



Volume 2 | Issue 5

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Infosilem - What am I?

If you've been anywhere near the Registrar's Office lately, you may have heard the name Infosilem used in conversation. So what is Infosilem and how will it affect you?

"Timetabling affects everyone on campus in one way or another" - Infosilem, 2006

Infosilem is a scheduling software system used to automate scheduling. Currently, Kim Snyder, the Registrar's Office Scheduling Clerk, is responsible for assigning rooms for the full year for the Fall and Winter course offerings at the Kelowna campus only. This will be changing so that all academic course offerings for all campuses will be facilitated through one office. This "coordinated scheduling" will build a timetable by coordinating information between portfolios, campuses, and the scheduling office through the use of a scheduling software system, called Timetabler from Infosilem.

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The software will become self-serve, in that program chairs will be able to enter their timetabling data online, rather than returning hard copy sheets back to the Scheduling Office where it is manually input.

To support Kim during this project, we are filling a temporary position from now until the end of March 2012.

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Summer Session 2012

Summer Session admissions will open in the first part of January after winter applications are closed. Summer Session registration for continuing students will open on February 6, 2012, and on February 13, 2012 for new students. Academic offerings are available to students and staff on Okanagan College's [ClassFinder](#).

Student Loans

Beginning December 12, 2011, the Financial Aid office will be confirming enrolment daily for student loan purposes. If a student has an approved loan for Winter 2012, the Ministry will contact Financial Awards to request confirmation of enrolment. This can be done as early as 26 days before the start of class. Once it is confirmed that a student has an approved student loan, an F5 (meaning there is an approved loan) will be assigned to a student's account, even if they are not registered. Students with F5s are required to pay their fees within two business days of receiving money.



Did You Know...

...in 2008, there were 7,866 applications processed through the Registrar's Office and 9,897 in 2011? Wow - now that's an impressive number! Thank you to all staff for their hard work keeping up with this increase.



Coming Soon - Video

You may have noticed members of the Registrar's Office setting up around the various campuses with video equipment recently. Why? Interviews with students, staff, deans, and faculty will be made into short videos available to the public for viewing. Videos will be used to entice prospects and their parents to choose Okanagan College. There is some great footage to view and we have a sneak peek just for Reach Out readers! Click on any of the above photos and view a rough cut of Salmon Arm footage.

Any comments, questions, or ideas can be passed along to Kim Naumann, Communications Technician at knaumann@okanagan.bc.ca.

December 2011 Education Council News

Below is a brief update on items approved at Education Council in December. Please view the *Items Approved* or *Minutes* to see details.

Course Revisions

- BUAD 176 - Professional Selling
- BUAD 201 - Conflict Resolution and Negotiation
- GEOG 121 - Introduction to Physical Geography: Water & Landscapes
- GEOG 205/ EESC 205 - Geographical Hydrology
- GEOG 212/EESC 212 - Weather and Climate
- GEOG 222/ EESC 222 - Geomorphology
- GEOG 270 - Geographic Data Analysis
- WMST 222 - Eco-Feminism
- EESC 220 - Environmental Physics

New Courses

- LSIN 036 - General Science
- ANTH 219 - Cultures of the Middle East
- ANTH 298 - Directed Studies
- INDG 100 - Introduction to Indigenous Studies

Course Deletions

- ABST 100 - Introduction to Aboriginal Studies

Program Revision

Environmental Studies Diploma

GEOG 201 will be added as a second year elective to provide variety for students. INDG 100 will be added to replace ABST 100. The term

Aboriginal Studies is being replaced with Indigenous Studies in the province and this change will reflect that.

Please note that all new programs and all program changes require Board approval.

Other Items:

Details of EdCo approvals can be found at:

www.okanagan.bc.ca/edco.

The next regular Education Council meeting is scheduled for January 5, 2012.

Staff Updates

Alison Landry has joined the academic office staff in Salmon Arm as the regular part-time Campus Administration Clerk. Alison will also be responsible for admissions to Trades, HCA, HSW, and LPN while Shannon Kiehlbauch is on maternity leave which means Alison will be working in the main office on a full-time basis. Previously, Alison worked in the campus store.

Ferne Davis, formerly the Campus Administration Clerk, has moved to her new position as Admissions/Registration Clerk in Salmon Arm where she will be responsible for Arts, Science, BUAD, BBA, OADM and AACP.

Tina Pernosky will be filling in for Glendon Wiebe in Counselling Services in Kelowna until his return in September. Tina's role will be to support students with their emotional well-being so they can focus on their studies. This may

include helping them to work through depression, anxiety, test anxiety, relationship problems, personal stressors, or anything difficult in their personal life. A counsellor can also help students with study skills



and basic school strategies to help them be successful as a student. Counselling is completely confidential and does not impact the student's time at Okanagan College in any way. Students can book appointments through the Welcome Centre or by contacting one of the counsellors directly.

December 2011

- 7-17** Final exam period
- 15** Winter 2012 fees due at 4 p.m.
- 20** **Faculty and instructors:** final grades for the fall semester due
- 23** College closes at 3 p.m.
- 24 - Jan 2** Holiday closure

January 2012

- 2** New Year's Day holiday
- 3** First day of classes for all degree, associate degree and two-year diploma programs
- 13** Last day to register for a Winter semester course
- 13** Last day to submit a grade appeal for Fall semester

Employee Recognition Dinner

On November 23, 2011, seven members of the Registrar's Office were recognized for their years of service with Okanagan College. Dianne Sarnecki was unable to attend and celebrate her 20 years with the College.

Congratulations to all!



Ardeth Anderson
20 years



Betty Roegele
10 years



Heather Brown - 15 years



Sandra Mendoza
20 years



Deb Holtom - 25 years and Cynthia DeSerranno - 15 years

Maxmilian (Max) Rhein

Systems Officer, Systems Department

Describe a typical day: There is never a typical day with this job. Depending on the time of year, it's always something different. For example, some of the things recently on my plate included: preparing application statistics reports, enrolment reports, Banner data cleansing and validation, high-school transcript loads, developing new ARGOS reports, opening/closing program intakes, program ranking, and developing Infosilem scheduling reports.

Favourite part of your job: The best parts of my job are the variety of activities, interactions with a range of people, and the many opportunities to help other staff.

Hobbies outside of work: Playing golf... poorly, hiking, barbecuing, wine tasting.

How long have you worked at Okanagan College: Two and a half years.

Future plans: Getting the sailboat I've always wanted, then sailing around the world - just relaxing and enjoying the true meaning of life!



Staff Spotlight

Kelowna Admissions and Enrolment Services

as of November 2011

General

<p>Diana Thomson 4849 Associate Registrar Recruitment and Admissions</p> <p>Admission procedure questions, issues, and clarifications; student issues, opening and closing programs, new program questions, dual credit, concurrent enrolment, and student recruitment</p>	<p>Paul Campo 4332 Associate Registrar Systems</p> <p>Scheduling, student records information, systems, policy and procedures, fees</p>	<p>Lianne Rozniak 4471 SIS Coordinator</p> <p>Banner Student Data, registration and records questions, policy and procedures</p>	<p>Inga Wheeler 4847 Student Information and Transitions</p> <p>CRM, calendar, Prospective Student Portal/myOkanagan, student transitions</p>
	<p>Kim Snyder Scheduling</p>	<p>Deb Holtom Graduation Clerk</p>	

Admissions Staff

<p>Lulu Hall 4306</p> <ul style="list-style-type: none"> Electronic En/ELEB Network and Tel Eng Mechanical Eng Civil Eng Water Eng Trade Technology Teacher Ed Commercial Aviation Diploma Culinary Arts Certs and Diploma and Dual Credit Welding Level C Auto Service Tech Heavy Duty Transport Mechanic Collision Repair/Refinishing 	<p>Cynthia DeSerranno 4398</p> <ul style="list-style-type: none"> Associate of Science BBA yr 1-2 International Bus Admin Diploma yr 1-2 International Bus Certs - International Arts - International Visiting Unclassified BCIS Computer Info Systems Environmental Studies Journalism Studies International Development Diploma 	<p>Ardeth Anderson 4576</p> <ul style="list-style-type: none"> Certified Dental Assistant Certificate Bachelor of Science in Nursing Advanced Cert in Communications
<p>Betty Roegele 4568</p> <ul style="list-style-type: none"> BBA - yr 1-4 Domestic BBA - yr 3-4 International Bus Admin Diploma - Domestic Business Certs - Domestic 	<p>Heather Brown 4254</p> <ul style="list-style-type: none"> Practical Nursing Early Childhood Education Infant Toddler Certificate School Age Care Therapist Assistant Health Care Assistant Human Service Work Pre-LPN Biology 	<p>Judy Reid 4702</p> <ul style="list-style-type: none"> Associate of Arts Media and Cultural Writing and Publishing Criminal and Social Justice ABE/ESL - Domestic Plumbing Electrical RV Tech Carpentry/Joinery Residential Construction Sheet Metal Studio Woodworking Administrative Assistant Administrative Fundamentals Office Assistant Accounting Assistant Litigation Corp/Conveyance Exchange Students

Recruitment Registration

<p>Dianne Sarnecki 4466</p>
<p>Anita Harden 4553</p>
<p>Sandra Mendoza 4463</p>
<p>Debbie Freeman 4356</p>
<p>Kathy McGowan 4816</p>
<p>Janet Berg 4252</p>

<p>Carolyn Hopkins 4469</p>
<p>Marcy Trotter 3264 (Aboriginal)</p>

General Information

- Inquiries about fees/important dates/program requirements: refer to okanagan.bc.ca
- General inquiries from prospective students: direct to 4469 or chooseoc@okanagan.bc.ca
- Status of Application inquiries: direct students to myOkanagan or 5417 or 250-862-5417
- Registration inquiries: direct to registration at 5414 or 250-862-5414
Mon. to Fri. 8:30 a.m. - 4 p.m.
Note: 5414 does not take voice messages after hours. To forward a call after hours, use 804121. To transfer from your voice mail use 4121 (not 80) as 4121 is a Voice Mail Box Only.
- ESL International: Please contact the International Department at 5443 or 250-862-5443.

There are also five email addresses available for contact with our office:

- registration@okanagan.bc.ca: STUDENTS use this for registration inquiries.
- reg_office@okanagan.bc.ca: FACULTY and STAFF use this for registration issues (ie. grades/grade changes/withdrawals, etc.), NOT for public use.
- registrar@okanagan.bc.ca: Requests for special consideration by the Registrar.
- admissions@okanagan.bc.ca: Status of application requests.
- chooseoc@okanagan.bc.ca: Prospective student inquiries.

Requests for Transfer Credit Process/Inquiries:

Any requests for transfer credit should be directed to the person responsible for that program. Request for transfer credit forms must have official, sealed transcripts attached. Any out-of-province requests must have the evaluation fee paid. Transcript evaluation services prior to application are currently not available.