



Volume 1 | Issue 5

December | 2010

New Refund Practices for Academic Courses

At what point should a student receive a refund for a course? And at what point should we credit their account?

In the past, OC has issued refunds to students only to have them turn around and pay the money back to us for their next term.

This practice leads to gross inefficiencies, not to mention the cost of mailing a cheque to a student only to have the cheque returned from an address that is no longer correct.

To become more efficient, Finance and the Registrar's Office have agreed to implement the following practices for students on regular academic semesters:

1. If a student registers for both the fall and winter terms and pays their fall fees and then subsequently drops a fall course before the deadline, they will receive a credit for the appropriate amount towards their winter fees.
2. If a student registers for only one term (e.g. the fall semester) and drops one course or all courses before the deadline they will receive a refund. Refunds will be issued after October 1st for the fall semester.

Although this may seem rather harsh to some of you, our goal isn't to penalize students for dropping courses but to consider registration an important planning process for students.

We are also hoping this will reduce the number of students who "over-register" in courses where their intent is to drop one or more at a further date.

For all of us who deal with students, we know that there can be extenuating circumstances and some students need every penny to survive from one term to the next. In these cases, the procedure will be for the student to contact the Registrar registrar@okanagan.bc.ca and request a refund. Documentation may be required.

If you have any questions, please forward these to Jane Muskens, Registrar, at jmuskens@okanagan.bc.ca.

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December 2010

Education Council News

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

New Courses & Revisions:

- STAT 230 Elementary Applied Statistics (cross-listed with BIOL 202)
- BIOL 202 Elementary Applied Statistics (cross-listed with STAT 230)

Other News:

The vocational schedules were approved and will be posted online www.okanagan.bc.ca/dates shortly.

Board News:

The following new programs and program changes were approved by the Board at the end of November and are now in effect:

- Water Quality and Environmental Engineering Technology Program (renamed to Water Engineering Technology)
- Therapist Assistant Diploma Program (program revisions)
- Diploma in Journalism Studies (new program): this program will now be submitted for government approvals and funding. No intakes will be scheduled until it is approved.

Details of EdCo approvals can be found at www.okanagan.bc.ca/edco

The next regular meeting is scheduled for January 6, 2011.

Do students register by campus or by program?

This question was brought to Deans Forum in November. The Deans have agreed to open up applications to all arts and science diploma programs at all campuses regardless of whether the student can complete the entire diploma at a specific campus.

The OC calendar will reflect this information. Students will be able to see where the full program is offered and where only some of the courses are offered.

For example, while the entire Criminal and Social Justice program is offered at the Penticton campus, some courses in the program are offered at all other campuses.

Why the change?

1. It's a barrier for students to apply to two different programs. If a student wants to complete a Criminal and Social Justice

diploma program but stay in Kelowna, for example, there is no reason to force this student into the Associate of Arts or Science program. Once a student sets an educational goal, we should provide them with the best opportunity to meet this goal.

2. Getting students into the program they really want will help the Deans and faculty better plan next year's course offerings, for example. If Vernon has a number of students in the Media and Cultural Studies diploma they may be able to offer more second-year courses. Without this information they would not be able to justify these courses.

Merry Christmas and
Happy Holidays
From everyone at the
Office of the Registrar



Important Dates



December 2010

- 14** Beat the Line Ups Kelowna (noon to 5:30 p.m.)
- 15** Fee payment deadline for Winter 2011 semester
- 21** Last day to submit final grades
- 22** Prerequisites Check for January 2011 Semester: If grades are not submitted on time (Dec. 21), students may be dropped for inadequate prerequisites.
- 24** Reg Office and Student Services open until 3 p.m.



Santa Shuffle 2010

The Kelowna Reg Office raises \$283 in pledges for the Santa Shuffle to support Jane Muskens, Registrar

Jane finished the 5 km race in 29 minutes. Proceeds will go to the Kelowna Salvation Army and will provide three Christmas hampers to families in need.

January 2011

- 12** Last day to return the completed exam preprints (Kelowna) to Scheduling office via email timetable@okanagan.bc.ca
- 14** Last day to submit grade appeal for Fall 2010 courses
- 15** Winter Convocation
- 28** TENTATIVE final exam schedule circulated (Kelowna)

February 2011

- 11** Finalized schedule for Kelowna campus Winter 2011 exams published
- 18** Final exam schedule deadline for all campuses
- 21** ABE/AACP no classes
- 21 - 25** Study break for degree/diploma programs (except ECE) and Kelowna ABE/AACP
- 26** Saturday classes will be held

Summer Session 2011

The Summer 2011 timetable is now posted in ClassFinder and Summer 2011 applications are being accepted - six weeks ahead of schedule. Summer registration will open on February 1, 2011 for continuing students and February 8, 2011 for new students (one month earlier than previously announced).

Women's Resource Centre Open

The Kelowna campus' Women's Resource Centre for students, staff and faculty is open Monday to Friday from 10:00 a.m. to 2:00 p.m. except during the Holiday Closure. It is located in Room A149 in the CS area.

They are also looking for volunteers in any capacity. If you have the time and feel it's a worthwhile cause, they would appreciate the help.

Please drop by to visit or get more information; or to get a great cup of tea!



Important Contact Information

Office of the Registrar

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

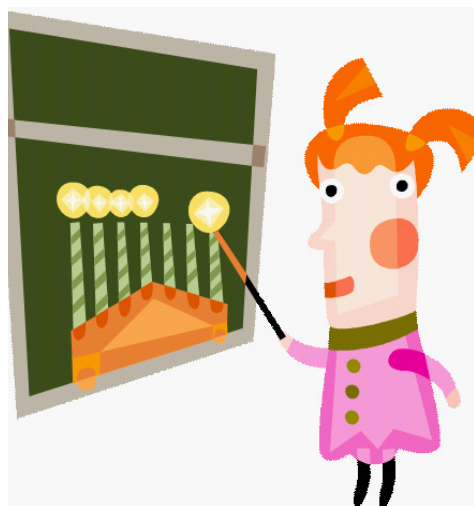
registrar@okanagan.bc.ca

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 Corequisites" form.



Good-to-Know Emails

CS Revelstoke:	csrevelstoke@okanagan.bc.ca
CS Salmon Arm:	csshuswap@okanagan.bc.ca
CS Vernon:	csnorth@okanagan.bc.ca
CS Penticton:	cssouth@okanagan.bc.ca
CS Kelowna:	cscentral@okanagan.bc.ca
Trades:	trades@okanagan.bc.ca
Admissions:	admissions@okanagan.bc.ca
Registration:	registration@okanagan.bc.ca
Advising:	educationadvising@okanagan.bc.ca
Business Advising:	businessadvising@okanagan.bc.ca
Bookstore:	bookstore@okanagan.bc.ca
Recruiters:	chooseoc@okanagan.bc.ca
Student, Grad and Co-op Employment:	coop@okanagan.bc.ca
Distance Ed:	distanceed@okanagan.bc.ca

OC on the Web

Aboriginal Support:	www.okanagan.bc.ca/aboriginal
Ask an Advisor:	www.okanagan.bc.ca/askanadvisor
School of Business:	www.okanagan.bc.ca/business
Calendar:	www.okanagan.bc.ca/calendar
Bookstore:	www.okanagan.bc.ca/campus-stores
Ceremonies:	www.okanagan.bc.ca/ceremonies
Classfinder:	www.okanagan.bc.ca/classfinder
Continuing Studies:	www.okanagan.bc.ca/cs
Academic & Vocational Schedules/Important Dates:	www.okanagan.bc.ca/dates
Distance Ed:	www.okanagan.bc.ca/distance
Education Council:	www.okanagan.bc.ca/edco
Fee Payment Info:	www.okanagan.bc.ca/feepayment
Financial Aid:	www.okanagan.bc.ca/financialaid
Forms for Students:	www.okanagan.bc.ca/forms
International Ed:	www.okanagan.bc.ca/international
Just Ask (Registration & Admissions):	www.okanagan.bc.ca/justask
Office of the Registrar:	www.okanagan.bc.ca/registrar
Student, Grad and Co-op Employment:	www.okanagan.bc.ca/coop
Summer Session:	www.okanagan.bc.ca/summer
Tuition Fee Matrix:	www.okanagan.bc.ca/tuition <i>(Approximate tuition fees for programs are also included in each program's listing in the Calendar.)</i>