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Online How-to Videos

If you haven't had a chance to view the how-to videos posted on the College's YouTube channel (www.youtube.ca/okanagancollege), here is a comprehensive list for you to review:

- [How-to Apply Online](#)
- [How-to Use ClassFinder](#)
- [How-to Search for Labs in ClassFinder](#)
- [How-to Login to myOkanagan](#)
- [How-to Check Your Application Status in myOkanagan](#)
- [How-to Accept or Decline Your Offer of Admission in myOkanagan](#)
- [How-to Find Your Registration Time Ticket](#)
- [How-to Add and Drop Classes in myOkanagan](#)
- [How-to Join a Waitlist in myOkanagan](#)
- [How-to Register for a Waitlisted Course in myOkanagan](#)
- [How-to Make Online Banking Payments](#)
- [How-to Search for Awards](#)
- [How-to Print Your T2202A Tax Receipt](#)
- [How-to Order Your Official Okanagan College Transcripts](#)
- [How-to Order Your Unofficial Okanagan College Transcripts](#)
- [How-to Find Your Account Balance](#)
- [How-to Order Your OUC Transcripts](#)
- [How-to Update Your Email Address](#) **NEW**



Scheduling Office News

The scheduling office is pleased to announce the campus information sessions during the month of November in Vernon, Salmon Arm and Kelowna were very successful.

As well, the new user group has been established. Members of this group are: Allison MacMillan, Ardiss Stutters, Pam Wetterstrand, Roberta Massey, Shelly Ikebuchi and Verna Simpson. This group will be testing the electronic pre-prints over the next couple of weeks. Electronic pre-print workshops will be set up in January with more details emailed out to users in the next few weeks.



Okanagan College
Registrar's Office

www.okanagan.bc.ca/registrar

December 2012

Education Council News

Education Council did not meet during the month of December but will resume its regular meeting schedule in January.

Academic Schedule for 2013-14 Online

The 2013-14 Academic Schedule is now available for viewing online. The remaining schedules for 2013-14 should be going to the Board for approval at their January meeting.

Volunteering for the Salvation Army

Members of the Registrar's Office and Human Resources volunteered their time and energy helping out the Salvation Army December 6. Sorting through a mountain of toys that were piled on tables, they created order out of chaos by the end of the day.



Certificate of Excellence Awarded

The Ministry of Education has awarded Okanagan College a Certificate of Excellence in recognition for improving the detection of PEN Match Errors

by 27 per cent in one year. Congratulations to Systems Officer Max Rhein.

Congratulations Lulu Hall



Lulu Hall was among the 101 employees recognized for their years of service at the annual Employee

Recognition event November 14, 2012. Lulu works in Admissions and has been with the College for 15 years. Congratulations Lulu!

Reminder: Phones will be Busy in January

Please keep in mind that answers to calls on the general registration phone line may be delayed during the first two weeks of registration in January.

Find the LPI Schedule Online

For students enquiring about where to find the schedule for the LPI (Language Proficiency Index) test, you can direct them to Become a Student within the How to Apply section or this [link](#). Further information about the LPI test can be found at www.lpittest.ca.

For all the testing requirements information, please refer prospective students or applicants to www.okanagan.bc.ca/testing.

Reg Office Closure

Please make note that the Registrar's Office will be closed December 18 from 2 - 4:30 p.m.

December 2012

- 5-15** Final Exam period
- 13** Fee payment deadline
- 18** Last day to submit final grades Reg Office closure at 2 p.m.
- 24** College closes at 3 p.m.
- 25- Jan 1** Christmas closure - College is closed to the public

January 2013

- 1** New Year's Day (no classes)
- 2** Classes begin for all academic transfer, degree, and diploma programs
- 3** Kelowna campus Welcome Back Winter BBQ
- 7** First day of classes for Practical Nursing Diploma program (Winter intake)
- 11** Last day to submit a grade appeal to the Registrar's Office for the Fall semester by 4 p.m., last day to register for a Winter semester course, last day to receive a refund of tuition fees for course drop, last day to change course registration status from audit to credit, last day to waive medical/dental insurance
- 11** Stable enrolment date
- 12** Winter Convocation

Please remember, final grades are due December 18.

Heather Brown

Admissions, Kelowna

Describe a typical day: I am currently responsible for admission to the following programs: Early Childhood Education, Health Care Assistant, Human Service Work, Practical Nursing, Pre-LPN Biology, and Therapist Assistant. Each of these programs requires a significant amount of document review and assessment as well as critical interaction with prospective students, program chairs, faculty and staff from other campuses.

In addition to working at Okanagan College, I am also very active in the Okanagan College Toastmasters' Club and encourage other staff to join. Also, I have recently been appointed to the ILT (Institute of Learning and Teaching) at the College as a Fellow for Employees with a Non-Instructional focus. One of my roles with the ILT is to facilitate the Lunch and Learn sessions held on campus, which all staff are invited to attend.

Favourite part of your job: I thoroughly enjoy interacting with the students and guiding them through the admission process. I also look forward to the daily communications I have with the registration staff as our roles often interact with one another. And I am very appreciative of the positive and productive working relationships I have with each of the program chairs and faculty.

Interests outside of work: In addition to completing my Master's Degree, I have also been very active volunteering my time in the community. I recently completed two terms (six years) as President of the Society of St. Vincent de Paul, delivering food hampers to families in need each week. A highlight each year was providing a traditional (sit down) Christmas dinner for all the families we served throughout the year. The last year we provided dinner for over 300 people as well as giving out 112 Christmas hampers filled with food, toiletries and gifts. As well, for the past six years, and with the help of over 100 volunteers, I co-ordinated a huge and very successful annual fall bazaar. All profits from the bazaar were given to charities within our community.

Dream vacation spot: Scotland

Family: My husband Gary and my children, Matthew and Catherine.

Where were you born/raised: I was born and raised in Sudbury, Ontario.

How long have you worked at Okanagan College: I am in my 17th year of employment at Okanagan College, with the last 10 of those years working in Admissions.

Future plans: During the fall of 2011, I successfully finished the LCI (Learner Centred Instructor) program at Okanagan College and I am looking forward to completing the Provincial Instructor Diploma program.



Student Satisfaction Survey Results for 2012

Okanagan College employees can now access the results of the 2012 Student Satisfaction Survey within their myOkanagan account. Here are just a few of the results:

- **agreement that the fee process is clear and efficient is up 10 per cent from 2010 to 84 per cent**
- 90 per cent of students said Okanagan College was their first choice
- 92 per cent of respondents say attending Okanagan College was a good experience
- 88 per cent of respondents would recommend their program to others
- almost 70 per cent of students are planning to complete a credential at Okanagan College

Read the full report in your myOkanagan account under OC Reports.

Extensions

as of December 2012

AACP (Adult, Academic & Career Program)	4404
ABORIGINAL SERVICES	4322
ADMISSIONS	5417
ADVANCEMENT & FOUNDATION	4774
ADVISING (Kelowna)	4119
ALUMNI	4771
APPRENTICESHIP	4347/4687/4880
ARTS	4734/4867
ASE (Adult Special Education)	4459
AUDIO VISUAL	4737
BOARD OF GOVERNORS	4712
BOOKSTORE (Kelowna)	4586
BOOKSTORE (Penticton)	3246
BOOKSTORE (Salmon Arm)	8204
BOOKSTORE (Vernon)	2242
BUSINESS	5682
BUSINESS SERVICES (Purchasing)	5682
CAFETERIA	4426/4314
CAMPUS HEALTH	4279
CAMPUS RECREATION	4754/4360
CAMPUS TOURS (Kelowna)	4469
CENTRAL STORES	4261
COMMERCIAL AVIATION	4552/4325
CONTINUING STUDIES (Kelowna)	5480
CONTINUING STUDIES (Penticton)	3214
CONTINUING STUDIES (Salmon Arm)	8205
CONTINUING STUDIES (Vernon)	2850
CO-OP/EMPLOYMENT SERVICES	4480
COUNSELLING	4119
DATA ENTRY	5414
DAYCARE (Little Scholars)	5653
DENTAL	4281
DINING ROOM (Infusions)	5455
DISABILITY SERVICES	4119
DISTANCE EDUCATION	4475
FACILITIES MANAGEMENT	4262
FACULTY ASSOCIATION	8251
FEZZIES	5660
FINANCIAL AWARDS	4119
FIRST AID	4262/6699
GRAD OFFICE	5449
GYM (Kelowna)	4286
HEALTH & SAFETY CO-ORDINATOR	5601
HEALTH & SOCIAL DEVELOPMENT	4310
HUMAN RESOURCES	4717
INSTITUTIONAL RESEARCH	4529

INTERNATIONAL EDUCATION	4503
IT SERVICES - HELP DESK	4444
LEARNING CENTRE (Kelowna)	4647
LIBRARY (Kelowna)	5452
OFFICE ADMINISTRATION	4393
O'TOOLS (Trades Coffee Shop Kelowna)	4690
PARKING	4262
PAYROLL	4312
PRESIDENT'S OFFICE	4715/4788
PRINT SERVICES	4242/4545
PUBLIC AFFAIRS	4649
RECRUITING (Business)	4691
RECRUITING (Kelowna)	4469
RECRUITING (Penticton)	3205
RECRUITING (Salmon Arm)	8259
RECRUITING (Vernon)	2309
REGIONAL DEAN (Kelowna)	4501
REGIONAL DEAN (Penticton)	3215
REGIONAL DEAN (Salmon Arm)	8238
REGIONAL DEAN (Vernon)	2205
REGISTRATION (8:30 a.m.-4:30 p.m.)	5414
SCHEDULING OFFICE	4929/4625
SCIENCE & ENGINEERING TECHNOLOGIES	4310/4757
SECURITY (Kelowna)	4333/6699 cell (250) 317-2435
SECURITY (Penticton)	3290
SECURITY (Salmon Arm)	(250) 515-0420
SECURITY (Vernon)	2211
STUDENT PHOTO ID	4520
STUDENT RESIDENCE	5422/4429
STUDENT ASSOCIATION (VSAOC)	2213
STUDENT UNION (OCSU: K, P, SA)	4250
SWITCHBOARD (Kelowna)	4200 or 0
SWITCHBOARD (Penticton)	3200
SWITCHBOARD (Revelstoke)	6501
SWITCHBOARD (Salmon Arm)	8200
SWITCHBOARD (Vernon)	2200
TELEPHONES	4735
TRADES (Kelowna - Penno Rd)	4880
TRADES (Kelowna)	5457
TRADES (Penticton)	3200
TRADES (Salmon Arm)	8391
TRADES (Vernon)	2550/2551
WELCOME CENTRE/STUDENT SERVICES	4119
WOMEN'S RESOURCE CENTRE	4699