

# **INFORMATION SHEETS**

on the following topics are available at  
The International Education Office:

APPLICATIONS FOR:  
EXTENDING STUDY PERMITS  
WORK PERMITS  
ENTRY VISAS  
ESL CERTIFICATES  
CHANGE OF ADDRESS FORMS

Okanagan College  
INFORMATION PACKAGE

TRAVEL OUTSIDE CANADA

RECREATION & COMMUNITY INFORMATION

CARS, INSURANCE and  
GETTING A DRIVER'S LICENCE

FINDING PRIVATE ACCOMMODATION  
including  
CHOOSING RENTAL ACCOMMODATION  
SETTING UP HOUSEKEEPING  
HOME AND CONTENTS INSURANCE



Revised Dec. 2010

# OKANAGAN COLLEGE

is a fully accredited, public, post-secondary  
institution of higher learning.

Okanagan College operates campuses in:  
Penticton, Kelowna, Vernon and Salmon Arm.

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Okanagan College offers:  
BACHELOR DEGREES in  
Business Administration (including specialization in Accounting,  
Financial Services, Marketing,  
Human Resources Management, and  
Hospitality Management)

Computer Information Systems (including specialization in Computer  
Networking, Database Management, and Software Development)

ENGLISH AS A SECOND LANGUAGE  
(ESL) programs from beginner to advanced

a variety of  
DIPLOMA AND CERTIFICATE  
programs in career, technology,  
health and social development

UNIVERSITY TRANSFER  
Associate Degree programs in Arts and Science

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For specific information please enquire at the  
Okanagan College International Education office

# Director's Message



## **Hello, and welcome to Okanagan College!**

*Congratulations on making an excellent choice for your post-secondary education. You are joining more than 400 international students from all over the world who have chosen to study along side with more than 7,000 Canadian students in a dynamic and vibrant learning environment in the wonderful Okanagan Valley.*

*You have embarked on a wonderful adventure and you have a great team supporting you – from Cultural Liaisons and Homestay assistance, to student activities and counseling, there is an impressive team here to help you succeed.*

*Please take the time to get to know us, and the many services and supports that are outlined in this handbook, and let us know how we can help you achieve your learning goals and make your student experience at Okanagan College an experience you will always remember and cherish!*

**Steve Robinson**  
Director, International Education

- Remember that it is a criminal offence to sell or possess illegal drugs.
- Never leave your drink unattended in bars and clubs.
- If somebody wants your money and is threatening to attack you, give it to them and report the incident to 911. Be ready to describe your attacker and give your location.
- Do not fight with an attacker and do not carry any weapons.
- Report any suspicious incidents to the Security or International education Office.
- Never go home with a stranger. If you want to see him/her again, get the phone number and arrange a meeting place that you know, or where you will be safe.
- Do not continue a relationship with anybody if you are uncomfortable. Report any harassment to the International Education Office, or the police.
- Plan to take a self-defence course or, at least, read up on the subject and make a personal self-defence plan.
- Consider carrying with you a personal alarm or a whistle. These can be bought at any electronic store. (In Orchard Park shopping Mall, check at The Source).
- Be sure to lock your door if you are home alone. Do not open your door to someone whom you do not know.
- Do not tell anyone your bank card number. If the card is lost, report the loss to your bank immediately.
- Do not carry your passport or large amounts of money with you.

**Security cell phone # 250-317-2435**

**We suggest you program this number into your cell phone for emergencies 24/7. Even if you are not on campus and require assistance Security is only a phone call away and can assist with advice or direction over the phone any time.**

# Safety Tips

**Generally, Kelowna is regarded as a safe city so if you use common sense, you should be fine. However, here are a few tips:**

## SECURITY SERVICES

Security can provide general information, direction or “safe walk” to your car or to any point on campus on request at any time at Kelowna campus.

The Security Office is located at the main entrance by the bus stop area.

EMERGENCY contact for Security from any campus can be made by dialing “6699” from any Okanagan College phone or from any “CAMPUS PHONE” conspicuously placed at each campus.

- When studying on campus late at night, you can request Security staff to walk you to the bus stop or to Residence. Pick up one of the blue phones and call Security. Walk only on well-lit busy streets. If in doubt, take a taxi (phone 250-762-2222, or 250-861-1111) or bring a friend.
- Please report any suspicious or criminal activity immediately to security by phone or in person.
- Never hitch-hike.
- Never drink alcohol and drive.
- Take precaution when swimming and play only in the shallow water close to shore. If you are a non-swimmer never, swim without a life jacket.
- Remember that 911 is B.C.’s emergency phone number. The on-campus emergency number is local 6699.
- Insure your personal belongings, especially expensive items, such as laptop computers. Otherwise, you will not get compensation for any loss in case of a break-in or fire/flood, etc. Insurance cost is about \$250/year. Coverage is up to \$35,000 whether the loss occurs on campus, or wherever you are living (make sure the insurer has your current address at all times.)
- If you suspect that you are being followed, go to the nearest lit house or business and knock loudly.

# What you will find in this handbook

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# Important Dates

## 2010 Fall Semester

August 26	Falls fees due
September 1	OCELA test for new ESL students
September 2	Orientation for all new international students
September 6	Labour Day: OC closed
September 7	Campus-wide orientation
September 7	Academic classes begin
September 7	ESL classes begin
September 17	Last day to withdraw and receive a refund
October 11	Thanksgiving: OC closed
October 29	Last day to withdraw without a penalty
November 11	Remembrance Day: OC closed
December 13 to 20	Exam Period

## 2011 Winter Semester

January 4	OCELA test for new ESL students
January 4	Academic classes begin
January 5	Orientation for all new international students
January 6	ESL classes begin
January 14	Last day to withdraw and receive a refund
April 22	Good Friday: OC Closed
April 25	Easter Monday: OC closed
April 18 to 29	Exam Period

\*please see calendar on website: [www.okanagan.bc.ca](http://www.okanagan.bc.ca)

## **Buses**

There is bus service from early in the morning until about 12:00 a.m. Time-tables, tickets and monthly passes are available at the Student Union Office. Most bus routes have limited weekend and holiday service, so be sure to check the schedule when planning your outings.

After 9 p.m. you can 'Request a Stop'. This means that you can ask the driver to stop just for you between regular bus stops. You must give the driver some notice, so please ask at least one stop ahead of where you wish to get off.

## **Pedestrians**

Pedestrians (people who are walking) have the right of way at crosswalks and intersections. Drivers often stop and let you cross the street, but always check for traffic before crossing. 'Jay-walking' (crossing the street at a place other than at the corner or crosswalk) is not allowed and, if you are caught 'jay-walking', you may be fined.

## **Hitch-hiking**

Hitch-hiking means asking for rides from drivers by holding out your thumb. It is legal, but only if done from the curb, and it is not permitted on highways. Hitch-hiking can some-times be dangerous, so we suggest that you do not do it.

## **Driving**

In accordance with the laws of British Columbia, all International students who intend to drive while studying at Okanagan College **MUST** have a valid driver's licence from their home country. It **MUST** be an official translated version (if applicable) containing the following information:

1. Country of Origin
2. Drivers license number
3. Full name
4. Date of birth
5. Date of issue
6. Expiration date
7. Driver's license classification (type of vehicle you are authorized to operate)

All of the noted information is imperative.

If any information is missing and you are stopped by a police officer you may receive a ticket for an invalid driver's license. The first fine will cost 135 Canadian dollars; the second ticket may lead to a vehicle impound.

**Contact: Arch Doody, Manager for Security and Parking Services Okanagan College Tel: 250 317 2435**

# Transportation



## Bicycles

Riding bicycles (bikes) is very popular, when weather allows.

Students often buy new or used bikes on arrival and sell them when they leave.

Larry's Bicycle Shop (535 Lawrence Avenue Tel: 762-4915) is a good place to buy a bicycle. Look for a recovered, but unclaimed, lost or stolen bike.

(They are kept for 90 days and then sold.)



**Always lock your bicycle even if you're leaving it for only a short time.**

Bikes may be parked free at Okanagan College, but must not be taken into buildings.

In Canada, bicycles must follow the same traffic rules as cars. Here are some important rules to remember:

1) Bicycle helmets are the law.

**WEAR ONE!**

2) Ride on the right side of the road.

3) Do not ride your bicycle on the sidewalk.

4) Do not ride your bike across the road. Get off your bicycle and walk across.

5) When in a group, ride in a single line.

6) You must have a bell or horn, and, if you bike at night, both a front light and a rear reflector are required.

**BE VERY CAREFUL.**

**IF YOU HAVE A CHOICE, RIDE ON STREETS WHICH ARE NOT BUSY.  
NEVER ASSUME THAT YOU ARE SEEN BY OTHER DRIVERS.**

# Things You Should Know

## About CLASSES...

**DO**

- attend all classes
- write exams on the scheduled dates
- pay all fees and fines. Your marks (grades, transcripts) will not be given to you if you owe Okanagan College any money.

**DON'T**

- be late for classes.
- cheat during tests/exams,
- use another person's ideas or work as your own (you will get 0% on your test or assignment if you are caught cheating and you could be expelled from school).

## REMEMBER THAT...

- you may appeal a given grade if you do not agree with it.
- you need to meet pre-requisites for entry into higher ESL levels or academic programs.
- your college records are private and will not be released to someone else without your permission.
- if you want to withdraw from classes **you MUST fill out a 'Course Withdrawal Form'** and give it to the Registrar's Office.
- if you would like further information on the above items you can consult an International Education Advisor or the Okanagan College calendar. ([www.okanagan.bc.ca/calendar](http://www.okanagan.bc.ca/calendar))

# TUITION FEE PAYMENT & REFUND POLICY

For the **fall and winter semesters**, students are required to pay a non-refundable tuition deposit of \$500 before being permitted to register for classes. Please note that ALL tuition fees for the Fall 2010 semester must be PAID IN FULL before *4:00 p.m. September 2, 2010* and Winter 2011 (January) semester paid by *4:00 p.m. December 15, 2010*.

## Refunds

### Fall/Winter

- Will be considered only in cases of complete withdrawal:
- Up to and including the first two weeks of classes: half the tuition fee less any costs incurred by Okanagan College. After the second week of classes: 0%.

### Spring/Summer

- Before the start date: a full refund less a \$450 tuition deposit and any costs incurred by Okanagan College. After the start of classes: 0%.

## About YOUR ADDRESS...

The International Education Office **MUST** have your current address. If you move, please fill out a 'Change of Address' form at the office.

## About TUITION FEES...

**\$1,100 per course (80 hour course)**. All students pay Student Union fees. These vary so please enquire at the International Education Office for more information. **Fees are subject to change.**

Writing NSF CHEQUES (a cheque for which you do not have enough money) is a serious legal offence and students may be withdrawn from their courses.

**Going from ESL to Academic Programs...** International students completing ESL and continuing into other programs **MUST** complete a new application form.

# TELEPHONES

Getting a private telephone is both inexpensive and fast. The Telus Telephone Company will either sell or rent a phone. There is a charge for a new phone connection. Call 1-888-811-2323 for a service representative who will explain the various rates to you. The monthly service charge is very low. You must pay a minimum deposit of \$200 or ask someone (friend, home-stay) to sign for you. The service charge will cover the cost of all local telephone calls, so you don't have to pay each time you make a call. The cost of a local phone call from a telephone booth is 25¢. Some payphones now require you to use a credit card.

Long distance phone calls cost extra. Special long distance packages are available when you sign up for a telephone service. Long distance phone cards are available at the Student Union Office.

B.C. area codes include: **604** (Vancouver area) and **250 and 778** (remainder of B.C. including Kelowna). You must dial the area code before the number even for local calls .

**Cell phones in Canada can be very expensive. Many companies offer the best deal when you sign up for a 3 year plan. If you do not plan to stay in Canada for 3 years or more, consider getting a one year plan or a pay-as-you-go phone.**



# CAMPUS RESTAURANTS

**The Cafeteria** is situated across from the Student Services Building. The food is prepared by our culinary arts students and is economical and nutritious. The cafeteria may not be open during the summer.

**Infusions** (next to the Cafeteria) offers a full dining experience and is open to the public at lunch and some evenings. Check with them for opening times.

**O'Tools** is a small cafe located in the Trades Building. It has fast food such as sandwiches, soups, hamburgers, french-fries, etc.

**Fizziwigs** is located in the atrium in the E building, just outside the International Education Office.

There are also a variety of **vending machines** located in most buildings around campus.

Microwave ovens for student use are available in the:

- Student Services Building
- Dormitories
- Business Building
- Lab Building



# DEGREE AND DIPLOMA PROGRAMS

To meet the language requirement for entry into academic programs students must have one of the following:

- completion of ESL Level 6 at Okanagan College
- a TOEFL score of 550 (paper-based) or 213 (computer based) or 79 (internet-based)
- IELTS, band 6.0
- completion of the equivalent of grade 12 or be at least 19 years old and out of high school for one year preceding the program of study. All other international student requirements and program admission requirements apply. Consult the Okanagan College calendar or an Education Advisor for more details.

## Holy Days

Okanagan College recognizes the diversity of religious practices among its students. If you actively practice a recognized religion, you may request to be absent from classes and/or examinations on formal holy days. You will need to inform your instructors of these holy days on the first day of classes. You should also discuss possible alternative arrangements with them. Reasonable efforts will be made to accommodate your requests. If your absence is approved, you will normally be required to make up any missed work or exams.

## About ACADEMIC PROBATION...

- Failing a semester can result in your being put on academic probation. Please refer to the Okanagan College calendar for details or see an Education Advisor for more information.
- If you are taking University courses and are failing ESL courses, you may NOT be able to continue taking University courses in the next semester.
- If students fail all courses for more than one semester they may not be able to continue their studies at Okanagan College.
- 



# HELP AND ADVICE

...WITH COURSES



dtanner@okanagan.bc.ca  
Local 4282



msomerville@okanagan.bc.ca  
Local 4629

Dianne Tanner (Left) & Michelle Somerville (Right)  
are Education Advisors, who help you:

- plan your academic program
- choose courses to meet your educational goals
- register for ESL and academic courses
- learn about course requirements for transferring to other universities
- can assist with off-campus work permits, renewal of study permits and answer questions regarding immigration

Education advising is available to international students. Please check with the International Education Office for exact times and days.

OC Switchboard: (250) 762-5445

OC IE Direct Line: (250) 862-5443

# CONVERSATION PARTNERS PROGRAM

The intention of this program is to provide an opportunity for ESL students at level 4 and above to get some English conversation practice with a native speaker.

Partners meet for a minimum of one hour a week. Depending on the number of Canadian volunteers, students are matched on a 1:1 basis or on a 2:1 basis. If two international students are assigned, they will be from different language groups.

This program usually runs in the fall and winter semesters only. Sometimes the Canadian partner wants to practice another language, such as Japanese or Spanish. If students are willing to help, they can arrange time outside of the hour of English to do this.

## CAMPUS RECREATION

Recreational/cultural activities can be found in the campus recreation brochure. International Education will promote any additional activities. If you are interested in any of these events please note sign-up deadlines, as capacity is sometimes limited. Kindly check with Campus Recreation for sign up sheets or sign up sheets can sometimes be found on the front desk inside the International Education Office.

**If you sign up for an activity, please show up on time!**

Campus Recreation is located in the Student Services Building.

# COUNSELLING SERVICES

Check at the Welcome Centre (Student Services Bldg.) for counselling on:

- your personal life
- time management, stress and exam anxiety, study and communication skills
- goal setting, decision making, testing

## **The Learning Centre**

(Room S111, Student Services Building)

This centre offers support for Mathematics, Science, English and writing. There are individual computer workstations. Individual tutoring, VHS and CD tutorials are available to students. Check with an Education Advisor for the current schedule.

## **Disability Services**

Students with disabilities (physical, visual, learning, hearing, etc.) may be eligible for free services. Call 762-5445, ext. 4477 or 4119 for more information.

**Kelowna Planned Parenthood** ...offers counselling and current information on reproductive health and reasonably priced birth control (about 1/3 of the pharmacy cost) including free condoms.

They are located in the Health Unit at 1340 Ellis Street.

It is open every Monday night from 6:30 – 9:00 p.m.

Appointments call 868-7700.

Local information call 1-888-770-1211

Facts of Life Line 1-800-739-7367

Pregnancy Decision Making number: 1-800-875-3163.

## ...WITH GENERAL ENQUIRIES

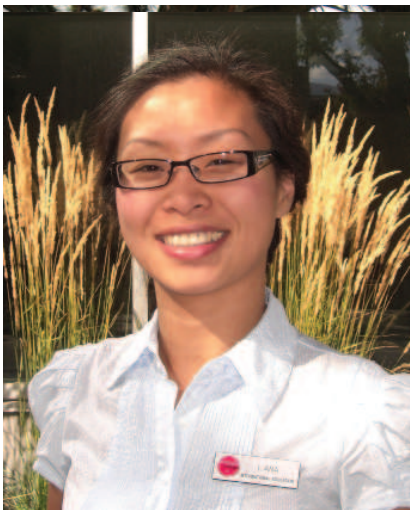
If you visit the International Office you will probably be greeted by Charlene, Sheri, or Lana. They can help you with general information about procedures (how to do certain things), events, activities, etc. If they don't have the answer to your question, they will refer you to someone who does.



Charlene Barren

[cbarren@okanagan.bc.ca](mailto:cbarren@okanagan.bc.ca)

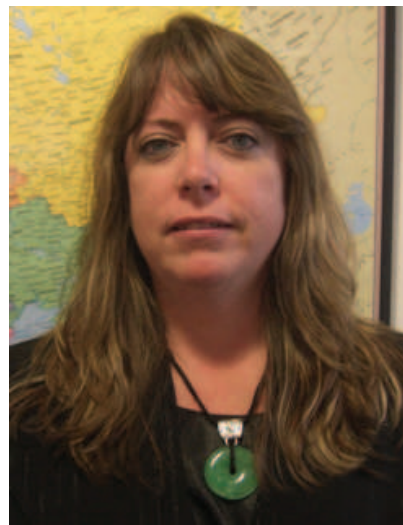
Local 4503



Lana Chen

[lchen@okanagan.bc.ca](mailto:lchen@okanagan.bc.ca)

Local 4240



Sheri McKinley

[smckinley@okanagan.bc.ca](mailto:smckinley@okanagan.bc.ca)

Local 4303

OC Switchboard: (250) 762-5445

OC IE Direct Line: (250) 862-5443

# STUDENTS AFFAIRS

## PROGRAMS • ACCOMMODATION MEDICAL & HEALTH • ACTIVITIES



Mame McCrea Silva  
looks after all matters relating  
to the homestay program.  
MSilva@okanagan.bc.ca  
Local 4670



Donna Mcgrath, Manager International  
Student Support and works at both the  
Vernon and Kelowna campuses  
dmcgrath@okanagan.bc.ca  
Local 4834



Cynthia Hernandez-Garcia  
Homestay Assistant  
Cgarcia@okanagan.bc.ca  
Local 4203



Masami Kostiuk  
International Student Services Assistant  
Mkostiuk@okanagan.bc.ca  
Local 4203

**OC Switchboard: (250) 762-5445**  
**OC IE Direct Line: (250) 862-5443**

## **BUS TICKETS/PASSES AND SCHEDULES**

A monthly bus pass costs \$43. Semester passes, available only for the fall and winter semesters, are \$138. Bus timetables are also available at the Students' Union store located in the Health Building.

## **POSTAL SERVICES**

You can buy postage stamps at the Okanagan College Student Union store. For the post office nearest your home, look in the white pages of the phone book under "Canada Post Corp"- Retail Outlets.

Mailing letters, cards, postcards to:

- other places in Canada - 57 cents
- the United States - \$1.00
- other countries - \$1.70

If the envelope is heavy, there will be an extra charge.

Extra cost: "Priority Post" or "Special Delivery" for faster service.

"Registered Mail" offers safe (but slow) delivery.

If you do not have an address in Canada, you can have your mail sent to:

(Your Name)  
c/o International Education  
Okanagan College  
1000 KLO Road  
Kelowna, B.C.  
Canada V1Y 4X8

# CAMPUS STORE

The **Okanagan College Campus Store** is located in the Student Services Building. They supply all textbooks, stationery, binders, art materials, Okanagan College clothing, and almost everything you will need for your studies.

The names of the textbooks for each course are listed on a bulletin board outside the bookstore. Please do not buy any books before your instructor has told you **exactly** which ones you need.

**KEEP THE RECEIPT!** Any book can be returned if it is in good condition and if you have the receipt for its purchase. If you want to exchange a book or obtain a refund, you must do it as soon as possible. It will not be possible to return a book if you wait more than 14 days.

## **Hours are:**

Monday – Thursday 8:30 a.m. to 4 p.m.

Friday 9 a.m. to 4 p.m.

For hours during the first week of the semester, please check at the Campus Store.

Students can sometimes buy Used Books. Used books are marked with large yellow or orange ‘USED’ stickers. Before you buy any used books, be sure that the author and edition are the same as the one your instructor has requested.

# ACCOMMODATION

## Homestays:

- are normally within 30 minutes of campus (by bus)
- provide a private bedroom and meals
- placement fee is \$250
- rent is \$750/month
- require a \$375 damage deposit on arrival. This is refunded when you leave if there are no outstanding charges or damages.
- require two months' rent in advance, payable to Okanagan College.
- student must give one months' notice on or before the first of the month if they wish to move.

**Remember to submit a 'CHANGE OF ADDRESS' form if you move.**

For additional information please refer to "Homestay Guidelines for International Students" available at the International Education Office.

## Dormitories – Skaha Place

- Cost: \$25 application fee
- \$1,900 - \$2,400 per semester depending on the type of room (excluding meals)
- \$150 security deposit
- Application forms are available at **Skaha Place:**  
#100 - 860 KLO Road, Kelowna, BC V1Y 9K9  
Phone 862-5422, OR on-line at [www.okanagan.bc.ca/housing](http://www.okanagan.bc.ca/housing)

There is a Residence Assistant (RA) on every floor. RAs are ready to help you if you have questions or concerns. The cellular number for the RA on duty is 863-1144. Students **MUST** give 60 days' notice before moving out (e.g. Notice given by March 1 if you plan to move out April 30.)

## Private Accommodation

Students are responsible for finding their own private accommodation. You can consult Kelowna newspapers or check with the Student Union housing registry.

# Medical Insurance

**ALL international students MUST have medical insurance.**

**If you have medical insurance from your home country**, and it covers visits to the doctor/hospital, you will be required to pay for BC services, then claim the amount from your insurance company. Proof of your insurance must be provided to International Education for your file.

For new arrivals there is a 3-month waiting period before you can receive coverage from **British Columbia Medical Insurance**. During this waiting period insurance with a private company (**Student Guard**) is available for \$1.75 per day. see [www.studentguard.com](http://www.studentguard.com) or visit the International Education website for details.



If you will be studying for a longer period, you must apply for insurance with BC Medical. This costs \$54 per month. When you see the doctor, you only show your medical card and you don't have to make any payments if the service is covered. Although the International Education Office will help you to apply, you are responsible for making BC Medical insurance payments directly.

A photocopy of your study permit **MUST** be sent with your BC Medical Services form because you are covered **only if your study permit is valid**. When you extend your study permit you must send BC Medical a copy of your new permit. If you change your address you must also let them know immediately.

# LIBRARY

Use the Library for quiet study or rooms for group study. Photocopiers and computers are available. For ESL students, there are aids to help you write the TOEFL tests e.g. sample tests, audio tapes, etc. For hours of operation phone: 762-5445 local 5452

(Renew on-line at <http://library-1.okanagan.bc.ca> Click on 'Patron Information' to enter your Student Number and Last Name).

Consult the Library Guide for services, how to get a library card, loan periods, costs for overdue materials, etc.

# COMPUTER SERVICES

Students can use computers located in the Library Info Commons. There are also several computer labs on campus. You can check their schedules at: <http://labsupport.okanagan.bc.ca>

**You need student identification to use these labs.**

Students have OC e-mail through the **MyOkanagan system**. Check the website to find out how to use it. ([www.okanagan.bc.ca](http://www.okanagan.bc.ca))

## **ISIC Cards**

The International Student Identity Card (ISIC) and the StudentSaver Card give full and part-time students access to money-saving discounts across Canada.

## **Accommodation**

The Students's Union has a partnership with a company called Homes4students.ca which offers accommodation of all sorts across the country. You can access the service on the Student Union website at [www.ocsu.ca](http://www.ocsu.ca)

## **Events**

The Students' Union offers a number of events throughout the year. There are karaoke nights, themed parties, movie nights, guest speakers, and many more great events. You can check the Students' Union events calendar by logging on to the website at [www.ocsu.ca](http://www.ocsu.ca).

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## **Parking**

On campus: You need a ticket (from ticket dispensing machines) or parking pass (from Facilities Management) to park your car or motorcycle on campus. Use only 'Student Lots'. If you are using student residence parking lots, please find out from the residence office where you can park. In Kelowna: avoid getting parking violation tickets, or having your car towed: be aware of parking signs and meter information.

## **Smoking policy on campus**

Smoking is allowed only in the gazebos. Please respect the space of those who do not smoke. Use proper bins or ash trays to dispose of cigarette butts. Do not leave them in flower beds, garbage bins or on the ground.

## **Security**

**For security services dial 6699 from any campus phone.**

*See Safety Tips on page 32 and 33.*

Send notifications to:

**BC Medical Services Plan,**

**Box 9035, Stn. Prov. Gov., Victoria, BC V8W 2X9,**

**or online: [www.healthservices.gov.bc.ca/exforms/msp](http://www.healthservices.gov.bc.ca/exforms/msp)**

Medical expenses are very high in Canada. If you have no medical insurance, a visit to a hospital will cost at least \$600. If you have to stay in the hospital it will cost about \$2,000/day. If you need surgery it will cost at least \$2,000. So please **make sure you have medical coverage!**

The hospital is for EMERGENCIES ONLY. Kelowna General Hospital is located at 2268 Pandosy.

**WHEN YOU VISIT A DOCTOR OR GO TO THE HOSPITAL, REMEMBER TO BRING YOUR MEDICAL INSURANCE CARD.**

It is a good idea to find a doctor for yourself before you are ill. This will allow you to get to know her/him and to record your medical history. If you need to see a **specialist** (a physician who treats specific types of illnesses), your doctor may give you a referral slip or send it directly to the specialist. You may have to wait for an appointment, depending on how busy the specialist is, or how urgent your problem is.

### **Walk-In Medical Centres in Kelowna**

**No appointment needed – just ‘walk-in’!**

(But times may change – phone before you go)

#### \*Orchard Medical Centre

#104 - 1990 Cooper Road

Telephone: 861-3235

Wkdays: 8 am – 8 pm

Wkends: 9 am – 6 pm

#### Lakeland Medical Clinic

1715 Ellis Street

Telephone: 478-0277

Wkdays: 8:30 am – 8 pm

Wkends: 10 am – 5 pm

\* denotes clinics which honour Student Guard direct billing.

\*Mission Medical Centre  
#102 – 3320 Richter Street  
(enter from Lanfranco Road)  
Telephone: 868-8222  
Wkdays: 9 am – 6 pm  
Saturdays: 9 am – 5 pm  
Sunday & holidays 10 am – 5pm

\*Medi-Kel  
140-1640 Leckie Road  
Telephone: 862-4991  
Wkdays: 8:30 am – 8 pm  
Telephone: 764-8878  
Wkends: 9 am – 8 pm

\*Rutland Medical Clinic  
25-590 W Highway 33  
Telephone: 862-5915  
Wkdays: 9 am – 8 pm  
WKends: 10 am – 6 pm

Glenmore Valley Medical  
107-437 Glenmore Road  
Telephone: 860-5811  
M,T,W,TH.: 9 am – 7 pm  
Fri., Wkends: 9 am–5pm

### **OCSU (Okanagan College Students' Union) Extended Medical and Dental**

Students who are in academic courses of a minimum of 9 contact hours are automatically enrolled in the OCSU Health and Dental plan. For the current cost of the plan please check with the Students' Union office. The plan pays part of the cost of services that are not covered in the basic B.C. Medical Plan. If you have proof of equivalent coverage from your home country and wish to opt out of the Health and Dental Plan, waiver forms must be filled out and submitted to the student union office within the first two weeks of the semester.

**CAMPUS HEALTH SERVICES** ...are confidential and offered at no charge to all students. Public Health nurses will provide health information, referral services, information about community agencies and counseling on a variety of health related issues.

**Student Services Building, Room A100**

Phone 762-5445 local 4279.

**The Campus Health office also has names and addresses of doctors, dentists and optometrists who are taking new patients.**

# WHATS ON CAMPUS?

## The Student Union (OCSU)

Offices are in Room H125 in the Health Building.

### Available services include:

**Faxing** The cost depends on the number of pages and the country to which it is being sent. To fax within Canada will cost 25¢ per page.

### Photocopying

Students can buy photocopier cards at the Library. These cards can be used at most photocopiers on campus. Students can also use the photocopier at the Student's Union without the card. Copies are 5¢ per page.

### Photocopier locations:

- Student Services
- Health Building
- Lab Building
- Library
- Students' Union

**'Free phones'** are located in the Student Services building near the doors to the cafeteria as well as on the second floor of the Lab 'C' Building and in the Trades Building.  
**For local calls only.**

**Phone Cards:** The Students' Union sells a number of brands of long distance phone cards at discounted rates.



## Currency

Canadian paper money (bills):  
\$5, \$10, \$20, \$50, \$100,  
\$500, and \$1000.



Coins are valued at one cent (a penny), five cents (a nickel), ten cents (a dime), twenty-five cents (a quarter), one hundred cents (a dollar), sometimes called a Loonie, and two hundred cents (two dollars), sometimes called a Twoonie.

**IF YOU WANT MONEY SENT FROM HOME**, your bank can advise you on the most reliable way to do this. **TRY TO CHOOSE A BANK WHICH HAS A DIRECT SIGNING RELATIONSHIP WITH A BANK IN YOUR HOME COUNTRY.** International Money Orders in Canadian or US dollars sent first class mail are generally the fastest.



### **INTERNATIONAL EDUCATION**

Office Hours:

Weekdays 8:30 a.m. - 4:30 p.m.

Phone: 250 - 8665443

Fax: 250 - 8625470



## **Dental Appointments**

Appointments with a dentist are not covered by medical insurance. You must pay cash for all dental services. However, if you are enrolled in the student dental plan, usually 80% of dental services will be covered up to a maximum of \$750/year. You will have to pay for the services and then claim the amount from the dental plan. Forms are available at the Students' Union Office.

Appointments with dentists must be made far in advance. If you have an urgent dental problem that requires immediate treatment, keep phoning different dentists until you find one who can see you right away.

For emergencies, the Kelowna General Hospital has a dentist 'on call'.

### **Dental services are available at:**

Creekside Dental Clinic

5 – 757 K.L.O. Road

Kelowna BC

Phone 862-9477

Office hours: 7:00 a.m. to 10:00 p.m.

CHECK THE YELLOW PAGES FOR DENTISTS

# Immigration

Citizenship and Immigration Canada website: <http://www.cic.gc.ca>

## STUDY PERMIT

International students may study ESL for a maximum of 6 months with a temporary resident permit (Visitor). Students who study longer than 6 months require a valid study permit.

**RENEWAL:** A study permit must be renewed before it expires. Start preparing the documents for renewal **8-10 weeks BEFORE the expiry date**. Application forms are available at the International Education Office. Staff may also be able to help you with any general questions you may have.

Please remember to give a copy of your new study permit to the International Education Office and to BC Medical.

## VOLUNTEER WORK

Students do NOT need special permission to volunteer, provided the volunteer position is **not normally a paid position**. To find out more about the types of volunteer opportunities available to students please contact the International Education Office or the Volunteer Coordinator at Kelowna Community Resources (Tel: 250-763-8058). Kelowna Community Resources is located at 255 Lawrence Avenue. Remember that **STUDENTS DO NOT HAVE TO BE CANADIAN CITIZENS TO VOLUNTEER.**

## All-In-One Account:

- must maintain minimum balance of about \$2,000
- slightly lower daily interest is paid
- cheques can be written without a service charge

## Personal Touch Banking:

- bank card for use at bank machines
- there is a charge for each use

## Safety Deposit Boxes:

- for storing small valuables and documents such as your passport. Rental is about \$30/year. You may have to go on a waiting list.

## Traveller's Cheques:

- can be purchased at banks. Foreign currency notes can be exchanged at the main downtown branches only.

## Bank Loans:

- are not available to students in Canada on a study permit. Finance companies charge a high rate of interest and generally ask for some form of security before granting a loan. It is important to know what form of security you are giving, and what will happen if payments are not made on time.

## Credit Cards:

- Visa and MasterCard are issued by most banks and trust companies upon formal applications. It may be necessary for student applications to be co-signed by a parent or other responsible relative.





**It is NOT a good idea to carry a large amount of cash with you, or to leave it sitting at home. Please put your money in a bank account and take enough cash for only your daily needs.**

The following **BANKS** are very close to OC:

**TD Canada Trust; Bank of Montreal; Royal Bank of Canada; Canadian Imperial Bank of Commerce (CIBC); Valley First Credit Union.** There is a bank machine by the Pit in the Student Services Building.

### **Types of Service**

There are three basic types of accounts: **Personal Chequing Account, True Savings Account and Daily Interest Savings Account.** They may be given a variety of names by the banks offering them, and may have different terms and conditions but they essentially serve as very good alternative to keeping a large sum of cash with you .

#### **Personal Chequing Account:**

- pays no interest
- provides monthly statements
- service charge for each cheque
- overdrafts are not permitted

#### **True Savings Account:**

- pays the most interest; interest calculated every 30 days on minimum balance
- no cheques
- personal withdrawals

#### **Daily Interest Savings Account:**

- pays less interest than Savings but interest is calculated daily on the balance

## EMPLOYMENT:

**On-Campus Work Permit** - International students are not required to obtain a work permit to work on campus. All students are eligible to apply to any job posting on campus. Students must be registered full time and have a valid study permit to work on campus.

**Off-Campus Work Permit** - Full-time international students, who have been studying in a full-time academic (not ESL) program for at least 6 months, may apply for an off campus work permit. All students must have a valid study permit, be registered into full time studies and be in good standing.

**Co-op Work Permit** - Some of the career, technology and degree programs have a co-op option in which qualified students are permitted to do paid work semesters in their programs. Please see the calendar or the Co-op Office for more information.

**Post-Graduate Work Permit** - Students who graduate from Okanagan College with a certificate (that requires at least 8 months of study, a two-year diploma or a four-year degree program) may be eligible to work in Canada for up to three years following graduation, but not exceeding the student's period of study. Employment must be related to the student's field of study. Contact the International Education Office for more information.

**Before you start working** you must apply for a Social Insurance Number (S.I.N.) The International Office has more information on how to apply.

**Co-operative Education** offers workshops on topics such as writing resumes, interview skills, and how to search for a job. You can also make an appointment to have them look over your resume for you. The Co-op office is located in the Student Services Building, Room A104.

# Cultural Liaison Staff help students by bridging

They work part-time, but are also



**Netia Simpson**  
Caribbean students



**Wendy Chiu**  
Chinese students



**Tahira Saeed**  
East Indian students

# Liaisons



**Sun Condy**  
Korean students



**Khalid Al-Adir**  
Middle Eastern students



**Kyoko Jones**  
Japanese students

That cultural liaisons are available for consultation. In emergency situations, students are available outside normal working hours. Please note that this number is for **emergencies only**.