Reach Out

News from the Registrar's Office (Kelowna)

Staff Updates

The past month the Registrar's Office has seen a lot of staff changes and updates. Here's a rundown of what's been happening.

The office bid Gail Brown, Manager, Enrolment Services, goodbye this past Friday as she heads off for a well-deserved retirement. Although Gail was only in the Reg Office for four years, she had a great impact on staff development, streamlining processes, and adding a lot of laughter to the office! Gail will be missed.

We are pleased to welcome Karen Maeers as the new Manager, Enrolment Services. Karen has been the Manager, Campus Life and Administration in Penticton for the last year, filling in for a one-year leave. Karen will need to hit the ground running as her first week of work will include the College's fee payment deadline!

Another change to the office is the addition of Mohammed Amir (Amir) in the role of Student Information Coordinator. Amir comes from the International Office where he was instrumental in setting up the iCent app that international students at the College use. Amir will be responsible for the CRM system, website updates, running some reports, and will be crucial to the Banner Communications Manager project (to replace BRM).

Congratulations to former Salmon Arm recruiter, Kristine Wickner, who welcomed her second child in November. Little McKenna was meant to arrive on November 30 but couldn't wait. She was born on November 12.

In This Issue

RO Projects Update

from Allan Hickey, Associate Registrar, Systems

On November 18, 2020 Okanagan College went live on the B.C. high school electronic transcript exchange through EducationPlannerBC and the Ministry of Education. This implementation allows the College to receive B.C. high school transcripts within hours of high school students submitting their request through their student portal with the Ministry of Education. Additionally the college can request transcript updates if the student has authorized the College to do so. Previously this information was only processed in July via a bulk upload process. We can leverage much of this work for the post-secondary transcript project which allows electronic transcript exchanges among B.C. post-secondary institutions. This project is slated to begin in 2021.

A new verification of enrolment process is well into the testing phase and it is hoped to have the new process in production early in 2021. All Registrar Office projects can be viewed at https://www.okanagan.bc.ca/office-of-the-registrar/registrars-office-projects.

okanagan college

Registrar's Office
okanagan.bc.ca/office-of-the-registrar

Education Council News

Below is a brief update on items approved at Education Council in November and December. Please view the Items Approved or Minutes for details.

November 2020

Program Revisions

Audio Engineering and Music Production Certificate, AutoCAD Certificate, Medical Device Reprocessing Certificate, Nursing Unit Assistant Certificate, and Occupational Health and Safety Certificate

The computer fundamentals admission requirement is being removed.
Proposed date of implementation is January 2021.

Dental Office Administrative Assistant Certificate

The typing speed, computer fundamentals, and CPR admission requirements are being removed.
Proposed date of implementation is January 2021.

Bachelor of Business Administration - Accounting Specialty, Post-Baccalaureate Diploma in Accounting

A new data analytics course will be added to the program outline.
Proposed date of implementation is September 2021.

Culinary Management Diploma

Changes will be made to the Calendar description and the program outline to add and remove courses.
Proposed date of implementation is September 2020.

Tourism Management Diploma

Changes will be made to the Calendar description, admission requirements, and the program outline to add and remove courses.
Proposed date of implementation is September 2021.

Bachelor of Business Administration - Tourism and Hospitality Management Specialty

The program outline will change with the deletion of one course and the addition of another course.
Proposed date of implementation is January 2021.

New Courses

- EDCP 012 - Education and Career Planning
- BUAD 352 - Data Analytics in Accounting
- TOUR 115 - Accounting for Tourism
- TOUR 225 - Emerging Trends in Destination Management
- TOUR 235 - Rural and Agri-Tourism Development
- TOUR 245 - Tourism for SME
- TOUR 250 - Eco and Adventure Tourism

Course Revisions

- BIOL 011 - Biology 11
- BIOL 012 - Biology 12
- BUAD 296 - Long Term Capital Management
- BUAD 200 - Digital Marketing
- BUAD 215 - Restaurant Management
- BUAD 220 - Hotel Management
- BUAD 230 - Wine and Culinary Tourism
- BUAD 335 - Electronic Commerce
- TOUR 200 - Tourism Sector Study
- TOUR 215 - Restaurant Management

Course Deletions

- BUAD 392 - Adventure and Eco Tourism

December 2020

New Program

Post-Baccalaureate Diploma in Health Analytics

This new program is for those who have completed a bachelor's degree and want to further their education in data science with a focus on health.
Proposed date of implementation is September 2021.

Program Revisions

Culinary Arts Certificate and Culinary Management Diploma

Graduation requirements will be changed.
Proposed date of implementation is January 2021.

Automotive Service Technician, Carpenter and Joiner, Carpenter Foundation, Collision Repair/Refinishing Prep Technician, Culinary Arts Certificate, Electrical Pre-Apprenticeship, Heavy Mechanical Foundation, Pastry Arts, Refrigeration and A/C Mechanic, RV Service Technician, Plumbing and Piping Trades, Sheet Metal Worker, Studio Woodworking, Welder Foundation, Aircraft Maintenance Technician (Maintenance), Aircraft Maintenance Engineer (Structures), Automotive Service Technology, Collision Repair Technician

The ABLE entrance test will be replaced in all programs listed with the Trades Entrance Assessment (TEA).
Proposed date of implementation is January 2021.

Infrastructure and Computer Technology Diploma

A new cybersecurity course will be added to the program outline.
Proposed date of implementation is September 2021.

Okanagan College to UBC Okanagan Civil and Mechanical Engineering Bridge Programs

MATH 212 will be replaced with MATH 221 to align with UBCO and better prepare students for their studies at UBCO.
Proposed date of implementation is August 2021.

New Courses

- ICT 212 - Cybersecurity Analysis
- DSCI 315 - Dashboards and Analytic Reporting
- DSCI 321 - Health Care Analytics
- DSCI 322 - Comparative Health Systems
- DSCI 323 - Epidemiology and Health Analytics
- DSCI 324 - Health Care Information Systems
- DSCI 420 - Mathematics for Machine Learning

Winter Welome Events

This Winter semester, orientation for new students, as well as welcome events at each campus, will look very different with many virtual events. Just like Fall 2020, new students in Winter 2021 will receive an email in mid-December inviting them to take a College-wide orientation course through Moodle. The College will also have a Smart Start Moodle course that was previously offered to students in September. These success sessions give students a leg up on the semester through offerings like: a plagiarism quiz, mindful meditation, student services overview, exam anxiety tips, and much more.

To stay up to date on what's happening on campuses and online, visit the orientation page at okanagan.bc.ca/orientation

Letters of Request

All external requests to release student records (e.g. from a law firm, insurance company. etc.) should be forwarded directly to registrar@okanagan.bc.ca. There is no need to send to Donna Olson, OC Legal Affairs.

Winter Convocation Update

This year's Winter Convocation will be held virtually on Saturday, Jan. 23 at 10:30 a.m. Students will be offered a Convocation Box (mail out) for the same $30 fee that would have been paid for a gown rental and folder.

Please visit the Ceremonies page which includes all of the relevant information: okanagan.bc.ca/ceremonies

Recruitment Update

The recruitment team has continued to connect with students through the Post-Secondary B.C. virtual booths, LibCal online bookings, the virtual open house and virtual career class presentations. Education Career Fairs (ECF) have moved to a virtual format, using EasyVirtualFairs. The team will be attending dates targeting Northern and Interior B.C. this December and into the new year.

The recruitment team is also working on an extensive series of virtual workshops and program information sessions to start late January. This will be in lieu of the Experience OC one-day events. The team is also working with school districts to allow students to count the workshops towards the 30-hour work experience requirement for graduation. Soon recruitment will be reaching out to departments to coordinate sessions.

CRM System Reminders

When entering applications manually or on a student's behalf, please ensure you are choosing and checking their email address as a "preferred email address." When that isn't done, a student will not receive any emails that same afternoon and/or evening that you entered it.

Quick refresher! There are two Student Information Coordinators in the Reg Office who manage the College's CRM email system. Here is the difference between the two:

Carlyn manages the communications side. All templates are created and written by Carlyn. Any changes to templates or questions about the content of emails should go to her. Student questions, errors and bounces that occur each night are dealt with by Carlyn as well.

Amir manages the "back end" of the CRM system. The list of targeted students who receive emails is created by Amir. Amir also keeps an eye on the system to make sure that any ongoing email campaigns are functioning correctly. He is also responsible for creating new letter request codes necessary for admissions campaigns.

December 2020

9-19	Final exam period
15	Fees for Winter are due
24	College closes at 3 p.m.
25-Jan 3	College closed to the public

January 2021

4	Distance Education classes begin
8-15	Winter Welcome Events
11	Classes begin (face-to face/ online)
15	Last day to register for a course or drop a course (Distance Education)
22	Last day to register for a course or drop a course (face-to-face/ online)
23	Winter Convocation

Happy Holidays from the Registrar's Office