



A. APPLY TO BECOME A STUDENT AT OKANAGAN COLLEGE

If you have not yet done so, please apply to become a student at Okanagan College by going to <http://www.okanagan.bc.ca/BecomeaStudent/ApplyNow.html> **There is a \$30 application fee.**

B. HOW TO REGISTER FOR COURSES

- 1. See attached for required courses and costs. Prices may vary. This program is on a set schedule and is only offered every September.**
- 2. Go to MyOkanagan, log in, and register for courses.**
 - a. Enter **MyOkanagan** with the login information you received after you were admitted.
 - b. Go to the **Self-service** Tab and click on **Registration**.
 - c. Click on **Register for Classes**
 - d. Select the term (DO NOT select Continuing Studies term)
 - e. Search the course you are looking for.
 - f. Click on the course you want to register for (please note only available sections will be open for you to click "add") and they will be added to your Summary.
 - g. Once you have added all your courses, click "Submit"
- 3. Pay for tuition and fees.**
 - a. When you register for classes, fees must be received by OC within five business days.
- 4. Log in and Get Started**
 - a. Log in to MyOkanagan and click on the Moodle link in the top right-hand corner. You will see your course link(s) on the Moodle page. If you register for this course before the start date, you can certainly start the course if the Moodle classroom has content.
 - b. If you are having trouble finding the content, click on the Dashboard link and then click on either "In Progress" or "Past."

C. IMPORTANT NOTES – PLEASE READ CAREFULLY

1. You may pay for tuition and fees at any Okanagan College campus by cheque, debit, or cash. You can also set up your payment via online banking (set up Okanagan College as a payee and your student ID # as the account number). **Please note that credit cards are not accepted.**
2. Withdrawal deadline is within the first week of each course start date, and you must log in to each course within three days of the start date or risk losing your seat. Tuition is **not** refunded after the withdrawal deadline.
3. Courses are scheduled for 10 hours per week so a 60-hour course should take you 6 weeks to complete.
4. The computer software courses require Office 365 and is available free on MyOkanagan. **Macs are not recommended nor supported.**
5. Prices are subject to change without notice.
6. Textbooks are the responsibility of the student to purchase. Please purchase your Distance Education textbooks from the Kelowna Campus Store or online at www.okanagan.bc.ca/campusstores. Ensure you order your textbooks at least 14 business days before you commence your courses so that you can begin on your desired start date.
7. Students are responsible for securing their own practicum placements. A tutor is provided.



LEGAL ADMINISTRATIVE ASSISTANT CERTIFICATE PROGRAMS

ONLINE COURSES REGISTRATION INSTRUCTIONS SEPTEMBER 2023 – JUNE 2024

COURSES REQUIRED FOR BOTH CERTIFICATES		COURSE LENGTH	FEES**	BOOKS**	SCHEDULE
LAA 116	Legal Office Procedures	6 weeks (60 hrs)	337.79	176.08*	Sep 4, 2023 – Oct 16, 2023
LAA 145	Introduction to the Canadian Legal System	6 weeks (60 hrs)	337.79	129.49*	Sep 4, 2023 – Oct 16, 2023
LITIGATION CERTIFICATE					
LAA 100	Litigation Procedures I (Prerequisites: LAA 116 & 145)	10 weeks (96 hrs)	522.43	90.79	Oct 16, 2023 – Dec 22, 2023
LAA 101	Litigation Procedures II (Prerequisite: LAA 100, 116, 145)	10 weeks (96 hrs)	522.43		Jan 1, 2024 – Mar 10, 2024
LAA 112	Family Litigation Procedures (Prerequisite: LAA 100, 116, 145)	9 weeks (90 hrs)	491.66	54.99	Mar 11, 2024 – May 13, 2024
LAA 120	Personal Injury (Prerequisite: LAA 100, 116, 145)	6 weeks (60 hrs)	337.79	Included	May 6, 2024 – Jun 16, 2024
LSEC 130	Law Office Practicum* (Prerequisites: all other courses in the LAA certificate)	2 weeks (60 hrs)	337.79	No books	Jun 17 - June 28, 2024
Total Litigation			\$2,887.68	\$275.27	\$3,162.97
CORPORATE/CONVEYANCING CERTIFICATE					
LAA 140	Conveyancing Procedures I (Prerequisites: LAA 116 & 145)	9 weeks (90 hrs)	491.66	90.79	Oct 16, 2023 – Dec 22, 2023
LAA 141	Conveyancing Procedures II (Prerequisite: LAA 116, 140, 145)	9 weeks (90 hrs)	491.66		Jan 1, 2024 – Mar 3, 2024
LAA 152	Corporate Procedures I (Prerequisites: LAA 116 & 145)	9 weeks (90 hrs)	491.66	316.49	Jan 15, 2024 – Mar 17, 2024
LAA 153	Corporate Procedures II (Prerequisite: LAA 116, 145, 152)	4 weeks (36 hrs)	214.69		Mar 18, 2024 - Apr 14, 2024
LAA 160	Wills and Estates (Prerequisites: LAA 116 & 145)	9 weeks (90 hrs)	491.66	90.79	Apr 15, 2024 – Jun 17, 2024
LSEC 131	Law Office Practicum* (Prerequisites: all other courses in the LAA certificate)	2 weeks (60 hrs)	337.79	No books	Jun 17 - June 28, 2024
Total Corporate/Conveyancing			\$3,194.69	\$698.85	\$3,893.57

* Prices vary (book vs. eBook)

** Subject to change