Reach Out

News from the Registrar's Office (Kelowna)

Need to Know RO Acronyms

Registrar's Offices are known for creating acronyms for everything. There are also verbs we have created to describe the process related to the acronym. Here's a rundown of some of the main ones you'll hear us using at OC.

PR/PD/PDed/PDing

PR and PD are 'registration codes' in Banner. A student can see PR – Prerequisite Pending on their course in myOkanagan. The student is registered in the course but it is not confirmed that the prerequisite has been met. For example, if we do not have a final high school transcript or if the grade for a course in the previous term has not been entered.

PD is a prerequisite drop. We run 'prereq lists' starting about a month before the term starts and until stable enrolment to manually drop each student that does not meet the course's prerequisites. If a student meets the prerequisite but the system could not "see" it, we usually change the PR to a RE – Registered. If they do not have the prerequisite, we PD them.

NP/NPed/NPing

Similar to the above, we run lists of students who have not paid their tuition and fees. The deadline to pay is about 3 weeks before classes start. Student with outstanding balances after that date run the risk of being dropped for non-payment or NPed. We also take away their time ticket/registration appointment as they often re-register right away without paying. Once they pay, we reassign them the ability to register.

EPBC

EducationPlannerBC - or EPBC for short - is B.C.'s online application portal. Beyond applying for admission to Okanagan College, students can get advice, information and resources to help them plan their educational journey and they can search for programs offered at any public post-secondary institution in B.C., including a few private institutions.

CRM/BRM

These are the same. Client Relationship Management (CRM) system is the umbrella term for software products that help manage customer data. The product name of our CRM system is Banner Relationship Management (BRM). It is only used for email communication with applicants and students and has become invaluable. In 2020, we sent over 400,000 emails using this software. BRM is now at the end of its life and the Registrar's Office is evaluating replacement alternatives including Banner Communications Manager or BCM for short. Confused yet?

okanagan college

Registrar's Office
okanagan.bc.ca/office-of-the-registrar
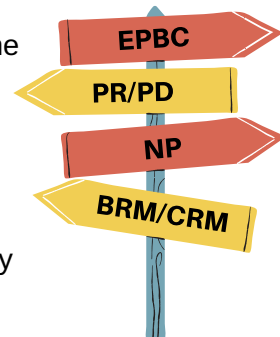
Below is a brief update on items approved at Education Council in January. Please view the Items Approved or Minutes for details.

January 2021

Program Revisions

Basic Skills Certificate A and B, and Advanced Skills Certificate

Revisions will include a program name change, changes to admission requirements, and updates to course outlines to create a program outline that is consistent across all ASE programs.

Proposed date of implementation is January 2021.

Course Revisions

- ENGL 205 - Applied English Studies II

Recruitment Update

Recruitment is working with departments to set up ExperienceOC in a virtual format. Instead of a one-day in-person event, ExperienceOC will be a series of online workshops every Tuesday and Thursday. This event will run from February to the end of June.

Recruiters will also be attending the virtual BlackPress Media fair. Students will have access to a variety of material and watch an online webinar. Recruitment continues to connect with students through e-mails, phone-calls and one on one virtual meetings.

Winter Welome Events

On January 11, each Okanagan College campus welcomed students with drive-thru welcome bag pick up events. In addition to this in-person event, students were invited to participate in virtual events that included an online games night, a Netflix watch party, and a social media winter scavenger hunt (see photos on following page).

Salmon Arm welcomed 39 students to campus to pick up a welcome bag on January 11.

Vernon students were all smiles at their Winter Welcome drive-thru event. Sixty-eight students attended the drive-thru and received an OC swag bag full of goodies including: a Tim Horton's gift card, an OC embossed 3-ring binder, chocolate, candy, a hot chocolate pack, cookies, OC branded swag, exam survival guides and important campus and student services information.

Several random bags included $25 gift cards from various businesses in the community and an OC branded hoodie as well.

Kelowna students were able to register for a drive-thru welcome bag pick up as well. Approximately 180 students drove through the roundabout next to the trades building for an OC and OCSU swag bag, along with a hot cup of chili.

Student names were drawn randomly for an extra treat - $25 gift cards for Save On Foods and an OC water bottle stuffed with stress-relief items.

Despite strong winds and grey skies, staff at the **Penticton** campus were thrilled to greet nearly 100 students at their Winter Welcome Back event. In fact, registration time slots for the event were filled nearly a week before it took place! New and returning students received a swag bag with important campus information, a gift card, all kinds of OC swag along with bags of piping hot mini donuts and strong coffee to enjoyon the drive home

Cars full of Kelowna students wait their turn to pick up their welcome bags and chili.

Salmon Arm staff safely deliver welcome bags to students on January 11.

Penticton staff wait outside the Centre of Excellence to greet students.

January 2021

| 22 | Last day to register for a course or drop a course (face-to-face/online) |
| 23 | Winter Convocation |

February 2021

4	Empowering Employment Fair
5	Computer Information Systems Diploma Information Session
15	B.C. Family Day (College closed)
16	Info Session: Women In Trades Penticton and Kelowna
16-19	Mid-semester Study Break
27-Mar 1	Mid-term exam period

Conferred vs Ceremony

On January 23, Okanagan College will celebrate with students as they virtually attend convocation ceremonies. Although this year will be very different from past ceremonies, the process of moving from student to graduate remains the same. Have you ever wondered how this process works and what the difference is between conferring a credential and the ceremony?

The act of graduating from Okanagan College involves many steps. First, a student must complete their program of study. The Office of the Registrar will then audit the student's eligibility to graduate according to the approved program graduation requirements. Next, a list of eligible graduands are given to Education Council for approval. Upon approval the credential is considered awarded or conferred.

Optionally, a student may choose to attend a convocation/graduation ceremony. However, these celebrations are not mandatory to obtain a credential. Okanagan College chooses to hand out the student's credential at the ceremony if they choose to attend. (Many schools do not hand out the official credential at the ceremony.) Those who do not attend will have their credential mailed to them.

For the vast majority of students their credential and attendance at graduation occur at the same point in the academic year but it is possible for a student to be awarded a credential outside the normal ceremony periods.

To sum up, awarding or conferring a credential is the official act of the college. The ceremony is a celebration of the fact that the credential has been awarded.

Winter Experience Scavenger Hunt

Students from across OC were invited to participate in a winter experiences scavenger hunt as part of Winter Welcome Week events January 11 - 15. Each region compiled a list of possible experiences to post on social media such as: skiing at a local hill, enjoying coffee from a local business, sharing a proud pet moment, and showing off a local landmark, among many other experiences. This event encouraged students to get out to explore their area safely. Even international students were able to get involved. See a few examples here of how our students got out to enjoy winter!
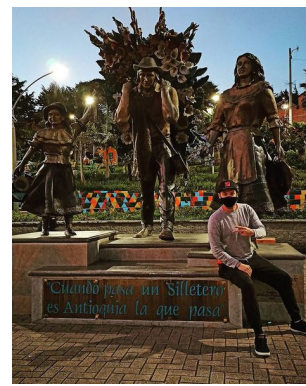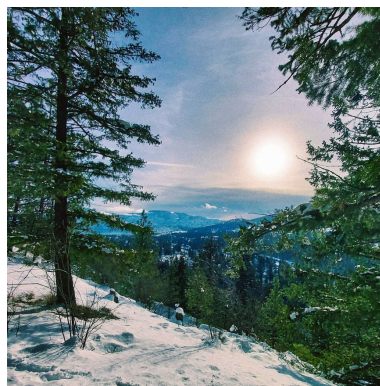
Reg Office Terminology 101

Have you ever been confused about Registrar's Office terminology? Here is a quick reference guide to some of the terms used in the Reg Office, including explanations of the differences between program vs. course, registering vs. admitting, admission requirements vs. prerequisites and more!

Programs

The College has about 120 programs and each program has a number of courses that make up the program. Almost all programs also have admission requirements.

Courses

All programs have courses but not all courses have a program they belong to. For example, all Continuing Studies General Interest Courses can be taken on their own. We hear programs and courses used interchangeably but they are not the same. For example, we do not have an "Education Assistant course" to apply to, it is the Education Assistant Certificate *program*.

Application

A student applies to a program (domestic on EducationPlannerBC and international on OC's own application) to then be assessed for admission. No one can apply to a course.

Admission Requirements

Almost all of the 120 programs at OC have admission requirements. Prior to being admitted unconditionally, all requirements must be met by the student. For current high school students who usually graduate at the end of June, admission will be conditional based on receiving their final high school transcripts in summer and meeting the requirements at that point.

Admissions

The process to move a student from applicant to unconditionally admitted. The RO reviews transcripts and other documentation/requirements that a program has laid out in its admission requirements to ensure a student meets these requirements. They will then make an offer (conditional or unconditional) which the student needs to accept by a given date. Accepting an offer includes paying the non-refundable admission deposit. Only at this point is a student an admitted student.

Registration

Registration involves a student being registered or registering themselves into individual courses. A student must be admitted to a program before registering except if the course is a CS General Interest course or an apprenticeship class, for example. This type of course does not require an admissions process.

Block Registration/Blocked Into

For many health, trades foundation, and engineering technology programs, for example, students do not choose their own classes. The programs have a set schedule, all courses are required in prescribed order, and the Registrar's Office will register the student into all the next semester's classes as a block of courses (about 6-10 weeks prior to start of classes).

Prerequisites

Prerequisites are attached to many courses. They define what the student has to have taken or achieved prior to being allowed in this course. A student can register into a class, for example MATH 112 Calculus, and it is their responsibility to ensure they have the prerequisites for the course such as MATH 12 with 67%. The system will allow students to register into courses without having the prerequisites (although the Registrar's Office is looking at some changes to this process) and the Registrar's Office runs 'prereq lists' starting about a month before the term starts and up to stable enrolment to manually drop each student that does not meet the course's prerequisites.

Prerequisites are to courses what admission requirements are to programs. Programs do not have prerequisites.

Waitlisted

There are two kinds of waitlists. A program can have a waitlist and a course can have a waitlist. During the application and admissions process, it is the program waitlist that will be of concern; when registering for a course, a student is probably concerned with a course waitlist. Both are governed by separate policies.