
M E M O R A N D U M

REGISTRAR'S OFFICE

DATE: 09-Feb-2010

TO: **ALL STUDENTS - KELOWNA CENTRE**

FROM: Jane Muskens, REGISTRAR

SUBJECT: WINTER 2010 FINAL EXAM SCHEDULE

PLEASE NOTE:

1. Please read the exam schedule carefully. Check to ensure that you have noted the correct course and section number for each course in which you are enrolled. Note that not all sections of the same course are scheduled at the same time.
2. You should be familiar with the provisions in the Okanagan College calendar at <http://www.okanagan.bc.ca/calendar/general-academic-regulations-policies/general-academic-regulations-policies/examinations.html> which states, in part, that "students are expected to write final examinations at the scheduled times and dates".

If you have two exams scheduled at the same time or three exams scheduled within a 24 hour period (3 in a row) or insufficient travel time between centres for the purpose of writing a final exam please complete a Final Exam Change of Time form available at all Dean and centre offices or on-line at [http://www.okanagan.bc.ca/Assets/Departments+\(Administration\)/Registrar%27s+Office/Exam+Schedules/Out_of_Time_Form.pdf](http://www.okanagan.bc.ca/Assets/Departments+(Administration)/Registrar%27s+Office/Exam+Schedules/Out_of_Time_Form.pdf) . NOTE: DO NOT SUBMIT REQUESTS TO THE REGISTRAR'S OFFICE--**ALL FORMS ARE TO BE SUBMITTED TO THE APPROPRIATE DEAN'S OFFICE FOR APPROVAL.**

Thank you.