinary Institute are each within a block of the school:

- City Center Parking / SW 17th & Madison / 503.221.1828
  Monthly parking permits available
- U-Park / SW 18th and Columbia / 503.221.1666
  Monthly parking permits available

There are many City Center and U-Park locations in downtown Portland, some within a few blocks of OCI. Those further away are on, or close to, the TriMet bus or MAX lines. See our OCI Guide to Transportation and Parking for more details.
STARTING SCHOOL

TEXTBOOKS AND SUPPLIES
On Orientation Day, you will receive Chef Pants and Jackets, Caps, a Travel Mug, and Textbooks appropriate to your program. On the first day of class you will receive tools appropriate to your coursework. Bring a back pack or book bag to carry everything home.

REPLACEMENT UNIFORMS
Additional or replacement uniforms are available, and can be purchased at any time. Contact the Purchasing Manager or Executive Chef.

PERSONAL HYGIENE
We promote work ethics and professionalism in everything we do, including appearance. Full uniforms are the required dress while on campus, and they are expected to be clean and ironed. Laundry and care of uniforms is the student’s responsibility.

Professionalism in appearance also includes respect for fellow students, instructors, and customers. Be mindful of working with food, and of sanitation — no strong perfumes or body odor; no excessive jewelry; and clean hair, netted if necessary. Maintain a clean and neat appearance at all times.

SHOPPING LIST
Kitchen shoes need to be purchased individually. Black institutional shoes are required. Any brand is fine, although they must be black vinyl or leather with closed toe and heel. Many students like the slip-on vinyl Birkenstock version. Local stores that carry shoes are listed below.

Clogs-n-More – clogsnmore.com
Downtown – 503.279.9358
717 SW Alder St.
Portland, OR 97205
Hawthorne – 503.232.7007
3439 SE Hawthorne Blvd.
Portland, OR 97214
Hillsboro – 503.690.4577
Streets of Tanasbourne Mall
Hillsboro, OR 97124
NE Broadway Outlet Store
2006 NE Broadway
Portland, OR 97232
Nob Hill Shoes – 503.224.8682
Northwest – 921 NW 23rd Ave.
Portland, OR 97210

Additional supplies you’ll need for the First Day of Class:
Notebook Binder with Paper Pens, Pencils, Highlighters, Padlock

SCHOOL FACILITY
Oregon Culinary Institute’s facility contains three fully-equipped kitchen laboratories, a large storeroom with walk-in refrigeration, four lecture classrooms, and a student lounge, as well as an open-to-the-public, fine-dining restaurant with its own exhibition kitchen.

Students have easy access to numerous gas burners, standard and convection ovens, gas grills, deep fryers, reach-in refrigerators and freezers, a deck oven, a brick oven, and an ample supply of all the necessary small kitchen equipment and wares.
RESOURCES

STUDENT I.D.
You will receive photo I.D. for use with housing, transportation, and businesses that offer student discounts.

LOCKERS
Lockers are available in the student lounge for daily use. Students must provide their own lock, as there is no overnight storage and lockers must be emptied each day. Oregon Culinary Institute is not responsible for lost or stolen items, so keep your valuables locked up or with you at all times. Lost and Found items are kept under lock and key. If you’ve lost something, ask the Location Director or Director of Education.

ON-LINE LIBRARY SERVICES
Pioneer Pacific College, the parent company of OCI, offers immediate access to an extensive collection of online resources that students can access at any time by going to egloballibrary.com/ppc. Your log-in name is your first initial plus your last name, all lowercase with no spaces. Your password is the last four digits of your Social Security number. The library includes online tutorials, research guides and databases, Internet and government resources, and life and leisure resources.

RESOURCE CENTER
We have a physical resource center, located in the office across from the school, with hundreds of books and magazines. Books include textbooks, famous chef-authored cookbooks, specialty food cookbooks, technique and style books, and all-inclusive series volumes. Magazines including Gourmet, Cooks, Cooks Illustrated, Food and Wine, Saveur, and Eating Well.

PUBLIC LIBRARY
The Multnomah Country Library, in downtown Portland, owns over 6,000 cooking titles including books, magazines, videos and reference materials. Topics include cookbooks and recipes from all over the world, history of food, nutrition, and food and culture. The library also has a large collection of business-related materials including restaurant management. These books are primarily found in the Science & Business room on the second floor, although books on food and culture are found in the Humanities room on the third floor. The library is located on SW 10th Avenue between SW Taylor and Yamhill Streets.

SANITATION & RECYCLING

SANITATION
Oregon Culinary Institute has strict sanitation procedures, which all students should adhere to as they are an integral part of the food-service industry in general. Work clean.

RECYCLING AND COMPOSTING
Oregon Culinary Institute believes strongly in “living green” and sustainable practices. We recycle paper products, cardboard, tin, plastic, and glass. We compost food scraps, soft paper, and soft wood. We also convert our used cooking oil and fat into biodiesel through a partnership with MRP Services.

There are several recycling and compost bins throughout the school — make sure that you know where they are and what materials are acceptable. Don’t throw something in the garbage if you can recycle or compost instead. Be responsible. Do the right thing.

RECYCLING GUIDELINES
Paper products: cardboard, paper, egg cartons, milk cartons
Glass: jars, bottles – no lids, light bulbs, or window glass
Tin: Aluminum and tin cans – no aluminum foil or aerosol cans
Plastic: jars, bottles, and jugs – no lids, no plastic bags, no styrofoam, no plastic containers

COMPOST GUIDELINES
Food: raw and cooked meat and fish scraps, bones and shells, egg and dairy products, fruit and vegetables, bread and dough, coffee grounds
Paper products: paper plates and cups, napkins, paper towels, food-soiled paper, shredded paper
Packaging: waxed cardboard
Floral and plant trimmings
Untreated wood, such as skewers
OCI’s tasting spoons, although they look plastic, are compostable.
No plastic, metal, wire, staples, or glass
POLICIES AND PROCEDURES

2012 HOLIDAYS
MLK Day 01/16/12
Memorial Day 05/28/12
Summer Break 06/25/12-06/29/12
Labor Day 09/03/12
Thanksgiving 11/22/12-11/25/12
Holiday Break 12/24/12-01/01/13

2013 HOLIDAYS
MLK Day 11/19/13-01/21/13
Memorial Day 05/25/13-05/27/13
Summer Break 07/01/13-07/07/13
Labor Day 08/31/13-09/02/13
Thanksgiving 11/28/13-12/01/13
Holiday Break 12/23/13-01/01/14

TELEPHONE USE
Cell phone use is not allowed anywhere inside the OCI classrooms or kitchens. Office phones are not available for personal use. In the case of a telephone call to OCI for a particular student relating to an emergency, every effort will be made to locate you immediately.

SMOKING
No smoking is allowed inside Oregon Culinary Institute’s buildings. An area near the school’s back door has been designated for smoking. Students are responsible for disposing of cigarette ends in the receptacle provided, and for maintaining a clean smoking area. This is especially important, as non-smokers — including customers — often pass through this area to enter the school. Health codes require that you wash your hands after smoking and before resuming food handling.

CANCELLATION OF CLASSES
In case of inclement weather or other emergencies in the Portland metropolitan area, please visit flashalert.net and search for Oregon Culinary Institute, or tune into local television stations, or visit their websites. If there’s no listing, we will be open as usual.

EMERGENCIES AT SCHOOL
In case of a physical emergency contact your instructor immediately. There are first-aid kits located throughout the school, but professional help can be summoned if necessary. In the event of a building emergency, follow evacuation instructions posted throughout the school.

CHANGE OF ADDRESS
It is imperative that we maintain current contact information at all times — for emergencies, externship and job placement, and graduation details and diplomas. If there are changes at any time, please insure that we have the current information by contacting the Education Coordinator or Career Services Director.

RULES AND REGULATIONS

Please refer to the Pioneer Pacific College catalog for all policies and procedures regarding Oregon Culinary Institute. Although some information varies slightly from campus to campus, use this as your guide to school rules and regulations. If you have any questions or need clarification, don’t hesitate to ask your Admissions Representative, the Education Coordinator, or your Financial Aid representative.

ADMISSIONS
Non-Discrimination Policy
General Requirements
Late Admission
Student Right to Know
Transfer and Challenge Credit
Enrollment Procedure
Initial Interview
Final Acceptance Interview
Full-Time Students
Part-Time Students
Information for Veterans
Criminal Background Investigations

FINANCIAL AID
General Information
Financial Aid Available
Application Procedure
Student Eligibility
Determining Student Need
Duration of Awards
Satisfactory Academic Progress Requirements
Probation
Extended Enrollment
Re-Establishing Satisfactory Academic Progress
Appeals
Transfer or Test-Out Credit
Pass/Fail or Continuing Progress
Course Withdrawals
Incompletes
“S” and “U” Grades
Repeat Courses
Program Transfers
Refund and Repayment Policy
Treatment of Title IV Funds
When a Student Withdraws

For required program disclosure information please go to www.oregonculinaryinstitute.com.

ACADEMIC STANDARDS
Class Scheduling
Grading System
Satisfactory Academic Progress
Course Numbering System
Definition of a Credit Unit
Attendance Policy
Test Make-Up
Withdrawal Prior to Graduation
Reinstatement
Student Conduct and Discipline
Visitor Policy
Drug Policy
Pet Policy
Weapons Policy
Examination of Student Records
Graduation Requirements
Student Progress Reports
Transfer of Credit to Other Schools
Student Awards
Campus Closures
Cancellation of Classes
Facilities and Services for Handicapped Students
Grievance Policy and Complaint Procedure
Peer-to-Peer File Sharing Requirements

Game on.

503-961-6200 or 1-888-OCI-CHEF / www.oregonculinaryinstitute.com

Offices: 1717 SW Madison Street, Portland, OR 97205
Kitchens and Classrooms: 1701 SW Jefferson Street, Portland, OR 97201
Culinary Arts • Baking and Pastry • Restaurant Management 1.888.OCI.CHEF www.oregonculinaryinstitute.com 07/08/12