

DISTANCE EDUCATION

S t u d e n t H a n d b o o k





IMPORTANT DATES



Start Dates	September 12, 2011	November 7, 2011	January 9, 2012	March 5, 2012	May 7, 2012
Last Day to Register	September 23, 2011	November 18, 2011	January 20, 2012	March 16, 2012	May 18, 2012
Last Day to Withdraw With a Refund	November 4, 2011	January 3, 2012	March 2, 2012	April 27, 2012	June 29, 2012
Last Day to Withdraw Without Penalty of a Failing Grade (No Refund)	October 22, 2011	December 17, 2011	February 18, 2012	April 14, 2012	June 16, 2012
Mid Term Exams	December 17, 2011	February 18, 2012	April 14, 2012	June 9, 2012	August 11, 2012
Completion Dates Final Exam Period Start Date					

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WELCOME TO DISTANCE EDUCATION

Today's Distance Education can open the door to the important basics of academic development: University Transfer courses in Arts, Sciences and Business Administration, certificate programs in practical work-place skills such as Pharmacy Technician, Bookkeeping, Legal Administrative Assistant and more.

This Student Handbook has been prepared to provide the ongoing information you may require to best manage your independent learning program.

Our staff members recognize the commitment you will make over the coming weeks and months to reach your goals. We are here to help in every way we can. Please contact us if we can be of further assistance.

Okanagan College **Continuing Studies - Distance Education**

1000 KLO Road
Kelowna, B.C.
V1Y 4X8

Phone: 250-862-5480 in Kelowna
1-888-638-0058 (Toll Free Within B.C.)
1-877-755-2266 (Toll Free North America)

FAX: 250-862-5434

Internet: distanceed@okanagan.bc.ca
www.okanagan.bc.ca/distance

"Academic Courses" - This refers to courses that follow a specific start and end date, such as the University Transfer, Business Administration, English as a Second Language and Health courses.

"Continuing Studies Courses" - This refers to courses that are usually offered on a continuous basis, such as the Pharmacy Technician Certificate Program, Gardening and various other courses/programs. Some have specific start and end dates, such as the Bookkeeping Bridging Certificate Program (BACC).

BEFORE YOU BEGIN

TO ASSIST YOU AS YOU PREPARE TO BEGIN YOUR COURSE WORK, PLEASE TAKE SPECIAL NOTE OF THE FOLLOWING ITEMS IN YOUR COURSE PACKAGE:

1. COURSE & TUTOR INFORMATION GUIDE

- My Tutor's Name is: _____
- I have checked my course package and I have received all of the items that are listed.

2. EXAMINATION INFORMATION

Please check online at www.okanagan.bc.ca/DEexams

- My Mid-Term Exam is: _____
(if applicable) (Date/Time/Location)
- My Final Exam is: _____
(if applicable) (Date/Time/Location)

If you reside outside of the Okanagan College region, you must submit your "Request for Supervision of Exam" form **four Weeks Before The Exam Date** (found in this Handbook).

If you have more than one exam scheduled at the same time, or you have questions regarding your exams, please contact the Distance Education office at 250-862-5480 in Kelowna, or toll free within B.C. at 1-888-638-0058; outside of B.C. call 1-877-755-2266.

3. LAB SCHEDULE (ON CAMPUS) - (IF APPLICABLE)

- My lab times, dates and campus location are:

4. IMPORTANT DATES SCHEDULE (SEE FORMS SECTION)

- I have reviewed this information, and I understand the important dates that are relevant to my course schedule.

**FOR OTHER IMPORTANT INFORMATION,
PLEASE REFER TO THIS HANDBOOK**

FEES

REGISTRATION FEES:

All application, registration and refund policies as outlined in the College Calendar apply to Distance Education students. Distance Education course fees include tuition, course materials and textbooks (unless otherwise specified), and a non-refundable administration fee. Fees are subject to change and may vary over the course of an academic year due to possible changes in the cost of course material.

SHIPPING & HANDLING FEES:

If your student record indicates that your mailing address is outside of the Okanagan College region, the following charges apply (unless specific arrangements are made to pick up your materials at an Okanagan College centre). Please contact distanceed@okanagan.bc.ca or call 1-888-638-0058.

- \$25 per course – within Canada
- \$100 per course – outside of Canada

HOW TO WITHDRAW

ACADEMIC DISTANCE COURSES:

There are two ways to withdraw from a Distance Education course:

- 1) You may fax, email, mail, or submit in person, a copy of the "Course Change" form (supplied in this Handbook) and send it to:

**Okanagan College
Registrar's Office**

1000 KLO Road
Kelowna, B.C.
V1Y 4X8

Phone: 250-862-5414 in Kelowna
1-888-638-0058 (Toll Free Within B.C.)
1-877-755-2266 (Toll Free North America)

FAX: 250-862-5466

Email: distanceed@okanagan.bc.ca

- 2) Online. Please note: You may only drop your course online if it is past the last date to withdrawal without a refund (see the "Important Dates Schedule" in the Forms section of this handbook). Otherwise please refer to above.

CONTINUING STUDIES DISTANCE COURSES & PROGRAMS:

Withdrawals from Continuing Studies Distance courses and programs are handled on an individual basis based on medical or compassionate reasons.

LOGGING IN

LOGGING INTO: MYCOURSES

1. Start your Internet Browser and go to <http://mycourses.okanagan.bc.ca>
-or-
2. From the "Current Students" menu or "Quick Links" select "myCourses."
3. Enter your user name and password (see below)

Example: Student Name	myCourses ID	Default Password
Jane Smith	(Student Number) 300456789	(Birthdate:mmddyy) 010284 (Jan. 02, 1984)

LOGGING INTO: MYOKANAGAN ACCOUNT

The myOkanagan account is your passport to accessing web-based College services such as student records, course schedule, the Okanagan College wireless network, and your College email account.

From a computer with access to the Internet go to www.okanagan.bc.ca and click on the myOkanagan link.

Your myOkanagan ID is your Okanagan College Student ID and the initial password is your date of birth in the format mmddyy. You must change this password the first time you log in.

LOGGING INTO: MYOKANAGAN EMAIL ACCOUNT

Students are given a College email account. First login to myOkanagan and click on the email icon. This email account will never expire and can be used from any computer with internet access. You may forward your College email to another personal email account such as hotmail by selecting the Options tab, then Auto Forward.

DIFFICULTIES LOGGING IN?

Phone Support available:	Monday - Friday, 8:30 a.m. - 4:30 p.m.
Summer Hours (May - Aug.)	Monday - Friday, 8 a.m. - 4 p.m.
Toll Free:	1-866-839-4032
Within Kelowna:	250-762-5445, ask for extension 4848
E-mail:	support@okanagan.bc.ca

TUTOR INFORMATION

CONTACTING YOUR TUTOR:

The tutors are an integral part of the Distance Education structure. Each student is assigned a tutor who is experienced in the pertinent program area. The role of the tutor is to assist you during your course, mark your assignments and exams and be available online or by phone.

After the commencement of your course, you are welcome to contact your tutor. Contact information can be found on the Course and Tutor Information Guide (CTIG).

STATUTORY HOLIDAYS:

Tutors receive statutory holidays and will not be available on these days. There is a one-week break during the Winter holidays.

ASSIGNMENTS, GUIDELINES & COURSE CONTENT:

Enquiries regarding assignment dates and course content should be directed to your tutor. Directions for submitting assignments will be included in your CTIG (online submission, email, mail or fax).

EXAMINATION / COMPLETION INFORMATION

ACADEMIC DISTANCE COURSES

EXAMINATION DATES, TIMES AND LOCATIONS:

Please check online at www.okanagan.bc.ca/DEexams. This web page is updated on a regular basis and includes examination dates, times and locations.

WHERE TO WRITE YOUR EXAMINATIONS:

Not sure what mailing address you have on file with us?
Find out by logging into myOkanagan

If your mailing address on file is here:	You will write your examination here:
KELOWNA, WESTBANK, PEACHLAND, WINFIELD	Okanagan College Kelowna (KLO) Campus 1000 KLO Rd Kelowna, BC V1Y 4X8
VERNON, COLDSTREAM, OYAMA, ARMSTRONG, LUMBY, FALKLAND	Okanagan College Vernon (Kalamalka) Campus 7000 College Way Vernon, BC V1B 2N5
PENTICTON, KALEDEN, NARAMATA, SUMMERLAND, OKANAGAN FALLS, OLIVER, OSOYOOS, KEREMEOS	Okanagan College Penticton Campus 583 Duncan Ave W Penticton, BC V2A 8E1
SALMON ARM, SICAMOUS, SORRENTO, CHASE, CANOE, TAPPEN, GRINDROD, MALAKWA, CELISTA, MARA, SCOTCH CREEK, BLIND BAY, ANGLEMONT, ENDERBY	Okanagan College Salmon Arm Campus 2552 Trans Canada Hwy NE Salmon Arm, BC V1E 4N3

IF YOU LIVE OUTSIDE OF THE ABOVE AREAS:

Please complete the Distance Education "Request for Supervision of Exam" form in your Student Handbook and return to the Distance Education Department **no later than four weeks** before the examination date. **If your address of residence is different from your mailing address, please let us know **at least four weeks prior to the examination session**.

(To avoid any misdirection of your examination, please contact the Distance Education Department **immediately** if you have a change of address after you register.)

Kelowna:	250-862-5480
Toll free within BC:	1-888-638-0058
Toll free within North America:	1-877-755-2266

Please Note that exams written outside of Canada must be supervised at a British Council office or other Okanagan College approved location.

GUIDELINES FOR CHANGE OF EXAMINATION TIME:

A student may apply for a change of time for their Distance Education examination by completing a "Request for Out-of-Time Final Examination."

ACCEPTABLE REASONS FOR REQUEST INCLUDE:

a) Academic Conflicts

For a student who has an exam conflict (two exams scheduled at the same time or three exams within a 24 hour period).

b) Medical Reasons

For a student who is hospitalized or under a doctor's care for an illness that prevents the student from writing the exam at the scheduled time. The student must provide written documentation from his/her physician verifying that he/she is unable to write the examination as scheduled and approximately when he/she could be expected to write.

c) Compassionate Reasons

Serious illness or the death of an immediate family member is the usual reason for requests based on compassion. Consideration may also be given for unforeseen events beyond the student's control. Immediate family is defined as the student's father, mother, spouse, brother, sister, son, daughter, common-law child, ward, grandparent, grandchild, father-in-law, mother-in-law and any other relative permanently residing in the student's household or with whom the student permanently resides.

d) Work, Special Employment or Extraordinary Athletic Activities

Students are expected to make every effort to co-ordinate work schedules with published exam dates. Students who are unable to do so must provide appropriate documentation. Approval may be given for reasons such as extraordinary employment (example: confirmation of a job overseas) or extraordinary athletic activities (example: participation in the BC, Canada Games or the Olympics).

e) Legal Obligations

Approval shall be granted for legal obligations, which include, but are not restricted to, jury duty or court appearances.

f) Religious Beliefs

Approval shall be granted if an examination is scheduled on a day recognized for observance by the student's religion or church, as guaranteed by the Canadian Charter of Rights and Freedoms. The student may be required to submit a letter from his or her church or equivalent.

Note:

In all cases the student must submit written confirmation and/or documentation verifying that the student was unable to write the final examination at the scheduled time because of unforeseen circumstances beyond the control of the student. In the event of illness or injury, the student and/or the physician must indicate in writing when the student could reasonably be expected to write the final exam.

UNACCEPTABLE REASONS INCLUDE:

- a) Holidays, being out of town, trips or vacations are not acceptable reasons for requesting an out-of-time exam. The final examination dates are published online at: www.okanagan.bc.ca/DEexams as well as the "Important Dates Schedule," which is included in this handbook.
- b) Students who miss an exam for any reason other than those stated in points a) to f) listed on the previous page should contact the tutor as soon as possible. The tutor, in consultation with Distance Education and the Registrar, shall then determine the best course of action and make suitable arrangements.

EXTENSIONS:

Course extensions may be granted for medical reasons or extenuating circumstances beyond the student's control. Students must provide documentation such as a doctor's note or a detailed letter of explanation to support the request. This request must be received prior to the end date of your course(s) (at least four weeks before the end date, if circumstances permit).

The Distance Education office will advise you if your request has been approved or denied by the Registrar. You may not withdraw from a course that has been extended.

To obtain a "Request for Extension" form, please contact:

**Distance Education
Okanagan College**

1000 KLO Road
Kelowna, B.C.
V1Y 4X8

Phone: 250-862-5480 in Kelowna
1-888-638-0058 (Toll Free Within B.C.)
1-877-755-2266 (Toll Free North America)

FAX: 250-862-5434

Email: distanceed@okanagan.bc.ca

DISTANCE EDUCATION EXAMINATION RULES and INFORMATION

(Please read before your examination)

1. Photo identification, such as a student card or driver's licence is required. The examination supervisor will not allow you to write your examination without a picture ID. Please leave your identification on your desk for the duration of the examination.
2. All examinations are three hours unless otherwise specified.
3. Do not open your examination package until instructed to do so by the invigilator.
4. Please turn off all electronic devices including ipods, PDA's, cell phones, etc; and place in your bag or under your chair (along with your books and personal belongings).
5. Immediately after you have opened your examination, make sure that you have the correct exam and pay particular attention to the time you have been allotted to complete your exam.
6. Please write your name and student number on all exam materials.
7. Talking or other forms of communication are strictly prohibited while examination writing is in session.
8. Washroom breaks are allowed only with permission of the invigilator and you may be escorted to the washroom.
9. No student shall be permitted to enter the examination room after the expiration of one half hour, or to leave during the first half-hour. No additional time is allowed for those who arrive late.
10. After you have completed your examination, please return all materials to the invigilator, (this includes any scrap paper used during the examination process). Under no circumstances may any notes leave the room. Once you have done this, gather your belongings and quietly exit the examination room.

ACADEMIC DISTANCE COURSES EXAMINATION RULES and INFORMATION

Please check online at www.okanagan.bc.ca/DEexams. This web page is updated on a regular basis and includes examination dates, times and locations.

OBTAINING FINAL GRADES:

You may access your final grades online at www.okanagan.bc.ca through myOkanagan. An official transcript may be obtained from the Registrar's office for a fee (see Okanagan College calendar for details). You must complete the form "Request for Official Transcript" and enclose the fee required.

CONTINUING STUDIES DISTANCE COURSES & PROGRAMS:

EXAMINATIONS:

If your course includes a final examination, please complete the "Request for Supervision of Exam" form included in this handbook. Please note: The "Bookkeeping Bridging Certificate Program" examination information is located at www.okanagan.bc.ca/DEexams.

EXTENSIONS:

Extensions may be granted for medical or extenuating circumstances beyond the student's control. Extensions for Continuing Studies Distance courses and programs are granted by the program administrator in consultation with the course tutor.

OBTAINING FINAL GRADES:

You may access your final grades online at www.okanagan.bc.ca through myOkanagan.

APPLYING FOR A CERTIFICATE:

The application form for a certificate is included in this handbook. The form should be submitted as soon as the final grades for the entire Certificate program have been submitted by your tutor. The certificate will then be sent to you, along with an Official Transcript.

If your course is not part of a Certificate program, a certificate of completion will be automatically mailed to you and the application form is not required.

ADDITIONAL RESOURCES

COUNSELLING:

Okanagan College Counselling Services assists adult learners to achieve clarity, direction and efficacy in their personal, academic and career paths so that they may fully participate in and benefit from their educational experience. Services are designed to further students' development as self-sufficient, interdependent and independent learners. Personal, emotional and academic problems are a normal part of student life. We offer professionally trained staff to assist students in coping with problem areas in their life that interfere with maximizing their academic and social potential. One of the most helpful ways of dealing with problematic situations and feelings is to talk them through with an experienced counsellor.

Counselling is available at:

Kelowna:	250 - 762-5445, local 4119
Penticton:	250 - 492-4305
Salmon Arm:	250 - 832-2126
Vernon:	250 - 545-7291
Toll free:	1-877-755-2266, local 4119

ACADEMIC ADVISING:

Academic Advising Services at Okanagan College can assist you with:

- Okanagan College program information, admission requirements and prerequisites
- Okanagan College educational options

Academic Advising is available at:

Kelowna:	250 - 762-5445, local 4119
Penticton:	250 - 492-4305
Salmon Arm:	250 - 832-2126
Vernon:	250 - 545-7291
Toll free:	1-877-755-2266, local 4119

The Learning Centre:

The Learning Centre helps students in their academic studies at Okanagan College by providing assistance beyond their regular class time. The Centre offers one-to-one and small group learning assistance. Our goal is to help students become effective, independent learners.

Who do we help?

Any student enrolled at Okanagan College may use our services. There is no fee.

What kind of help is provided?

- Writing skills - all levels
- Essay and research skills
- Grammar
- Punctuation
- Reading comprehension
- Study skills
- Math - all levels
- Calculator skills
- Sciences - all levels, all subjects
- Basic computer skills
- Video & print material available for independent study
- Math diagnostic exams

When are the Learning Centres available?

Check posted schedules for times when tutoring is available. Contact the Centre Coordinator if you have special needs.

E-Tutor: Online Study Resources – Links to instructive internet sites.

www.okanagan.bc.ca/e-tutor

Where are the Learning Centres?

Salmon Arm:	Located in the library. Phone: 250 - 832-2126 ext. 8262
Revelstoke:	Located in room 101 and 103
Penticton:	Located in PL 146 Ashnola Building
Vernon:	Located in rooms C344 and C334. Phone: 250 - 545.7291, ext. 2215
Kelowna:	Located in room S111 Student Services Building. Phone 250 - 762-5445: Ext. 4647 (English and ESL) Ext 4427 (Math and Science)

FINANCIAL ADVISING:

FINANCIAL AID & AWARDS

The Financial Aid & Awards Office provides information and assistance on:

- sources of student aid and awards for upgrading and certificate, diploma and degree programs
- applying for government and institutional funds
- appealing government student aid decisions
- financial aid planning and budgeting
- educational costs.

The cost of attending college should be considered by all prospective students. Students who are uncertain of their financial situation are urged to contact the Financial Aid & Awards Office in Kelowna for information and advice well in advance of registration (i.e., at least three months in advance).

The Financial Aid & Awards website now contains scholarship, bursary and award information for Kelowna, Penticton, Vernon and Salmon Arm campuses. College-wide and campus-specific award descriptions, deadlines and applications are available on the website www.okanagan.bc.ca/financialaid.

Contact Us
Kelowna Campus
 1000 KLO Road
 Kelowna, B.C.
 V1Y 4X8

Phone: 250-862-5419 in Kelowna
 1-800-767-5492 (Toll Free Within B.C.)

Direct lines to the Kelowna office are located at the Penticton, Vernon, and Salmon Arm Regional Centre offices.

DISABILITY SERVICES:

Okanagan College welcomes students with disabilities and offers individualized learning services that maximize success and reduce barriers to post-secondary education. It is our mission to provide equal access to the many programs available at the College. To get more information about the adaptive learning resources at Okanagan College or to see if you are eligible for support and services, contact the Disability Services coordinator at the campus nearest you...

Kelowna:	250-762-5445, local 4119
Vernon:	250-545-7291, local 2209 TTY: 250-545-7291, local 2266
Penticton:	250-492-4305, local 3242 TTY: 250-490-3259
Salmon Arm:	250-832-2126, local 8221 TTY: 250-804-8854

Library Services for Okanagan College Distance Education Students:

The Library offers a number of services to assist Distance Education students with their research and other library needs.

Off-campus access to online research resources:

Most Library research resources, including the Voyager library catalogue (library-1.okanagan.bc.ca) and licensed research databases (www.okanagan.bc.ca/Page5025.aspx) are available to Okanagan College students from any Internet connected computer. Instructions for off-campus access can be found on the Library website at www.okanagan.bc.ca/Page9413.aspx.

Library cards:

You will need a library card to borrow materials and to access online research resources. Bring your course registration information and photo identification to your nearest Okanagan College Library in: Kelowna, Salmon Arm, Penticton or Vernon to obtain an Okanagan College Library card.

If you are unable to come to an Okanagan College campus library, you may have a library card issued to you by calling the Library at 250-862-5452 (Kelowna), 250-503-2654 (Vernon), 250-490-3951 (Penticton), or 250-804-8851 (Salmon Arm) or, toll free, 1-800-836-5499 (within B.C.) or 1-877-755-2266 (within Canada).

Please leave a message if necessary and the library staff will contact you.

Obtaining library books and other materials:

Okanagan College Distance Education students enjoy the same library privileges as all Okanagan College students. You should treat your nearest Okanagan College Library as your home library and have all of your materials that you request sent there for pickup. You can request materials that are held at one Okanagan College campus to be shipped to another free of charge through the "Request" function in Voyager.

If you cannot visit an Okanagan College Library, we will arrange to mail materials to you. Material is to be returned to the Library at your expense. If you require items to be shipped to you, please use the "Ask Us" form: www.okanagan.bc.ca/Page10224.aspx. Material available for shipping includes books and videos. Government documents, reserves, and reference materials may be used at a library location but do not leave the library.

Items borrowed from a campus or sent to your location will be accompanied by a date due receipt. Material must be returned by the date indicated or you will be fined. If you have a valid library card, you may check the status of your library account and renew materials in Voyager. Renewals may also be made by telephone.

Need more help?

If you require further information, please contact the Library by any of the following means:

- Web: www.okanagan.bc.ca/Page10224.aspx to "Ask Us" or www.okanagan.bc.ca/Page9420.aspx for links to research guides and to other means of contacting the Library
- Telephone: See the numbers above, or www.okanagan.bc.ca/Page10225.aspx for more numbers.

Student Conduct and Academic Honesty:

WHAT IS THE DISRUPTION OF INSTRUCTIONAL ACTIVITIES?

At Okanagan College disruption of instructional activities includes student “conduct which interferes with examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study facilities of Okanagan College” (for more detailed information please see Okanagan College calendar), as well as conduct that leads to property damage, assault, discrimination, harassment and fraud. Penalties for disruption of instructional activities include a range of sanctions from a warning and/or a failing grade on an assignment, examination or course, to suspension from Okanagan College.

WHAT IS CHEATING?

“Cheating includes, but is not limited to dishonest or attempted dishonest conduct during tests or examinations where the use is made of books, notes, diagrams or other aids excluding those authorized by the examiner. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying information to other students who are taking the test or examination.” (For more information please see Okanagan College calendar).

Students must submit independently written work. Students may not write joint or collaborative assignments with other students unless the instructor approves it in advance as a group/team project. Students who share their work with other students are equally involved in cheating.

WHAT IS PLAGIARISM?

Plagiarism is defined as “the presentation of another person’s work or ideas without proper or complete acknowledgement” (For more detailed information please see Okanagan College calendar pages). It is the serious academic offence of reproducing someone else’s work, including words, ideas and media, without permission for course credit towards a certificate, diploma, degree and/or professional designation. The defining characteristic is that the work is not yours.

“Intentional plagiarism is the deliberate presentation of another’s work or ideas as one’s own.” Intentional plagiarism can be a copy of material from a journal article, a book chapter, data from the Internet, another student, work submitted for credit in another course or from other sources.

“Unintentional plagiarism is the inadvertent presentation of another’s work or ideas without proper acknowledgement because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act of deceit.”

WHAT ARE THE STUDENTS' RESPONSIBILITIES TO AVOID PLAGIARISM?

Students have a responsibility to read the Okanagan College Plagiarism Policy and Procedures outlined in the Okanagan College calendar pages, which is available in printed and online format (www.okanagan.bc.ca). Students must acknowledge the sources of information used on all their assignments. This usually involves putting the author(s) name and the year of publication in parentheses after the sentence in which you used the material, then at the end of your paper, writing out the complete references in a Reference section. Students are responsible for learning and applying the proper scholarly practices for acknowledging the work and ideas of others. Students who are unsure of what constitutes plagiarism should refer to the UBC publication *Plagiarism Avoided: Taking Responsibility for your Work*. This guide is available through the Okanagan College bookstores and libraries.

PENALTIES FOR PLAGIARISM

Penalties for plagiarism serve both to educate students about standards of scholarship and to deter deception and poor scholarly practices. Penalties will reflect the seriousness of the offence; including whether the offence was intentional or unintentional and whether it was a first or a repeat offence.

The dean or designate, on the recommendation of the instructor, may impose penalties which include a warning, the rewriting of the assignment or the submission of some other assigned work, the imposition of a reduced mark for the assignment, or the assignment of a mark of zero in the course.

For more serious or repeat offences, the dean or designate, on the recommendation of the instructor, may make a recommendation to the Registrar that the student be denied admission or re-admission or that the student forfeit Okanagan College financial aid. The dean or designate, on the recommendation of the instructor, may, in addition to any other penalty, recommend to the President that the student be suspended or dismissed from the College.

Upon receiving such recommendations, the Registrar or the President will determine the appropriate penalty and advise the student of the decision and that the student has a right to appeal. For appeal procedures please see the Okanagan College Calendar.



FORMS

Distance Education Important Dates Schedule 2011-2012

Course Change

Change of Address/Name

Request for Supervision of Exam

Request for Out-of-Time Final Examination/
Change of Exam Time Due to Conflict

Application for Part-Time Vocational
Distance Education Certificate
(Pharmacy Technician, BACC, CBI)



**CONTINUING
STUDIES**

IMPORTANT DATES SCHEDULE 2011-2012

START DATES	September 12, 2011	November 7, 2011	January 9, 2012	March 5, 2012	May 7, 2012
Last Day to Register ¹					
Last Day to Withdraw With a Refund ²	September 23, 2011	November 18, 2011	January 20, 2012	March 16, 2012	May 18, 2012
Last Day to Withdraw Without Penalty of a Failing Grade (No Refund) ³	November 4, 2011	January 3, 2012	March 2, 2012	April 27, 2012	June 29, 2012
Mid Term Exams ⁴	October 22, 2011	December 17, 2011	February 18, 2012	April 14, 2012	June 16, 2012
Completion Dates Final Exam Period Start Date	December 17, 2011	February 18, 2012	April 14, 2012	June 9, 2012	August 11, 2012

IMPORTANT DETAILS ON REVERSE



**CONTINUING
STUDIES**

IMPORTANT DATES SCHEDULE

The exam period is set for a maximum of 10 calendar days, however, please check online at www.okanagan.bc.ca/DEexams as the majority of exams are scheduled within the first few days of the exam period.

- 1 Students registering after the start date of courses** will be expected to submit assignments according to the schedule in the Course and Tutor Information Guide, unless other arrangements are made with the course tutor.
- 2 Last day that tuition fee refunds will be granted for withdrawals.** A refund on course materials will be given contingent upon their return, in original condition to Okanagan College on or before this date. Course Change forms are available at any Okanagan College Centre or by contacting Continuing Studies in Kelowna. A non-refundable administration fee of \$25.50 is included in each course fee.
- 3 Last day for course withdrawal without penalty of a failing grade.** No refunds will be granted at this time. A Course Change Form must be submitted to Okanagan College prior to this date. Course Change forms are available at any Okanagan College Centre or by contacting Continuing Studies in Kelowna.
- 4 If course includes a mid-term or final exam,** please check the schedule online at www.okanagan.bc.ca/DEexams

FOR FURTHER INFORMATION, PLEASE CONTACT:

Continuing Studies
(250) 862-5480 (within Kelowna) or
1-888-638-0058 (toll free within BC) or
1-877-755-2266 (toll free outside BC but within North America)

9 a.m. - 4:30 p.m. (unless otherwise posted)
Monday to Friday

Fax: (250) 862-5434
E-Mail: distanced@okanagan.bc.ca
Web: www.okanagan.bc.ca/distance



COURSE CHANGE

NOTE: Students are referred to the College Calendar for exact dates and full withdrawal information

REQUEST FOR

- Section Change - complete columns 1, 2, 3, 4, 5, 6, 7, 8
- Course Withdrawal - complete columns 1, 2, 3, 4
- Course Addition - complete columns 5, 6, 7, 8
- Total (from ALL COURSES) - complete columns 1, 2, 3, 4

DATE _____

NAME _____
(please print) (Last Name) (First Name(s))

MAILING ADDRESS _____
(Street) (City or Town) (Province) (Postal Code)

STUDENT NUMBER _____ COLLEGE CENTRE _____

STUDENT SIGNATURE _____

1	2	3	4	
COURSE WITHDRAWAL				
CRN NUMBER	COURSE NAME	COURSE NUMBER	SECTION	
			LECTURE	LABS

5	6	7	8	
COURSE ADDITION				
CRN NUMBER	COURSE NAME	COURSE NUMBER	SECTION	
			LECTURE	LABS

 AUTHORIZED SIGNATURE (Instructor, Education Advisor)

OFFICE USE ONLY	
Financial Awards Clearance _____	Records/Registration _____
Signature _____	Entered by _____
Date _____	Date _____



CHANGE OF ADDRESS/NAME

NOTE: Registration is mailed to your permanent home address.

SECTION A - CHANGE OF ADDRESS		_____			
		STUDENT NUMBER			
_____		_____			
NAME		STREET ADDRESS			
<input type="checkbox"/>	NEW PERMANENT HOME ADDRESS	CITY	PROV.	POSTAL CODE	PHONE
<input type="checkbox"/>	NEW TEMPORARY (LOCAL) ADDRESS	_____			
<input type="checkbox"/>	SAME AS ABOVE	STREET ADDRESS			
		CITY	PROV.	POSTAL CODE	PHONE

This form does NOT change student loan information. Please contact the Ministry at 1-800-561-1818 Or their Web Site: www.aett.gov.bc.ca/studentservices to make changes

SECTION B - CHANGE OF NAME - ATTACH SUPPORTING DOCUMENTATION - DRIVER'S LICENCE PREFERRED	
_____	_____
FORMER NAME	NEW NAME

NOTE: PLEASE COMPLETE THIS SECTION	
_____	_____
TODAY'S DATE	SIGNATURE
_____	_____
PROGRAM OF STUDY	CENTRE

OFFICE USE ONLY. PLEASE ENSURE CHANGE IS COMPLETED WITHIN A WEEK OF DATE OF SUBMISSION		
Entered on terminal _____	Financial Awards _____	Admissions _____
INITIALS	INITIALS	INITIALS



REQUEST FOR SUPERVISION OF EXAM

I understand that I must arrange to have my Distance Education examination supervised by an appropriate official (instructor, administrator or counsellor) at Okanagan College or at another educational institution. Supervisor/Invigilator selection is subject to Okanagan College approval.

This form must be completed and returned to the Distance Education Department **at least** four weeks prior to exam date.

(Please Print)

Name: _____ Student Number: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: (Home) _____ (Work) _____ E-Mail Address: _____

Course Name & Number: _____ Course Start Date: _____ Tutor: _____

Please indicate which exam you will be writing: Mid-term _____ Final _____

To be completed by Supervisor/Invigilator: (Please print)

Name of Supervisor/Invigilator: _____ Position/Title: _____

Name of Institution: _____

Phone # (Office): _____ FAX # (Office): _____

E-mail Address: _____

Address: _____

Street Address and Mailing Address (if different) Address: _____

City: _____ Province: _____ Postal Code: _____

Date of Examination: _____ Time of Examination: _____

Please Note: Any applicable fees for exam charges are the responsibility of the student. Exams written outside of Canada must be supervised at a British Council office or other Okanagan College approved location.

SUPERVISOR/INVIGILATOR DUTIES:

1. To receive the examination package prior to the scheduled examination date and keep it secure and confidential until the day of the examination. Copies of any part of examination are not to be made by the supervisor/Invigilator or student.
2. To provide an appropriate location where the examination can be written on the pre-arranged examination day. The exam must not be written in a location such as a private residence.
3. To supervise the actual final examination(s), i.e. see that the student does the exam independently within the time limit and with only the aids prescribed.
4. To enclose all the examination papers, questions, answers and answer booklets (including those unused) in the addressed envelope provided, and return as directed to Distance Education, Okanagan College, immediately after the exam is completed.

I am willing to serve as a supervisor/invigilator for this student and perform the described duties without any remuneration from Okanagan College. I am not related to the student by birth or marriage. I am fluent in both written and spoken English

Signature of Supervisor: _____ Date: _____

Signature of Student: _____ Date: _____

Please fax the completed form to 250-862-5434

or mail to: Distance Education, 1000 KLO Road, Kelowna BC, V1Y 4X8

Tutor Student Invigilator Sent for Marking _____



REQUEST FOR Out-of-time final examination/ Change of exam time due to conflict

DIRECTIONS TO STUDENTS:

Complete Part A of this form. Then submit the form to the Distance Education office. Please submit the form at least two weeks before the scheduled date of the examination.

When completing the form, please refer to the "Out-of-Time Final Examination Policy" for specific approval criteria. A copy of this policy is on the reverse side of this form. Please complete a separate form for each out-of-time final examination request. The final decision rests with the Director of Continuing Studies.

Part A: To be completed by the student.

Email: _____

Student's Name: _____ Signature: _____

Student ID: _____ Telephone: _____ Cell: _____

Address: _____

City: _____ Prov: _____ Postal Code: _____

Course & Section Number: _____ Tutor's Name: _____

Officially Scheduled Date and Time of the Exam: _____ Final Midterm

Reason for Request: (Attach a separate sheet if you need more space. Also attach any documentation that supports your reasoning.) Please be detailed.

Part B: To be completed by Distance Education.

Tutor Recommendation:

Request approved Suggested Completion Date: _____ Exam Version: _____

Request Denied Reason: _____

Comments: _____ Date: _____

Part C: to be completed by the Director.

Request Approved: _____

Rescheduled Exam: Date: _____ Time: _____ Room: _____ Duration: _____

Request Denied

Reason for Denial: _____

Signature: _____ Date: _____

Tutor Contacted Student Contacted Student Rescheduled

GUIDELINES FOR CHANGE OF EXAMINATION TIME:

ACCEPTABLE REASONS FOR REQUEST INCLUDE:

a) Academic Conflicts

For a student who has an exam conflict (two exams scheduled at the same time or three exams within a 24 hour period.)

b) Medical Reasons

For a student who is hospitalized or under a doctor's care for an illness that prevents the student from writing the exam at the scheduled time. The student must provide written documentation from his/her physician verifying that he/she is unable to write the examination as scheduled and approximately when he/she could be expected to write.

c) Compassionate Reasons

Serious illness or the death of an immediate family member is the usual reason for requests based on compassion. Consideration may also be given for unforeseen events beyond the student's control. Immediate family is defined as the student's father, mother, spouse, brother, sister, son, daughter, common-law child, ward, grandparent, grandchild, father-in-law, mother-in-law and any other relative permanently residing in the student's household or with whom the student permanently resides.

d) Work, Special Employment or Extraordinary Athletic Activities

Students are expected to make every effort to co-ordinate work schedules with published exam dates. Students who are unable to do so must provide appropriate documentation. Approval may be given for reasons such as extraordinary employment (example: confirmation of a job overseas) or extraordinary athletic activities (example: participation in the BC, Canada Games or the Olympics).

e) Legal Obligations

Approval shall be granted for legal obligations, which include, but are not restricted to, jury duty or court appearances.

f) Religious Beliefs

Approval shall be granted if an examination is scheduled on a day recognized for observance by the student's religion or church, as guaranteed by the Canadian Charter of Rights and Freedoms. The student may be required to submit a letter from his or her church or equivalent.

Note:

In all cases the student must submit written confirmation and/or documentation verifying that the student was unable to write the final examination at the scheduled time because of unforeseen circumstances beyond the control of the student. In the event of illness or injury, the student and/or the physician must indicate in writing when the student could reasonably be expected to write the final exam.

UNACCEPTABLE REASONS INCLUDE:

- a) Holidays, being out of town, trips or vacations are not acceptable reasons for requesting an out-of-time exam. The final examination dates are published online at: www.okanagan.bc.ca/DEexams as well as the "Important Dates Schedule".
- b) Students who miss an exam for any reason other than those stated in points a) to f) listed above should contact the tutor as soon as possible. The tutor, in consultation with Distance Education and the Registrar, shall then determine the best course of action and make suitable arrangements.

DISCOVER DISTANCE EDUCATION WITH OKANAGAN COLLEGE!



Further detail about courses, dates, and prices can be found on our website: www.okanagan.bc.ca/distance

Call us - we will be happy to answer your questions:

250-862-5480 (Kelowna)

1-888-638-0058 (toll free within BC)

1-877-755-2266 (toll free within North America)

Email us at distanceed@okanagan.bc.ca

Useful Contact Information:

Admissions

250-862-5417

Educational Advising

250-862-5408

Financial Aid Information

250-862-5419

1-800-767-5492 (toll free within BC)

Library

250-862-5452

Registrar's Office

250-862-5414

Student Association

250-862-5483



For numbers not listed on this page, please call the Okanagan College switchboard at 250-762-5445 or toll free 1-877-755-2266.

You can also visit the college website at www.okanagan.bc.ca

Pick a Course

2012



WWW.OKANAGAN.BC.CA/SUMMER

Summer Session 2012