



Volume 2 | Issue 1

August | 2011

Welcome to 2011-12

We have now entered the 2011-12 academic year and our second year of this publication. We hope that we have provided you with valuable information throughout the last 12 issues and we promise to do the same in the future.

Please be part of this newsletter by emailing us your topic ideas: questions you always wanted to ask, processes you don't quite understand and would like explained or simply staff and event updates related to the Office of the Registrar.

You will also find a lot of useful information on the Registrar's Office webpage at: www.okanagan.bc.ca/registrar.

Fee Payment

August 26: Students with an outstanding balance on their account will receive a tuition reminder email to their myOkanagan email account.

September 1: The fee payment deadline for the fall semester is September 1, 2011 at 4:00 pm.

September 2: The Registrar's Office will run a list of students who have not paid their fees. This list does not include students with pending student loans and sponsorship (if OC has been notified of the sponsorship).

Students who fail to pay will be de-registered starting September 2, 2011.

Due to the high volume of class registrations this year and the many courses that have waitlists, students who fail to pay and are de-registered from their class will most likely not be able to pick up a seat in the same or another class.

**JUMP START
YOUR FALL SEMESTER**

Jump Start Your Fall Semester (formerly Beat the Line-ups) in Kelowna is scheduled for Thursday, August 25 from 10:00 am – 5:30 pm.

Students will be able to purchase their books, parking pass, and gym pass; talk to a Financial Aid or Education Advisor; order their student ID; and get help with our online services such as myOkanagan and Blackboard from IT Services staff set up in the Pit.

If students want more information about Jump Start, please direct them to www.okanagan.bc.ca/jumpstart.

IN THIS Issue

- 1 Welcome to 2011-12
- 1 Fee Payment
- 1 Jump Start Your Fall Semester (Kelowna)
- 2 Waitlist Procedures for Fall 2011
- 2 Forms & Online Transcript Requests
- 2 Important Contact Information
- 3 Kelowna Staff Update
- 3 Salmon Arm Staff Update
- 3 Volunteers Needed for Kelowna Orientation
- 3 Faculty and Instructor Reminder
- 3 Important Dates
- 4 Admissions Staff by Campus and Program

Okanagan College
Office of the Registrar
www.okanagan.bc.ca/registrar

Waitlist Procedures for Fall 2011

Waitlist seats were not made available until August 3, 2011.

Starting August 3

Students should check waitlist seats in myOkanagan. If a seat is available, it will be indicated by "WH" and the student may register.

September 7

Students should check waitlist seats in myOkanagan. If a seat is available, it will be indicated by "WH". The student has 48 hours to register if he or she has been offered a waitlisted

seat. After 48 hours unclaimed seats will be offered to the next students on the waitlist.

September 14 (noon)

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

September 14 (midnight)

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

www.okanagan.bc.ca/waitlist

Forms

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

www.okanagan.bc.ca/forms.

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.

Important Contact Information

Student

Registration Inquiries

ext. 5414 or 250-862-5414
registration@okanagan.bc.ca
or Just Ask:
www.okanagan.bc.ca/justask

Staff & Faculty ONLY Registration Inquiries

reg_office@okanagan.bc.ca

Status of

Application Inquiries

ext. 5417 or 250-862-5417
or Just Ask:
www.okanagan.bc.ca/justask

Student Requests for Special Consideration

registrar@okanagan.bc.ca

Program Offerings and Admission Requirements

Welcome Centre ext. 4119
or Ask an Advisor:
www.okanagan.bc.ca/askanadvisor

Student Forms

www.okanagan.bc.ca/forms

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



Kelowna Staff Update

The Registrar's Office in Kelowna would like to welcome Katharine McGowan as a permanent part-time member. Kat had already been in the position in an auxiliary capacity for a few months before being successful in the competition for the permanent position of Enrolment Services Clerk.

Kat has joined Deb Freeman, Dianne Sarnecki, Janet Berg, Anita Harden and Sandra Mendoza at the front counter.

Salmon Arm Staff Update

Shannon Kielbauch is on maternity leave and vacation until September 2012. Her Admissions duties, which include Trades, LPN, HSW and HCA, will be filled by Alison Landry at local 8201.

Becky Breitsprecher has taken a leave to work for Continuing Studies in Vernon until December 16, 2011. Her Admissions duties, which include AA, AS, BUAD, BBA, ABT and AACP, will be looked after

by Ferne Davis, also local 8201. Verna Bazinet will be covering Ferne's regular reception duties, local 8200.

Volunteers needed for Kelowna Orientation

Staff at the Kelowna campus have been working hard to create an exciting orientation to welcome new students to the campus. For the second time in Kelowna, Okanagan College will host a campus-wide semester kick-off on September 6. To make this event great for new students, the orientation committee is calling for staff and faculty volunteers.

Volunteer shifts will be one or two hours long and are needed from 7:30 a.m. until 1:00 pm. Help is needed to assist with serving snacks, greeting students and coordinating parking. Anyone interested in volunteering can contact Carolyn Hopkins at chopkins@okanagan.bc.ca or local 4469.

August 2011

- 19** Last day of Session II classes and final examinations
- 22** Last day for submission of final grades for Session II
- 23/24** Connections
- 25** Jump Start Your Fall Semester (Kelowna)
- 29** Early Childhood Education and Health Care Assistant start
- 30** Dental Assistant starts

September 2011

- 1** **Fee Payment Deadline**
- 5** Labour Day Holiday (no classes)
- 6** Orientation Day - all campuses
- 7** Classes start
- 16** 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
Last day to process student requests for waiver of medical/dental insurance
Last day to submit a grade appeal for Session II
- 23** Last day to register for a September Distance Education course
Last day to withdraw from a September Distance Education course with a refund less the \$25 non-refundable administration fee

FACULTY AND INSTRUCTOR REMINDER

MARK THE DATE

The Office of the Registrar would like to remind faculty and instructors that **final grades** for the Fall semester are due on

Tuesday, December 20, 2011

Please plan accordingly. Students need their grades in order to meet prerequisites for courses in the January semester and may be dropped if grades are not entered on time.

Admissions Staff by Campus and Program (with extensions)

Kelowna

ABE Judy Reid 4871
Adv. Communication
 Ardeth Anderson 4576
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 yr 1-2 International
 Cynthia DeSerranno 4398
BCIS Cynthia DeSerranno 4398
BSN Ardeth Anderson 4576
Bus. Cert Betty Roegele 4568
Bus. Cert International
 Betty Roegele 4568
BUAD Betty Roegele 4568
BUAD International
 Cynthia DeSerranno 4398
CarpJoin Judy Reid 4871
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
ELEB Lulu Hall 4306
ELEC Judy Reid 4871
ELEN Lulu Hall 4306
ELMC Lulu Hall 4306 (Auto Serv Tech)
Environ Cynthia DeSerranno 4398
ESL Dom Judy Reid 4871
ESL International
 International Educ. Office
HCA Heather Brown 4254
HDCT Lulu Hall 4306
HSW Judy Reid 4871
IP Refr. Judy Reid 4871
Int Dev Cynthia DeSerranno 4398
Journal Cynthia DeSerranno 4398
LPN Heather Brown 4254
MECH Lulu Hall 4306
Media & Cultural
 Ardeth Anderson 4576

NTEN Lulu Hall 4306
Office Admin - all Judy Reid 4871
PLMB Judy Reid 4871
RCST Judy Reid 4871
RV Tech Judy Reid 4871
Sheet M Judy Reid 4871
Science Cynthia DeSerranno 4398
Studio Woodworking Judy Reid 4871
THERA Heather Brown 4254
TTTE Lulu Hall 4306
Unclass Cynthia DeSerranno 4398
Visiting Cynthia DeSerranno 4398
WELD C Lulu Hall 4306
WET Lulu Hall 4306
Writing & Publishing
 Ardeth Anderson 4576

ABE Ferne Davis 8201
Arts Ferne Davis 8201
ASE Ferne Davis 8201
BBA Ferne Davis 8201
BUAD Ferne Davis 8201
Bus. Cert Ferne Davis 8201
ELEC Alison Landry 8201
HCA Alison Landry 8201
HSW Alison Landry 8201
LPN Alison Landry 8201
Office Admin
 Ferne Davis 8201
PLMB Alison Landry 8201
RCST Alison Landry 8201
Science Ferne Davis 8201
WELD C Alison Landry 8201

Vernon

AACP Janice Ulrich 2267
AME 'M' Janice Ulrich 2267
AME 'S' Janice Ulrich 2267
Arts Janice Ulrich 2267
BBA Pam Krieg 2203
BUAD Pam Krieg 2203
ELEC Janice Ulrich 2267
HCA Pam Krieg 2203
HSW Pam Krieg 2203
Int Stud Janice Ulrich 2267/Pam Krieg 2203
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/Pam Krieg 2203
Visiting Janice Ulrich 2267/Pam Krieg 2203
WELD C Janice Ulrich 2267
Writing & Publishing
 Janice Ulrich 2267

Penticton

AACP Val Tuhkala 3220
Arts Gill Coombs 3239
BBA Gill Coombs 3239
BCIS Gill Coombs 3239
BUAD Gill Coombs 3239
Bus. Cert Gill Coombs 3239
CIS Gill Coombs 3239
Crim. Social Justice
 Gill Coombs 3239
ELEC Val Tuhkala 3220
Environ Gill Coombs 3239
HKIN Gill Coombs 3239
HCA Val Tuhkala 3220
Journal Gill Coombs 3239
Legal Val Tuhkala 3220
LPN Val Tuhkala 3220
Media & Cultural
 Gill Coombs 3239
Office Admin
 Val Tuhkala 3220
PLMB Val Tuhkala 3220
RACM Val Tuhkala 3220
RCST Val Tuhkala 3220
Science Gill Coombs 3239
WELD C Val Tuhkala 3220

Salmon Arm

Becky Breitsprecher and Shannon Kielbauch are on leave.