STUDENT RESOURCE GUIDE

Things you need to know...who, what, where.

OKANAGAN COLLEGE

VERNON CAMPUS

2017-18
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Welcome
Welcome to Okanagan College’s Vernon Campus.

This Resource Guide provides information you will need throughout the academic year regarding student services/resources.

If you have any questions please do not hesitate to contact us at the main administration office.

Contact Information
Okanagan College – Vernon Campus
7000 College Way
Vernon, BC, V1B 2N5
Telephone: (250) 545-7291

Administration Office Hours
September - April
Monday-Thursday 8 am - 4:30 pm
Friday 9 am - 4:00 pm

Note: Hours vary during the Christmas break.

Orientation 2017

Orientation is on September 5, 2017.

This is the day for you to get connected with others, set up your computer access, find out where your classes are, download your timetable, meet some of your instructors, have some fun and free food.

You can also participate in Kick Start after lunch and get your student identification picture taken, purchase your parking pass, and buy your textbooks.

September 6th is the first day of class.
Student Resources
Listed below are the Student Resources available to OC students on the Vernon Campus, with the schedules, locations and phone extensions.

Please see the Administration Office receptionist or phone 250-545-7291 Ext: 0 for more information or to book appointments.

Aboriginal Student Centre
The Aboriginal Student Centre offers aboriginal students support, advice, and referral to career or personal counselling. The staff also assists in the development of cultural and social activities for aboriginal students. The office is located in room B311 above the Kal View Cafe.

Hours: Monday to Friday 8:30 am – 4:30 pm
Aboriginal Transitions Planner: Marilyn Alexis, Ext. 2284

Academic Advising
Our Academic Advisor can help with program information and requirements, course selection, program planning, transfer credits, and pre-requisites. The office is located in the Administration Office.

Hours are: Monday to Friday 10:00 am-4:30 pm
Academic Advisor: Kim Strilchuk, Ext. 2261 kstrilchuk@okanagan.bc.ca

Counselling Services
Counselling services help students address a wide range of problems that can interfere with their ability to meet academic and personal goals. Some of the common concerns are anxiety, depression, relationships, self-esteem, career planning, and stress management.

Hours: By appointment - Monday- Friday 8:30 am-4:00 pm
Counsellor: Derrick Doige, Ext. 2208 ddoige@okanagan.bc.ca
Accessibility Services
Students who have verifiable disabilities such as a Learning Disability, Visual or Hearing Impairments, Neurological Impairments, Mobility Issues, Mental Health Issues, or Chronic Health Issues may be eligible for services through the Accessibility Services Department.

The Accessibility Services Coordinator can provide assistance with registration, instructor liaison, physical access, accommodated exams, and also help students to complete applications to access supports such as care attendants, subject area tutors, note takers, visual language interpreters, adaptive equipment, and alternate format textbooks.

The Accessibility Services Office is located in the Administration Office. Book an appointment with Accessibility Services through the administration office or with the coordinator directly.

Coordinator: Amanda Pope, Ext. 2209 or apope@okanagan.bc.ca

Campus Store (Bookstore)
The Campus Store is the place to buy books, supplies, clothing, snacks, etc. It is located in room A212. After the first two weeks of class, student photo IDs are taken at the bookstore.

Hours: 8:30 am to 1:00 pm, Monday to Thursday
Closed Friday

There will be extended hours in September and January.

Bookstore Assistant: Jodi Kokonis, Ext. 2242

Financial Aid and Awards
At each campus, Financial Aid & Awards Assistants can provide information and assistance on sources of student aid and awards, applying for government and institutional funding such as Loans, Grants and Upgrading Funding. At the Kelowna Campus, Financial Aid Analysts are available to help with more in-depth financial aid information, assistance with appeals as well as financial literacy, budgeting and student loan processes and repayments.
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Vernon Financial Aid Assistant Hours are (Administration, Office A307):
Monday to Friday 9:00 am to 12:45 pm
Email: tgolanowski@okanagan.bc.ca
Telephone: 250.545.7291, ext 2264

Kelowna Financial Aid & Awards Hours are:
Monday to Friday 8:30 am to 4:30 pm (Sept to April)
  8:00 am to 4:00 pm (May to August)
Email: financialaid@okanagan.bc.ca
Website: www.okanagan.bc.ca/financialaid
Telephone: Toll Free in BC - 1-800-767-5492

Enrolment Services
Enrolment Services are responsible for applications, registration, tuition fees, course additions and withdrawals, grades, transcripts, transfer credit, change in name, and change in address or telephone number.

Enrolment Services is located in the Administration Office.

Student Success Centre
The Student Success Centre is located in room D314.

The Student Success Centre assists all Okanagan College students with their studies by providing one-to-one and small group support beyond regular class time. The Success Centre helps students with math (all levels), statistics, sciences, calculator skills, spreadsheet/database skills, word processing, grammar, punctuation, vocabulary, reading comprehension, essay/research paper writing, organizing ideas and making outlines.

There is no fee for these services. Students can drop in for help or make an appointment.

The Success Centre staff: Phil Schellenberg pjschellenberg@okanagan.bc.ca (Math and Science) and Michelle Doege (English) mdoege@okanagan.bc.ca.

Library
The library is located in the room C315. A librarian is available to help with your assignment research.
The library has books, journal articles and media for research assignments. Some of these research materials are electronic (e-books and articles in library-licensed databases) while other formats include DVDs, print books, and statistics.

The library has weekday deliveries to bring material from other OC campus libraries. Material from university and college libraries outside the Okanagan is also available through Interlibrary Loans. You can renew library material online, by phone or in-person.

The library has a variety of study spaces: group study rooms, individual desks, tables, and computer workstations. It is also the place to go to borrow a laptop computer, memory stick, calculator, headphones, and other equipment. You can scan, photocopy, or print in the library.

The library is open all year round.
Hours: (September – April)
- 7:30 am – 9:00 pm Monday – Thursday
- 7:30 am – 5:30 pm Friday
- 8:30 am – 4:00 pm Saturday
- 12:00pm - 4:00 pm Sunday

Librarian: Jennifer Sigalet      Email: jsigalet@okanagan.bc.ca

Fitness Centre
Students have access to the fitness centre during posted hours of operation. There is a one-time non-refundable $10.00 fee for your recreation pass (Salto card). New members are required to fill out a waiver and Par Q+ (The Physical Activity Readiness Questionnaire) at the Administration Office before their recreation pass is issued.

Change rooms with one-day lockers and showers are available. Please be sure you have read and understood the policies and facility etiquette and adhere to them.

Coordinator: Joan Smeyers, Ext: 2205
OC Student Employment Program
This program is designed to provide work experience for OC students through part-time jobs at OC campuses.

The jobs and descriptions are posted on the OC website, throughout the year, under “Work Here” under the About Okanagan College tab. For Computer Lab Monitor positions, go to OC IT Services. Students are encouraged to apply for positions as soon as they are posted.

Eligibility
OC Students enrolled in degree, diploma or certificate programs that are taking a minimum of 2 courses per semester and are in good academic standing may apply. During the summer term (May - August) students need to have been enrolled in a minimum of 2 courses in the previous term and intend to return to OC in the subsequent fall semester.

Hours and Wages
Students can work a maximum of 15 hours per week during the Sept.–Dec. and Jan.–April terms. During the summer term, May–August, students can work a maximum of 35 hours per week. The maximums are for all student jobs combined, so please make sure you are not working more than allowed. Wages start at $11.10 per hour. Both you and your supervisor must complete and sign a bi-weekly timesheet. You will be paid bi-weekly by direct deposit.

To Apply
Review job postings. For IT Services Monitor positions, go to OC IT Services. For all other positions take your OC Student Employment Application form to the supervisor(s) of the job(s) you are interested in.

Co-operative Education
Co-operative Education is a three-way partnership between students, employers, and OC, combining a student’s academic terms with paid work terms. The Okanagan College website has further information regarding co-ops such as: details on all co-op degree and diploma programs, general program information, specific course information, program employment focus, and student and graduate availability, a downloadable Application Form, available in Adobe Acrobat (pdf) format, and the Co-op Student Information Handbook contains information on Co-op Department policies, procedures and processes. It addresses typical questions
raised by previous co-op students. There are co-op student job postings available on the OC website.

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**Awards**

Apply, apply, and apply! [www.okanagan.bc.ca/financialaid](http://www.okanagan.bc.ca/financialaid)

Okanagan College offers a variety of bursaries, scholarships, and awards. For a listing of these awards, you can go to the OC website under Current Student, and then click on Financial Aid.

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**Student Loans**

For information regarding student loans please refer to the OC website under Become a Student-Student Services-Financial Aid or visit StudentAidBC at [www.studentaidbc.ca](http://www.studentaidbc.ca)

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**Vernon Students’ Association - Okanagan College**

VSAOC is located in rooms C312A & C312B.

The VSAOC provides the services of: Used Textbook Store, Bus Pass Sales, Student Food Bank, The Good Food Box Program, Bottle and Drink Recycling Bins, Student Society Emergency Aid Program, Scholarships, Student Health and Dental Plan, Student Advocacy, Campus Events and more.

The VSAOC also provides information on:

Student Work Abroad Program, Tuition Fees, Financial Aid, Tenant Rights, Employee Rights.

For details, call Eric Reist, General Manager, at 250-545-7291, Ext 2213. Hours are posted outside the office. [http://vsaoc.ca](http://vsaoc.ca)  [https://www.facebook.com/vsaoc](https://www.facebook.com/vsaoc)

Each September the VSAOC asks for nominations of students who would like to run for student elected positions on Student Council.
Enactus
Enactus is a student-led group that engages in projects aimed to make positive contributions to the community. Enactus gets students to apply what they are learning in school to real life initiatives while developing valuable new skills.

Students involved in Enactus have the opportunity to present the results of their project at regional and national competitions. Examples of the projects include: Young Entrepreneur Competition, Install Life, Help Hunger Disappear, and MOMentum.

All students on the Vernon Campus are welcome to join.

Contact: http://enactusoc.ca/ or vpvernon@enactusoc.ca

Kal View Cafe
The Kal View Café (cafeteria) offers a large variety of food such as breakfast items, sandwiches, burgers, fries, salads, wraps, coffee, juice, sweets and chips.

Hours: Monday to Thursday 7:30 am - 5:00 pm
     Friday 7:30 am – 3:00 pm

Parking
Day, Monthly, Semester, Fall & Winter Semester Pass, and/or Annual Pass

Current fees: www.okanagan.bc.ca/parking

Visitor (2 hour maximum) - metered

Parking passes other than day passes are valid at all OC Campuses. Pay parking is in effect weekdays until 5:00 pm. Priority parking is given to those driving smart cars/hybrids and those who are carpooling.

Fine rates are $40 per violation reduced to $20 if paid within five business days.
Bus Routes
There are two locations to catch the bus to the Vernon Campus:
31st Avenue and 30th Street (Downtown) and 16th Avenue and 32nd Street.

For scheduling and route information see the website: www.busonline.ca.

VSAOC sells bus passes at student rates as follows:
- Concession Single Zone Passes are $35
- Concession Multi Zone Passes are $40
- Semester Passes 1 Zone (4 month) are $100
- Semester Passes 2 Zone (4 month) are $120

Car Pooling
The Vernon Students’ Association - Okanagan College (VSAOC) provides our students with access to a Ride Share Program.

For more information visit www.vsaoc.ca

Bicycles
Bicycle racks are located outside the Administration building. Make sure your bicycle is properly secured through the frame to the bicycle rack with a cable or chain.

myOkanagan
To access myOkanagan go to www.okanagan.bc.ca and click on myOkanagan just above the About Okanagan College tab.

Your myOkanagan account is where you can access the OC webpage, take tutorials, get your course information, register and drop classes, get student records, get tax forms, look up cancelled and waitlisted classes, apply for OC student jobs, view your class schedule and fee assessment, get your final grades, obtain your tuition income tax receipt, join groups and much more.
Your myOkanagan ID is your 9 digit student number. Your Default Password is your Birthdate in mmddyy format. i.e. May 26, 1982 would be 052682. You will be prompted to change your password. Remember your new password!

Your OC email address
Okanagan College will use the personal email address you’ve provided. Okanagan College will send important information about your classes, waitlists and events to that personal email address. If you prefer, Okanagan College will send email to your myOkanagan email account. Every student at OC is set up with an email account through the OC website. This email account is called your myOkanagan account. Your email address will be your firstname.lastname@myokanagan.bc.ca (e.g. - john.doe@myokanagan.bc.ca).

Wireless Network
The OC wireless network is available on campus. When logging into the OC wireless use your myOkanagan username and password.

Student Photo ID Card
Get your photograph taken during the posted times in the Student Success Centre during the first two weeks of each semester.

You will need one piece of identification (e.g. driver’s license, BC ID card, and passport) and your student registration papers with your OC student number.

Pick up your Student Photo ID approximately one week later in the library. After the first 2 weeks of class, please go to the bookstore to get your photo ID taken.

With this ID you can get student discounts where applicable and borrow material from the library.
Tax Forms
Tax forms T2202A for 2017 are available on the OC website; however, these forms are not available until the last day of February, 2018. Students will be able to access these forms through their myOkanagan account.

Bulletin Boards
Bulletin boards are found all over the campus and are categorized as the following: Campus Events, Community Events, College Information, Course and Program Information, Market Place, Services and Volunteering, Housing, and Employment.

Please respect the different boards and place only appropriate information. If you would like anything posted, please bring it to the Administration Office.

Pay Per Print
As part of its commitment to sustainability, Okanagan College uses print management software to monitor, track, and charge for printing and copying on campus.

For details go to: www.okanagan.bc.ca/payperprint

Campus Security
If at any time you feel unsafe on campus and require a security escort to your vehicle or to any destination on campus, security is here to help. For help, inquiries or reports call ext. 2211 or (250) 307-4574.

Health and Safety
First Aid Attendants are available on Campus.

Walk in Medical Clinics:
Fruit Union Plaza
116 – 3101 Highway 6

North Okanagan Medical Clinic
5001 Anderson Way
College of Physicians & Surgeons
Doctors accepting new patients 1-800-461-3008 or www.cpsbc.ca

Scent Free Zone
Scented products contain chemicals which can cause serious problems for many people, especially those with asthma, allergies or environmental illness.

We ask that you please avoid wearing scented products to work, in the classroom and in shared public spaces, including the library.

Smoking
It is the policy of the College that smoking is prohibited in all buildings, vehicles and grounds. On College property, smoking is restricted to designated outdoor smoking areas (One gazebo located in the central courtyard).

Grading Practices

<table>
<thead>
<tr>
<th>Percent</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A+</td>
</tr>
<tr>
<td>85-89</td>
<td>A Grades = First Class</td>
</tr>
<tr>
<td>80-84</td>
<td>A-</td>
</tr>
<tr>
<td>76-79</td>
<td>B+</td>
</tr>
<tr>
<td>72-75</td>
<td>B Grades = Second Class</td>
</tr>
<tr>
<td>68-71</td>
<td>B-</td>
</tr>
<tr>
<td>64-67</td>
<td>C+</td>
</tr>
<tr>
<td>60-63</td>
<td>C Grades = Pass</td>
</tr>
<tr>
<td>55-59</td>
<td>C-</td>
</tr>
<tr>
<td>50-54</td>
<td>D Grade = Marginal Pass</td>
</tr>
<tr>
<td>0-49</td>
<td>F Grade = Failure</td>
</tr>
</tbody>
</table>
**Important Dates**

**September 2017**
- Sep. 4: Labour Day – Okanagan College closed.
- Sep. 5: College-wide orientation day.
- Sep. 5: ASE start of semester one.
- Sep. 6: Classes begin.
- Sep. 15: Last day to register for a fall semester course.
  - Last day to receive a refund of tuition fees for course drop.
  - Last day to drop a course without a withdrawal being recorded on the student’s record.
  - Last day to change course registration status from audit to credit.

**October 2017**
- Oct. 9: Thanksgiving Day - Okanagan College closed.
- Oct. 27: Last day to withdraw from a course without academic penalty (“W” grade will appear on Permanent Record/Transcript).
  - Last day to change registration status from credit to audit.

**November 2017**
- Nov. 11: Remembrance Day Holiday – Okanagan College closed.
- Nov. 13: Stat. Holiday (no classes)

**December 2017**
- Dec. 5: Last day of regularly-scheduled classes for academic transfer, degree, and diploma programs.
- Dec. 7-18: Final exam period for academic classes.
- Dec. 18: ASE last day of classes before holiday closure.
- Dec. 20: AACP classes and exams end.
January 2018
Jan. 1 - New Year’s Day – Okanagan College closed.
Jan. 3 - Classes begin. ASE classes resume.
Jan. 12 - Last day to register for a winter semester course.
    - Last day to receive a refund of tuition fees for course drop.
    - Last day to drop a course without a withdrawal being recorded on the student’s record.
    - Last day to change course registration status from audit to credit.
    - Last day to submit a grade appeal to the Registrar’s Office for fall semester. Submission and fee must be received by the Registrar by 4:00 p.m.
Jan. 26 - ASE End of semester one.
Jan. 31 - ASE Semester two starts.

February 2018
Feb. 12 - Family Day – Okanagan College closed.
Feb. 13-16 Mid-semester study break. No classes for all academic programs.
Feb. 13 - ASE study break.
Feb. 17 - Saturday classes will be held.

March 2018
Mar. 2 - Last day to withdraw from a course without academic penalty.
    Last day to change registration status from credit to audit.
Mar.19-23- ASE study break.
Mar.16-23- AACP study break
March 30-April 2 Easter (no classes or exams).

April 2018
Apr. 12 - Last day of regularly-scheduled classes for academic transfer, degree, and diploma programs except Human Service Work and Practical Nursing.
Apr.16-26 Final exam period for academic classes.
Apr. 26 - AACP Classes and exams end for classes.

May 2018
May 21 - Victoria Day - Okanagan College closed.
May 25 - Last day to submit a grade appeal to the Registrar’s Office for winter semester. Submission and fee must be received by the Registrar by 4:00 p.m.

**June 2018**
Jun. 20 - ASE end of semester two.
Jun. 21 - AACP Classes and exams end for flex classes.

**July 2018**
Jul. 1 - Canada Day Holiday – Okanagan College closed.

**August 2018**
Aug. 6 - BC Day Holiday – Okanagan College closed.

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**Tuition and Fees**

For details go to:  [www.okanagan.bc.ca/tuition](http://www.okanagan.bc.ca/tuition)

**Additional Fees**

**Application Fee** (non-refundable)
Domestic Applicants: $30.00
International Applicants: $100.00

**Transcript Fee**
Transcripts can be ordered online through your myokanagan account. There is a $10.00 for each transcript

**Grade Appeal Fee**
$30.00 per course grade appeal. The fee is returned if the appeal is successful.

**Health and Dental**
You may opt out of the Extended Health and Dental plan if you already have coverage through another provider. Proof of such coverage must be provided to the student association. All students wishing to waive the mandatory Extended Health and Dental Plan coverage must complete the online waiver within thirty
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(30) days of the start date for their applicable program of study. There are no exceptions to this requirement. Visit http://vsaoc.ca for opt-out forms and more information.

FAQs

Is OC a part of UBCO?
No, OC is not a part of UBCO. When Okanagan University College (OUC) ended in 2005, UBCO and Okanagan College were created as separate entities. If you want to transfer to UBCO, please make an appointment with our Academic Advisor for more information.

Is OC closed for the summer?
No, OC is not closed for the summer. The Vernon Campus is open from Monday to Thursday from 8 am to 4 pm, Friday from 9 am to 4 pm. Some programs continue through the summer. The Kelowna campus offers summer classes over two compact semesters. Distance Education continuing studies courses are also available in the summer.

How do I access my timetable and schedule?
Go to the OC website at www.okanagan.bc.ca and click myOkanagan. Enter your student number and your password. Click on the student tab at the top of the page. Select Registration. Click on Week at a Glance. Type in the date you want to look at and a weekly schedule will show up at the bottom of the page.

What do I need to know about waitlists?
"Wait List" indicates you are waitlisted for the course. "Wait Seat Available" indicates that a seat is being held for you. On a regular basis students are encouraged to login to myOkanagan and check the status of their waitlisted courses (at least once a day during the waitlist period).

Telephone enquiries regarding your waitlists will not be accepted. Arts/Science students may register and/or waitlist in a combined total of courses not exceeding 18 credits. You cannot be registered in one section of a course and waitlisted in another section of the same course.
Further information can be found in the Course Waitlist Policy section of the Calendar on the college website under Current Students/Registrar’s Office/Waitlists.

**What do I do if I am waitlisted for a class?**

**Fall Semester 2017**
The usual practice for waitlisted classes, is starting the 1st business day of August, any seats available will be indicated by “WH” and you may register. It is your responsibility to check your status. You will have 48 hours to claim your waitlisted seat. After 48 hours, unclaimed seats will be offered to the next students on the waitlist. Waitlists are dissolved on Sept. 9 at 4 pm. Starting at midnight, Sept. 9, anyone can register online for the remaining available seats on a first-come, first-served basis. In-person registration is available Sept. 10th at 8:30 a.m. **Please note, that the timelines may change, so please check the website for updated information.**

**Winter Semester 2018**
Starting the 1st business day of December, any seats available will be indicated by “WH” and you may register. It is your responsibility to check your status. You will have 48 hours to claim your waitlisted seat. After 48 hours, unclaimed seats will be offered to the next students on the waitlist. Waitlists are dissolved on Jan. 13 at 4 pm. Starting at midnight on Jan. 13, anyone can register online for the remaining available seats on a first-come, first-served basis. In-person registration is available Jan. 14 at 8:30 a.m. **Please note, that the timelines may change, so please check the website for updated information.**

**Do my courses transfer to my intended university?**
Generally, most first and second year courses transfer to most universities but it depends on the particular university and the specific class. The best way to find out if your courses will transfer is to use the BC transfer guide website:  
www.bctransferguide.ca

It is a good idea to get in touch with an academic advisor at your intended university to make you sure you are on the right track. You may find it useful to book an appointment with the academic advisor here at OC before you take the course.

**What is my computer password? (OC Windows Network, myOkanagan, Library)**

**OC Windows Network** – To login to any OC computer, use your OC 9 digit student number as your username and your date of birth in mmddyy format (e.g. May 26, 1987 would be 052687) as your password to login to student computers in the library and any classroom or computer lab.
MyOkanagan uses your OC 9 digit student number as your username. The first time you use myOkanagan your password will be your date of birth in mmddyy format. You will be prompted to select a new password. Remember your new myOkanagan password!

Your library account uses your OC 9 digit student number as your username and your last/family name as your password.

What should I do if my password isn’t working?
Click on the ‘Forgot your password’ link on the myOkanagan log in page and correctly answer the three security questions.

How can I use the library databases from home?
To access the library databases go to the OC website (www.okanagan.bc.ca) and click on Library under the Student Services tab. Under the FIND button click on Articles for journal and newspaper databases. Under “Find Databases by Subject” choose your subject area. Click on a database title. You will be prompted to enter your OC student number and your last/family name. Or try the library search engine, OCtopus. OCtopus searches several library article databases as well as books and videos. Use OCtopus to start your research.

How do I contact my instructor?
Your instructor will inform you on the best ways to contact him or her, and it is by email, moodle, or drop in office times. You can also find up to date emails and local numbers for staff and faculty by going to the People Directory link under the About Okanagan College tab.

How can I manage exam anxiety?
Make an appointment with Derrick Doige, the counsellor on campus, for a personal session. Ext. 2208.

What does Continuing Studies (CS) offer?
Continuing Studies offers a number of different classes (not for credit), some of which take place in a day and some run for the length of a semester. Certificate programs such as Education Assistant and Esthetics and Nail Technology are also offered. Continuing Studies puts out a brochure with a listing of the classes during the fall, winter and spring. This brochure lists what the class involves, the dates it is running, and the cost. Some classes, however, do not make it into the brochure in time so please ask at the Continuing Studies counter in the Administration Office or call the college at 250-545-7291, Ext. 2850.
When will the new CS brochure be out?
The new Continuing Studies brochure comes out at the beginning of January, August and April.

What is the student activity fee for?
The student activity fee goes toward recreation passes, student events, and any equipment that is useful for student activities.

When can I get my Recreation Identification Card?
You can get your recreation centre pass after your student fees have been paid. Cards are valid as long as you are an active student.

What about parking?
All parking on campus is pay parking. You can pay meter rates, buy a monthly/semester permit from reception, or pay daily at the two machines located in the semester parking lots. Please visit the webpage for more information: www.okanagan.bc.ca/parking