



Volume 1 | Issue 1

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## Welcome to the first edition of the Registrar's Office Update

Published monthly, *Reach Out* will provide you with a reminder of upcoming important dates, notification of Education Council approvals and general information on what's new in the Registrar's Office.

Comments regarding this newsletter can be submitted to Jane Muskens, Registrar, at [jmuskens@okanagan.bc.ca](mailto:jmuskens@okanagan.bc.ca). If you would like to submit information to this newsletter which is relevant to staff and faculty regarding registration, admissions and general program information, please send your submission to Inga Wheeler, Student Information Coordinator, at [iwheeler@okanagan.bc.ca](mailto:iwheeler@okanagan.bc.ca).

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## Fee Payment Process for September

### Fee Payment Deadline: September 2 at 4:00 pm

#### July

- Registration letters provide all students with information on the fee payment deadline.

#### August 27

- The Registrar's Office will send out e-postcards to students' personal email accounts to remind them again of the fee payment deadline. List of students without personal emails will be sent to the Dean's Offices for phone calls.

#### September 2

- Deadline for fee payment 4:00 p.m.

#### September 3

- The Registrar's Office will run a list of students who have not paid their fees (does not include students with pending student loans and sponsorship [if OC has been notified of the sponsorship]).
- E-postcard will be sent to non-paying students indicating they will be de-registered between Friday, September 3 and next week for non-payment.
- List of non-paying students without personal email accounts will be sent to the Dean's Offices for phone calls.
- De-registration begins.



## Education Council News - June 2010

Below is a brief update on what was approved at Education Council in June. Please view the *Items Approved* or *Minutes* to see details.

### New Courses:

ENGL 040 English 040  
ENGL 041 English 041  
ENGL 042 English 042

### Course Revisions:

BUAD 293 Entrepreneurship  
BUAD 344 Applied Marketing Research  
CHEM 011 Chemistry 011  
COSC 224 Projects in Computer Science  
COSC 305 Project Management  
ENGL 050 English 050  
ENGL 051 English 051  
ENGL 052 English 052  
ENGL 060 English 060  
ENGL 061 English 061  
ENGL 062 English 062

### Program Revisions:

- Computer Information Systems Diploma
- Automotive Service Technician
- Diploma in Environmental Studies (will require Board approval in September 2010):

At a special Education Council meeting at the end of June, Leif Burge and Ann Marie McKinnon presented a program revision to the Diploma in Environmental Studies. This proposal would change the admission requirements to be the same as those for the Associate of Arts degree. It also added a new option in Environmental Management.

The diploma now has three options:

#### *Interdisciplinary Environmental Arts:*

Requires English 12 for admission; no math is required for any course prerequisite.

#### *Environmental Management*

Requires English 12 for admission; a minimum of Principles of Mathematics 11 is required to complete one of the math course requirements.

#### *Environmental Science*

Requires English 12 for admission; Principles of Mathematics 12 is required to register in MATH 112 which is required for this option.

Details of EdCo approvals can be found at [www.okanagan.bc.ca/edco](http://www.okanagan.bc.ca/edco) (see *Items Approved*).

The next Education Council meeting is scheduled for September 9, 2010.

## Online Transcript Request

Students can request OC transcripts from our homepage by going to *Quick Links > Transcript Request*.

Transcripts are printed overnight and mailed the next day.

## Forms

Did you know? The Registrar's Office has created a forms webpage where you will find forms students frequently ask for:

[www.okanagan.bc.ca/forms](http://www.okanagan.bc.ca/forms).



# Important Dates - College-wide

## August 2010

- 11** Regular classes end for Summer Session II
- 16-17** Final exams for Session II
- 20** Last day to submit grades for Session II

## September 2010

- 6** Labour Day, College closed

**7** College-wide orientation day: degree, associate degrees & two-year diploma programs

**8** Classes begin for all degree, associate degree & two-year diploma programs

**17** Last day to register for a Fall semester course

**17** Last day to receive a refund of tuition fees for course drop

**17** Last day to drop a course without a withdrawal being recorded on the student's record

**17** Last day to change course registration status from audit to credit

**17** Last day to process student requests for waiver of medical/dental insurance

# Campus CORNER

## Vernon

- Aug 9** Electrical Pre-Apprenticeship starts (program full)
- Aug 30** ECE Diploma, Practical Nursing classes start
- Sept 7** Aircraft Maintenance Engineering starts (program full)
- Sept 7** Orientation Day  
*Morning:* Program Sessions and Break Out Sessions  
Free Lunch  
*Afternoon:* Kick Start (students buy books, parking & gym passes; photo ID)
- Sept 7** Winter office hours start: Mon - Thu 8 am - 4:30 pm, Fri 9 am - 4 pm

## Salmon Arm

- Aug 23** 11:30 am - Staff Meeting
- Aug 31** Plumbing Pre-Apprenticeship starts (program full)

**Sept 7** Winter office hours start: Mon - Thu 8 am - 6 pm, Fri 8 am - 4 pm

**Sept 7** Orientation Day

## Penticton

The Centre of Excellence is progressing and is on schedule.

By Tuesday after the August long weekend, the campus plans to open a parking lot and new entrance. Barring any unforeseen circumstances, please use the new entrance and south parking lot after August 3.

**Aug 9** Welding Pre-Apprenticeship starts (Princeton)

**Sept 7** "Day One 2010" Orientation: 8:30 am Pancake Breakfast & Check In

Welcome Session and other events throughout the morning

11:30 am - 1:00 pm BBQ

**Sept 7** Regular office hours start: Mon, Thu, Fri 8 am - 4:30 pm, Tue, Wed 8 am - 6:30 pm

## Kelowna

- Aug 30** ECE Diploma, Practical Nursing classes start
- Aug 31** Certified Dental Assistant classes start
- Aug 31** 11 am - 6 pm Beat the Line-Ups (students buy books, parking & gym passes; photo ID)
- Sept 1** HS/RCA classes start
- Sept 7** ESL classes begin
- Sept 7** Orientation Day: [www.okanagan.bc.ca/orientation](http://www.okanagan.bc.ca/orientation)
- Sept 9** OCSU Beverage Garden & BBQ
- Sept 22** Community Services Expo - banks, the Kelowna Resource Centre, the Positive Centre, Big White etc. set up in the pit and provide information to students; many offer discounts and deals.
- Sept 23** 2nd Annual Youth Exhibition Powwow

## NEW Waitlist Procedures for September 2010

### Up to and including September 3

Students will be automatically registered if a seat becomes available and they are at the top of the waitlist.

### September 7

Students are instructed to check their waitlisted classes in myOkanagan. A WH will indicate to them that a seat is now available for them to register in. Students will have 48 hours to register in the class before the seat is offered to the next student on the

waitlist. This process will continue up to 12 noon on September 15.

### September 15

All students who require a waitlisted course for graduation must contact their Dean by this date. Waitlists are dissolved at 12 noon.

### September 17

Remaining seats are open on a first-come, first-serve basis.

## NEW Transfer Credit Policy

Transfer credit will be granted for a course taken at a post-secondary institution recognized by OC provided that the course grade is at least 50% and provided that an equivalent Okanagan College course exists.

Previously a student required a grade of 60% or better to be eligible for transfer credit.

Please see the [Calendar](#) for further information (*Academic Requirements for Program Completion and Graduation > Transfer Credits Towards a Degree, Diploma or Certificate program.*)

## Important Contact Information

### Student

#### Registration Inquiries

ext. 5414 or 250-862-5414  
[registration@okanagan.bc.ca](mailto:registration@okanagan.bc.ca)  
or Just Ask:  
[www.okanagan.bc.ca/justask](http://www.okanagan.bc.ca/justask)

### Staff & Faculty ONLY

#### Registration Inquiries

[reg\\_office@okanagan.bc.ca](mailto:reg_office@okanagan.bc.ca)

### Status of

#### Application Inquiries

ext. 5417 or 250-862-5417  
or Just Ask:  
[www.okanagan.bc.ca/justask](http://www.okanagan.bc.ca/justask)

### Student Requests for Special Consideration

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

### Program Offerings

#### and Admission Requirements

Welcome Centre ext. 4119  
or Ask an Advisor:  
[www.okanagan.bc.ca/askanadvisor](http://www.okanagan.bc.ca/askanadvisor)

### Student Forms

[www.okanagan.bc.ca/forms](http://www.okanagan.bc.ca/forms)

This page includes the "Request to Waive Pre- or Co-Requisites" form.





# Admissions Staff by Campus and Program (with extensions)

## Kelowna

**ABE** Judy Reid 4871/Anita Harden 4702  
**Arts** Ardeth Anderson 4576  
**AVIA** Lulu Hall 4306  
**BBA yr 1-4 Domestic**  
 Betty Roegele 4568  
**BBA yr 3-4 International**  
 Betty Roegele 4568  
**BBA/BUAD yr 1-2 International only**  
 Cynthia Deserranno 4398  
**BCIS** Cynthia Deserranno 4398  
**Bus. Cert** Betty Roegele 4568  
**BUAD Domestic**  
 Betty Roegele 4568  
**CarpJoin** Judy Reid 4871/Anita Harden 4702  
**CIEN** Lulu Hall 4306  
**CIS** Cynthia Deserranno 4398  
**CLSN** Lulu Hall 4306  
**Cul. Dipl** Lulu Hall 4306  
**Cul-Art** Lulu Hall 4306  
**Dental** Ardeth Anderson 4576  
**ECE** Heather Brown 4254  
**ELEC J** Judy Reid 4871/Anita Harden 4702  
**ELEN** Lulu Hall 4306  
**ELMC** Lulu Hall 4306  
**Environ** Cynthia Deserranno 4398  
**HDCT** Lulu Hall 4306  
**HSRCA** Heather Brown 4254  
**HSW** Judy Reid 4871/Anita Harden 4702  
**IP Refr.** Judy Reid 4871/Anita Harden 4702  
**LPN** Heather Brown 4254  
**MECH** Lulu Hall 4306  
**Media & Cultural**  
 Ardeth Anderson 4576  
**NTEN** Lulu Hall 4306  
**Office Admin - all**  
 Ardeth Anderson 4576

**PLMB** Judy Reid 4871/Anita Harden 4702  
**RCST** Judy Reid 4871/Anita Harden 4702  
**RV Tech** Judy Reid 4871/Anita Harden 4702  
**Science** Cynthia Deserranno 4398  
**Studio Woodworking**  
 Judy Reid 4871/Anita Harden 4702  
**THERA** Heather Brown 4254  
**TTTE** Lulu Hall 4306  
**Unclass** Cynthia Deserranno 4398  
**BUAD yr 1-2 Domestic**  
 Betty Roegele 4568  
**Visiting** Cynthia Deserranno 4398  
**WELD C** Lulu Hall 4306  
**ESL Domestic**  
 Judy Reid 4871/Anita Harden 4702  
**WQT** Lulu Hall 4306

## Vernon

**AACP** Janice Ulrich 2267  
**AME** Janice Ulrich 2267  
**Arts** Janice Ulrich 2267  
**BBA** Pam Krieg 2203  
**BUAD** Pam Krieg 2203  
**ELEC** Janice Ulrich 2267  
**HSRCA** Pam Krieg 2203  
**HSW** Pam Krieg 2203  
**Int stud** Janice Ulrich 2267  
**LPN** Pam Krieg 2203  
**Media & Cultural**  
 Janice Ulrich 2267  
**Office Admin - all**  
 Pam Krieg 2203  
**PLMB** Janice Ulrich 2267  
**RCST** Janice Ulrich 2267  
**Science** Janice Ulrich 2267  
**Unclass** Janice Ulrich 2267  
**Visiting** Janice Ulrich 2267

**WELD C** Janice Ulrich 2267  
**Writing & Publishing**  
 Janice Ulrich 2267

## Salmon Arm

**ABE** Becky Breitsprecher 8201  
**Arts** Becky Breitsprecher 8201  
**ASE** Becky Breitsprecher 8201  
**BBA** Becky Breitsprecher 8201  
**BUAD** Becky Breitsprecher 8201  
**Bus. Cert** Becky Breitsprecher 8201  
**ELEC** Shannon Kielbauch 8201  
**HSRCA** Shannon Kielbauch 8201  
**HSW** Shannon Kielbauch 8201  
**LPN** Shannon Kielbauch 8201  
**Office Admin**  
 Becky Breitsprecher 8201  
**PLMB** Shannon Kielbauch 8201  
**RCST** Shannon Kielbauch 8201  
**Science** Becky Breitsprecher 8201  
**WELD C** Shannon Kielbauch 8201

## Penticton

**AACP** Gill Coombs 3220  
**Arts** Carrie Alger 3239  
**ASE** Gill Coombs 3220  
**BBA** Carrie Alger 3239  
**BUAD** Carrie Alger 3239  
**Bus. Cert** Carrie Alger 3239  
**Crim. SocialJustice**  
 Carrie Alger 3239  
**ELEC** Gill Coombs 3220  
**HKIN** Carrie Alger 3239  
**HSRCA** Gill Coombs 3220  
**Legal** Gill Coombs 3220  
**LPN** Gill Coombs 3220  
**Office Admin**  
 Gill Coombs 3220  
**PLMB** Gill Coombs 3220  
**RACM** Gill Coombs 3220  
**RCST** Gill Coombs 3220  
**Science** Carrie Alger 3239  
**WELD C** Gill Coombs 3220

