



# PLAN AHEAD

WELCOME TO OC

okanagan  
college





**SALMON ARM**



**VERNON**



**PENTICTON**



**KELOWNA**

# EDUCATION ADVISORS ARE HERE TO HELP WITH



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Program Information and requirements

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Academic planning and pathways to transfer

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Course selection and prerequisites

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Graduation requirements

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Academic policy

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Referrals to other student services



# ADVISORS CAN HELP YOU WITH REFERRALS TO



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Accessibility Services

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Indigenous Services

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Student, Graduate & Co-op Employment: Pre-employment, job boards and Work Integrated Learning (WIL) including co-op programs

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Counselling: personal, career and academic success

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Financial Awards

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Library Services: citation, research, computer access, study space

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Student Success Centers

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Program Coordinators and Chairs

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Community Service Providers

# FINANCIAL AID & AWARDS



- \$1M+ available in awards
- \$75,000 in awards for Indigenous Students
- 500 bursaries, scholarships, and awards
- Apply online in your myOkanagan portal
- Visit [www.studentaidbc.ca](http://www.studentaidbc.ca) to learn more about applying for a student loan

<http://www.okanagan.bc.ca/financialaid>

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# THE CO-OP ADVANTAGE

The co-operative education option is offered in the following programs:

- Animation Diploma
- Bachelor of Business Administration
- Bachelor of Computer Information Systems
- Business Administration Diploma (all options)
- Civil Engineering Technology
- Computer Information Systems
- Culinary Arts Certificate (mandatory co-op)
- Culinary Management Diploma (mandatory co-op)
- Electronic Engineering Technology
- Kinesiology Diploma
- Mechanical Engineering Technology
- Infrastructure and Computing Technology Diploma
- Pastry Arts Certificate (mandatory co-op)
- Sustainable Building Technology
- Tourism Management Diploma (mandatory co-op)
- Water Engineering Technology

Benefits of co-op -

- Beat the “Catch 22” – you need experience to get a job, but you need a job to get experience.
- “Test the waters” in a chosen field and assess the suitability of your career choice before entering the workforce full-time
- Apply academic knowledge and theoretical concepts to a practical work setting which makes learning more interesting.
- Earn a salary to help finance your education
- Take advantage of networking and mentoring opportunities
- Enhance your resume writing, job search and interview skills.

<http://www.okanagan.bc.ca/coop>

# STUDENT RESPONSIBILITIES



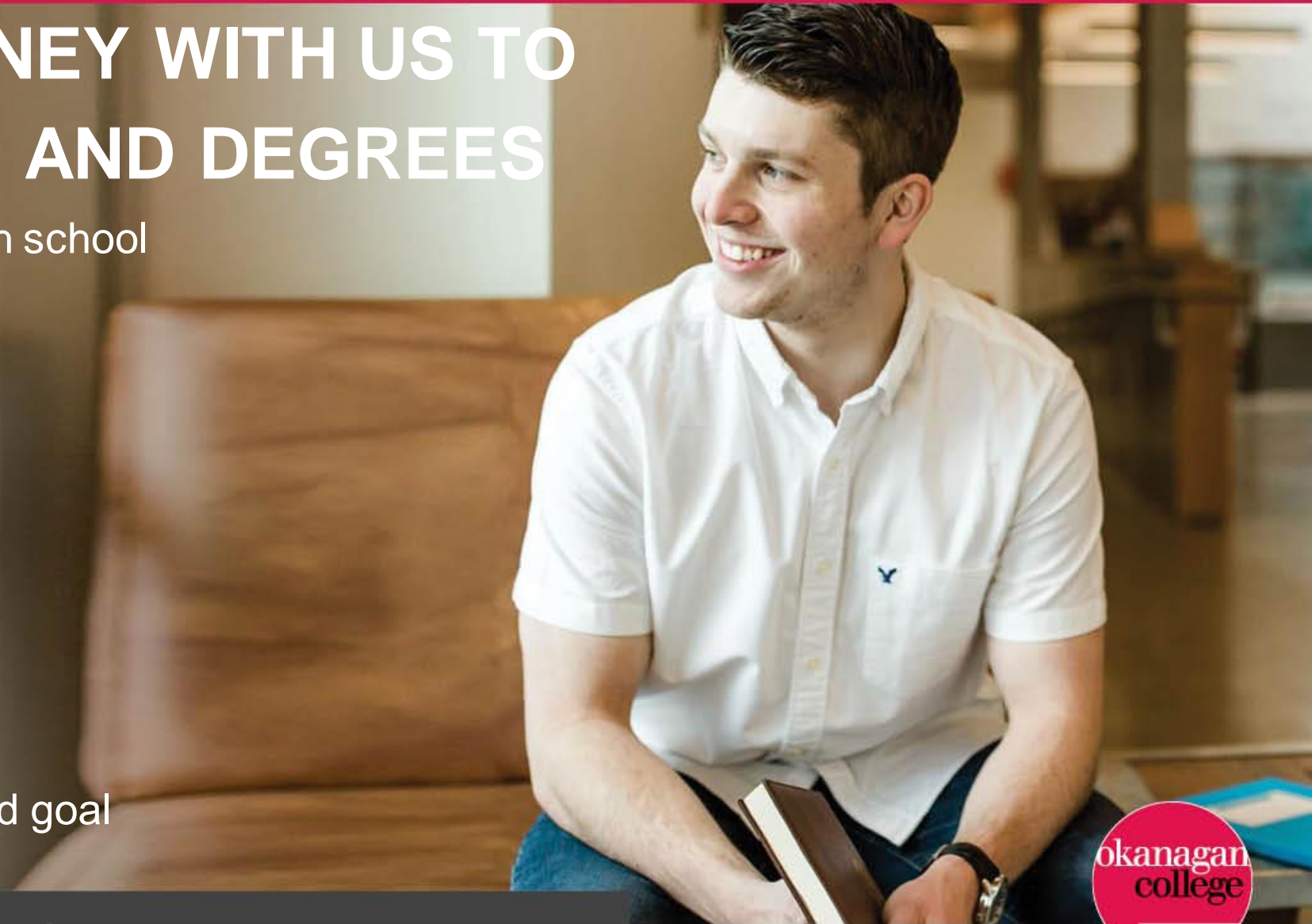
- Know your program and graduation requirements
- Familiarize yourself with the general academic regulations & policies
- Be aware of fee due dates, withdrawal deadlines, final exam dates, etc.

<http://www.okanagan.bc.ca/calendar>  
[www.okanagan.bc.ca/dates](http://www.okanagan.bc.ca/dates)

# BEGIN YOUR JOURNEY WITH US TO VARIOUS CAREERS AND DEGREES

- Teaching – elementary or high school
- Lawyer
- Social Worker
- Dental Hygienist
- Dietician
- Physiotherapist
- Doctor
- Psychologist / Psychiatrist
- Business

Or you're not sure about your end goal





# WHAT DO YOU PLAN ON STUDYING AT OKANAGAN COLLEGE?

## ARTS

Applied Bachelor of Arts

Associate of Arts

Criminal and Social Justice

Communications, Culture &  
Journalism Studies

Environmental Studies

International Development

Writing and Publishing



## SCIENCE

Associate of Science

Common First Year Engineering

Certificate



## BUSINESS

Business Administration

(Certificate/ Diploma/ Degree)

Culinary Management Diploma

Office Administration

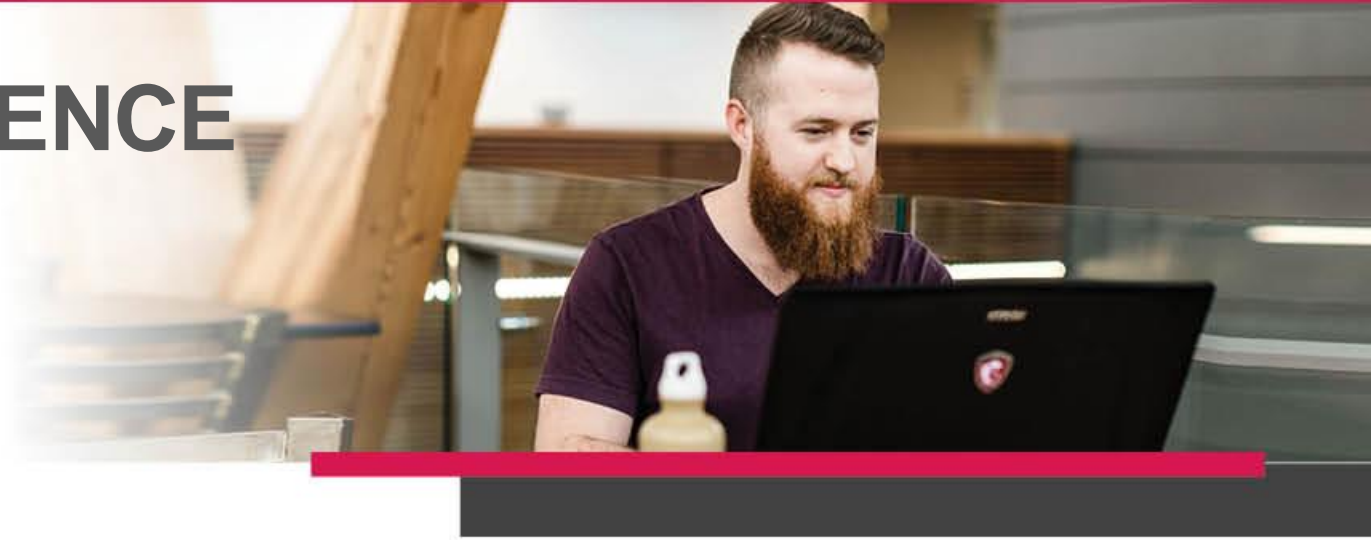
Commercial Aviation Diploma

Commercial Helicopter Certificate

Tourism Management Diploma



# STARTING ARTS & SCIENCE DEGREES AT OC AND TRANSFERRING OUT



- 1 course = **3 credits**

When a student starts at one institution and plans to graduate from another institution in BC, it is important that they visit the [BC Transfer Guide](#)

Generally, **24-30 credits (1 year)** will earn enough credits to be considered a transfer student to another institution (UBCO-O, UVIC, etc)

This would require you to take **4 or 5 courses** per semester

# GRADUATION REQUIREMENTS



If a student satisfies the requirements for an **Associate of Arts** or an **Associate of Science** (60 credits) and has an overall GPA of 60%, they are guaranteed that **all 60 credits** will transfer to other institutions within BC.

Click here for more  
about [Arts](#) Courses

For programs other than the Associate Degrees, students are still required to have 60 credits with an **overall GPA of 60%**.

Each diploma has specific graduation requirements.

Science & Arts





# CLASSIFICATION OF COURSES



**HUMANITIES:** English, Fine Arts, French, German, History, Japanese, Mandarin, Philosophy, First Nations Indigenous Languages, Creative Writing, and Spanish

**SOCIAL SCIENCES:** Anthropology, Communications, Criminology, Economics, Geography (some), Indigenous Studies, Political Science, Psychology, Sociology, Gender, Sexuality, and Women's Studies

**SCIENCES:** Astronomy; Biology; Chemistry; Computer Science; Earth and Environmental Science; Geography (some); Mathematics; Physics; Statistics

\*Not all subjects are taught at all campuses\*



# APPLIED BACHELOR OF ARTS: COMMUNITY RESEARCH AND EVALUATION



- Consists of 120 credits (40 courses)
- Four-year degree that has an option for 15 eligible graduates to earn direct entrance into the Master of Social Work foundational two-year graduate studies program at UBC-Okanagan (76% must be obtained in upper-level courses)
- Students will study the social sciences and liberal arts through applied learning which includes a field experience and a capstone research project
- Each course is 3 credits
- Must achieve a minimum of 55% in each course and a minimum cumulative average of 60% is required for graduation.

# BUSINESS PROGRAMS

- Business Administration
  - (Certificate / Diploma / Degree)
    - Accounting
    - Finance
    - Human Resource Management
    - Marketing
    - Hospitality & Tourism
- Office Administration Certificates
- Tourism Management Diploma
- Culinary Management Diploma
- Commercial Aviation Diploma
- Commercial Helicopter Certificate



Business





# GRADUATION REQUIREMENTS



Successful completion of the prescribed and elective courses within a minimum graduating grade average of 60%.

Each program has specific graduation requirements and required credits to be completed.



**Target School**  
[educationplannerbc.ca](http://educationplannerbc.ca)



**BC Transfer Guide**  
[bctransferguide.ca](http://bctransferguide.ca)



**OC Classfinder**  
[okanagan.bc.ca/classfinder](http://okanagan.bc.ca/classfinder)



**myOkanagan**  
[myokanagan.bc.ca](http://myokanagan.bc.ca)

# HINTS FOR COURSE SELECTION



- Refer to [course planning sheets](#)
- Use Plan Ahead in Registration to create a timetable
- Start with course selection for classes with only one section, and which are a priority for you or your program
- If choosing courses with multiple sections, choose last as there is more than one section to choose from
- Register as soon as possible after your time ticket allows
- Register for both fall and winter semesters

**If unable to meet with an education advisor prior to registering, register in what you think is correct and then talk to an advisor to confirm your selection.**



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# IMPORTANT & FREQUENTLY ASKED QUESTIONS (FAQs)

Your myOkanagan  
Email Account

Course  
Prerequisites

Withdrawing and  
Dropping Courses

Finding Your  
Schedule

Academic Notice  
and Probation

Sharing Your  
Personal  
Information

Finding Your  
Registration Time  
Ticket

Paying fees

Medical and Dental  
Coverage

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# YOUR MYOKANAGAN EMAIL ADDRESS

Your myOkanagan email account is automatically made when you apply to Okanagan College

Some professors may send updates through this email, so it is important to make sure you are checking this email by logging into your myOkanagan account and clicking the email icon (your name@okanagan.bc.ca) at the top right of the page. We recommend that you forward your myOkanagan email to your personal account to ensure you don't miss any important updates. Here are the steps to forward your myOkanagan email account.

- Open your myOkanagan
- Selecting the email icon at the top right of the page
- Select Email
- When your myOkanagan email opens select View
- Select View Settings
- Select Forwarding
- Select Enable forwarding
- Enter your personal email address
- Select save in the bottom right corner.

[Click here to return to FAQs](#)



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# COURSE PREREQUISITES

Confirm you meet the prerequisites for the courses you are registered in.

A prerequisite is listed in the course description. Course descriptions can be found in Classfinder by clicking on the course title and selecting the Prerequisite tab on the left of the screen or in the online calendar [here](#).

Click here to  
return to FAQs



# YOUR SCHEDULE

How to find your schedule.

- Log into [myOkanagan](#)
- select Self-Service,
- select Student,
- select Registration,
- select Concise Student Schedule

The screenshot shows the myOkanagan website interface. At the top, there is a breadcrumb trail: Home > Student > Registration. Below this, there are five main navigation tabs: Personal Information, Student (highlighted with a red box), Financial Aid, Faculty Services, and Employee. Under the Student tab, there are four sub-sections: Admissions, Registration (highlighted with a red box), Student Records, and Student Account. The Registration section is expanded, showing a list of options: Look Up Classes, Registration Fee Assessment, Registration History, Week at a Glance, Registration Status, and Concise Student Schedule (highlighted with a red box). Below the Registration section, there is a Canadian Tax Forms section with the text 'Student T2202 tax forms'.

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return to FAQs



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# WITHDRAWING AND DROPPING COURSES

Withdrawal deadlines can be found in [important dates](#) – select the current or intended academic year or program schedule to find the most relevant dates for you.

A ‘W’ on your transcript means that you were registered in a course in a particular semester. It does not affect your grade average.

There may not be any consequences for dropping a course, however if you are required to be a full-time student (because of funding) if you drop a course, you may not be considered a full-time student. Some courses are only offered once per year, so you may need to wait until next year to take the course again.

Contact an Education Advisor to discuss your situation.

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# ACADEMIC NOTICE AND PROBATION

What is [Academic Notice and Probation](#)?

A student falling below a 55% grade point average (gpa) in a term can have increasingly serious academic consequences. The first time this happens a student gets put on “Notice” which does not show on their record (transcript). If the student does not get above 55% in the next term after being put on “Notice”, they will be put on “Probation” which will show up on their record (transcript) and they will be required to take a term off of school unless reinstated by the dean of their faculty.

How can you avoid it?

Please use the services available at the college (speaking with your professors, Success Centres and Counselling) to avoid this situation and see an Education Advisor if you have concerns about being placed on Notice or Probation.

[Click here to  
return to FAQs](#)



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# SHARING YOUR PERSONAL INFORMATION

In accordance with British Columbia's Freedom of Information and Protection of Privacy Act (FOIPPA), you must complete a Consent to Release Information form in order for anyone other than you (family member, significant other, employer, etc.) to be able to find out information about your course/program. If there is no [Consent to Release Information](#) on file for the person making the inquiry, we will not release any information specific to your record.

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# FINDING YOUR REGISTRATION TIME TICKET

A registration time ticket is the exact day and time you can register for classes. An email will be sent to you to let you know when your registration time ticket is available. Your time ticket will be posted in your [myOkanagan](#) account under “Prepare for Registration”. Your time ticket will be displayed in the Registration Status window.

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# PAYING YOUR FEES

Okanagan College has partnered with [PayMyTuition](#) to provide all students additional secure online payment options to pay your student account balances. Payments can be initiated from both Canadian financial institutions and financial institutions outside of Canada. Online debit and credit card payments initiated through Canadian institutions through this provider will include a non-refundable 2.5% convenience fee added to the base payment.

Other online payment options are available within each of these payment portals that do not include the convenience fee.

Online bill payment is also available with no additional convenience fee charges.

Payment by debit card, cheque or cash will be accepted in person to pay your student account balances. For safety reasons, payment by cash is discouraged. Credit cards are not accepted in person or over the phone to pay student account balances.

## **Mail (cheque or money order)**

Mail your payment (no cash please) with your name and student ID number to:

Okanagan College  
Registrar's Office  
1000 KLO Road  
Kelowna, BC V1Y 4X8

[Click here to  
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# MEDICAL AND DENTAL COVERAGE

If students have existing comparable coverage (through family, spouse, work, etc.) they can choose to either bundle the benefits and use both plan packages, or they can waive the student health and dental fees.

Students attending the Vernon campus should go to the [Vernon Students' Association](#) website.

All other students should visit the [Okanagan College Student Union \(OCSU\)](#) website.

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# CAMPUS LIFE – GET INVOLVED



- Campus Recreation
- Online contests for prizes
- OC Crushers eSports team
- Gym Pass
- Intramural Sports
- Cultural Events
- Beverage Gardens
- Student Union – [Vernon](#), [all other campuses](#)
- [Enactus](#)



[KELOWNA CAMPUS](#)  
[PENTICTON CAMPUS](#)  
[SALMON ARM CAMPUS](#)  
[OC SALMON ARM CAMPUS LIFE](#)



[@OCSTUDENTSERVICES](#)  
[@OCKELOWNA ATHLETICS & REC](#)  
[@OCREC.PENTICTON](#)  
[@OKANAGAN COLLEGE\\_SAREV](#)  
[@OC\\_VERNON](#)

# HOW TO CONTACT US

To make an appointment with an Educational Advisor <https://okanagan.libcal.com/>

To make an appointment with a Business Advisor please email [businessadvising@okanagan.bc.ca](mailto:businessadvising@okanagan.bc.ca)

For quick questions email [educationadvising@okanagan.bc.ca](mailto:educationadvising@okanagan.bc.ca)  
[businessadvising@okanagan.bc.ca](mailto:businessadvising@okanagan.bc.ca)

Or join a virtual drop-in session.  
See the schedule [here](#).



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