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IN THIS Issue

- 1 2012-13 Calendar Update
- 1 FAQs Coming
- 1 Did you Know
- 2 Education Council News
- 2 Education and Career Fairs
- 2 Reach Out Survey
- 2 Reg Speak
- 2 Important Dates
- 3 FYI... Interesting Article
- 3 Data Integrity Tips
- 3 Gingerbread Photos
- 4 Experience Okanagan College
- 4 Staff Spotlight

2012-13 Calendar Update

The 2012-13 Calendar will be published on March 31, 2012. This annual publishing date has been set to provide more complete information to prospective and current students at an earlier time. A second edition will be published in June. Any program and course changes your department may be considering which miss the March Education Council meeting will still be included in the electronic Calendar as we update the Calendar on a monthly basis.

At this point, please review your Calendar content and submit any minor changes to Carlyn Young by March 2, 2012. In keeping with our institutional goal of sustainability and to support our green initiatives, printed sections for review are not being sent to departments.

You can review your content online: <http://www.okanagan.bc.ca/calendar>.

New and Improved FAQs Coming

Currently, it is very difficult for students and the general public to find answers quickly for common questions on the Registrar's Office web page. There is a system already in place, based on the IT "Ask Us" page, but it is not easy to use or find. With assistance from the office, Carlyn Young is compiling a list of FAQs with answers as a start to address this issue. Once the list has been developed, the next step will be to create a place on the Registrar's page to act as an easy-to-use FAQ.

If you have any suggestions for FAQs you feel should be included, please forward them to: cyoung@okanagan.bc.ca.

Did you Know...

All regular full-time, part-time or sessional BCGEU staff members with one year of service are entitled to \$750 for Professional Development per fiscal year (April 1 to March 31). This money can be used to maintain and improve your knowledge and skills relating to your job responsibilities or to assist in your career development at Okanagan College.

As well, any Continuing Studies or academic course with an available seat is free to Okanagan College employees! Learn about blogging, website design, wine appreciation, or FLAIR bartending to name a few!



Okanagan College
Registrar's Office
www.okanagan.bc.ca/registrar

January 2012

Education Council News

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

Course Revisions

- PHYS 220 - Environmental Physics
- PNUR 113 - Human Anatomy and Physiology

Program Revision

Civil Engineering Technology Diploma

Admission requirements will change to recommend students have a working knowledge of Word, Excel, and Power Point. A grade of 60% in Physics 11 or 50% in either Physics 12 or Applied Physics 12 will be required.

Education Assistant Certificate

To clarify and update admission requirements in the Calendar to be current and consistent with previous approvals. Deletion of the math requirement and testing of reading comprehension.

Practical Nursing Diploma

Students will not be required to take PPNUR 113 until they have received conditional acceptance into the program. Proposed implementation is January 2013.

Bachelor of Science in Nursing (Years 1 and 2)

To ensure entrance requirements are consistent with the BSN entrance requirements at UBC's Okanagan campus. Differences in admission requirements have caused confusion for high school counsellors and College education advisors.

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

Academic Regulations and Policies

At the January Education Council meeting, the following four academic regulations and policies were approved: Admissions Appeal Policy, Dean's and Director's List Policy, and Residency Requirements. The Criminal Record Check Policy will be going to the Board for approval this month.

Check the online Calendar for updates and more information to come in the next issue of Reach Out.

Other Items:

Details of EdCo approvals can be found at:

www.okanagan.bc.ca/edco.

The next regular Education Council meeting is scheduled for February 2, 2012.

Education and Career Fairs

Okanagan College will be part of the Education and Career Fairs this year on Wednesday, February 15, 2012 from 9 a.m. to 3 p.m. at the Delta Grand Okanagan Resort and Conference Centre.

Okanagan College will be setting up booths and providing information to prospective students about the College's programs. Recruiters and faculty will be on hand to answer questions.

Reach Out Survey

To improve the information we're

sending to you through this newsletter each month, we've put together a short survey. If you want to have some input into what you're seeing and reading each month, please go here and fill in an online survey.

Reg Speak

Have you ever wondered what staff in the Registrar's Office were talking about when they used an acronym? Here is a sample of some of the acronyms you may not know:

PSI	Post Secondary Institutes
F5	Student Loan Approved
BUAD	Business Administration
CRN	Course Reference Number
DCU	Data Collection Unit (this is part of the Infosilem Scheduling project)

More to come next month...

January 2012

- 13** Last day to register for Winter semester courses
- 13** Last day to submit a grade appeal to Registrar's Office
- 20** International Night at Kelowna Community Theatre 7 p.m.
- 31** Applications to Bachelor of Science in Nursing (years 1 and 2) close at 4 p.m.

February 2012

- 9** Winter Carnival - Kelowna Courtyard and The Pit
- 20 - 24** Mid-semester study break

FYI... Managing Millennial Parents

For your interest, this [article](#) contains information about parents of the Millennial generation and the ways post-secondary institutions can better serve students *and* parents.

Banner Student Data Integrity Tips

- ✔ Do not use spaces within prefixed last names. For example: DeBolt
- ✔ Do not enter hyphenated last names with spaces. For example: Smith-Collins
- ✔ When entering a middle initial, do NOT enter any punctuation after the initial.
- ✔ All dates should be entered in the following format: dd-mon-yyyy. For example: 01-Jun-1999 for June 1, 1999.
- ✔ Province and State codes must be entered for all Canadian and US addresses.
- ✔ Addresses are never deleted. An old address becomes ineffective by editing the "To" date and then inserting a new address record. Never check the "Inactivate Address" field.
- ✔ Enter seven-digit phone numbers without a hyphen. If an extension number is provided, enter only the digits of the extension. Do not add EXT or X into the extension field.
- ✔ For persons with just one name as their full legal name, enter the name in the first (given) name field with a period in the last (family) name field.



Inaugural Gingerbread House Event

On December 9, 2011, the Registrar's Office and Student Services held their first gingerbread house and holiday event. There was fierce - but friendly - competition between the five teams. Check out their fine work below.



Communications/Recruitment team



Admissions team



Systems team



Registration team



Judges Randy Maradyn, Charlotte Kushner and Jayne Brooks took their jobs very seriously.



Student Services team

Experience Okanagan College at KLO Campus

All grade 11 students in SD23 have been invited to participate on February 20, 2012 in Experience Okanagan College at the KLO campus. Last year, 500 students from eight high schools learned what it's like to attend college by taking part in one of 43 different 50-minute sessions offered by faculty members at Okanagan College.



This event gives prospective students a chance to learn about programs, the campus, faculty, and what it feels like to be a college student. This is a great opportunity for faculty members to highlight their program and excite students about the opportunity to attend Okanagan College after high school graduation.

Faculty members interested in participating should contact Carolyn Hopkins (local 4469) by Friday, January 20, 2012 with the title of their session, a description, how many sessions they are planning to have (up to four), and how many students can attend.

Last year's event was a huge success thanks to the participation and commitment of faculty members!

Carolyn Hopkins

Recruiting and Events Coordinator, Kelowna

Describe a typical day: My life is different depending on the need and projects on hand. However, there are some milestone events that happen every year that I am at the forefront of organizing.

I work closely with 30 counsellors from 10 high schools (public and private) and three service providers supplying them with information about Okanagan College and its programs. Over the past year I have given over 400 students a tour of the Kelowna Campus. In October and November I visited 17 schools in seven regions (from Prince George to Kelowna) and spoke with over 1,800 students. Right now I'm coordinating Experience Okanagan College for the local school district (SD23). Last year we offered 43 courses to 500 students from seven high schools in one day! I also coordinate a series of sessions called Jump Start to help prospective students transition successfully to life at Okanagan College in September. In the summer I'm busy coordinating September's Orientation Day. Throughout the year I manage two to three Student Ambassadors and we put on student appreciation events each month – providing students with activities to take their mind off all their course work and to create a fun campus environment.



Favourite part of your job: Being able to think creatively, trying new ideas for events, never experiencing the same day twice and helping students pick their educational path.

Hobbies outside of work: Playing hockey, hiking, volleyball, cooking, trying new things!

How long have you worked at Okanagan College: Since May 2010.