



Volume 2 | Issue 7

February | 2012

## Academic Regulations and Policies

Several Academic Regulations and Policies within the Calendar have been revised. Below is a brief summary of the changes. Please refer to the [Calendar](#) to view the new, approved policies.

### Admissions Appeal Policy

Effective date of policy: January 2012

The policy in the Calendar needed to be updated to reflect the new criminal record check process as mandated by the Solicitor General of the Province of B.C. This policy applies to Health, Social Development and some Continuing Studies programs.

View the [policy](#).

### Dean's and Director's List Policy

Effective date of policy: January 1, 2012

The language has been updated to include vocational programs.

View the [policy](#).

### Residency Requirements

Effective date of policy: May 1, 2012

The residency requirements policy will be updated to include the Health and Social Development diploma programs.

### Criminal Record Check Admission Policy

Effective date of policy: January 2012

The policy in the Calendar needed to be updated to reflect the new criminal record check process as mandated by the Solicitor General of the Province of B.C.

View the [policy](#).

## Did You Know...

The Winter 2012 semester marks the largest intake ever of Dual Credit students in Okanagan College history. A total of 170 students are beginning their college-level training and using that credit towards their high school graduation.

Of those 170 students, 160 are attending Trades Foundation programs either at one of the regional campuses or centres, or in secondary school-based programs. Eight students are enrolled in the Associate of Arts in Salmon Arm, and two in Health programs.

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Okanagan College  
Registrar's Office

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

## February 2012

### Education Council News

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

#### New Courses

- IPSE 01 - Inclusion Support
- OADM 135 - Records Management
- OADM 136 - Office Procedures
- OADM 155 - Accounting Software II
- OADM 156 - Accounting Simulation
- OADM 174 - Keyboarding
- OADM 175 - Word Processing

#### Course Revisions

- OADM 111 - Letter and Report Writing
- OADM 127 - Simulation
- OADM 140 - Accounting
- OADM 142 - Payroll Accounting
- OADM 152 - Simply Accounting
- OADM 169 - Spreadsheets
- OADM 171 - Desktop Publishing
- OADM 181 - Job Search
- OADM 182 - Practicum

#### New Programs

##### Inclusive Post-Secondary Education Certificate

Research conducted has clearly indicated the need for a range of programming options for individuals with special needs. Proposed date of implementation is September 2012.

#### Program Revision

##### Advanced Skills Certificate B

A new General Science course is being added to the selection of life skills electives available to students. Proposed date of implementation is January 31, 2012.

##### Basic Skills Certificate A

A new General Science course is being added to the selection of life skills electives available to students. Proposed date of implementation is January 31, 2012.

##### Administrative Assistant Certificate

Some courses are very heavy in content and students have requested more time to comprehend the material being presented. Course content will be more clearly identified by course name on transcripts. Proposed date of implementation is August 2012.

##### Accounting Assistant Certificate

Some courses are very heavy in content and students have requested more time to comprehend the material being presented. There is a need to remove Accpac Accounting software as it is not widely used in small or medium-sized businesses. Former students have recommended incorporation of a capstone course. Proposed date of implementation is August 2012.

##### Office Assistant Certificate

Some courses are very heavy in content and students have requested more time to comprehend the material being presented. Proposed date of implementation is August 2012.

*Please note that all new programs and all program changes require Board approval.*

Details of EdCo approvals can be found at:

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

The next regular Education Council meeting is scheduled for March 1, 2012.

## Reg Speak

Here are some more examples of acronyms from the Registrar's Office you may not know:

PSI BC	Post-Secondary Institutes of BC
PEN	Personal Education Number
CRM	Client Relationship Management
AP	Advance Placement
WH	Wait Hold

More to come next month...

## February 2012

- 10 - 11** Canadian Culinary Championships
- 20** Experience OC
- 22** Kelowna Academic Final Exam Schedule posted
- 20 - 24** Mid-semester study break
- 29** Academic Final Exam Schedules posted for all other campuses

## March 2012

- 2** Last day to withdraw from a course
- 2** Chairs to have all timetable information entered
- 2** Calendar changes due from faculty
- 2** Spaghetti Bridge competition
- 2** Skills BC competition
- 7** DCU goes to Deans for approval
- 13** Deans to send approved timetable information to Scheduling Office



## myOkanagan: Connecting with Prospective Students

Since September 2011, prospective students have been able to sign up to connect with Okanagan College through a link inside [Become a Student](#). Once inside myOkanagan, prospects are able to browse through useful information, campus videos, event news, important dates, photos and program highlights, focusing on real students. They can also create their own custom calendar of programs they are interested in, which will be saved so they can come back to it the next time they log in.

Anyone signing up for an account will receive an email within two business days, generated through the College's Client Relationship Management System (CRM), advising them on how to log into their myOkanagan account.

If you want to take a look at what prospects will see, you can log into a test version of myOkanagan with the username: prospect2, password: beagles. Be careful not to delete or move anything around though and be sure to log out when you are finished.

Please continue to encourage anyone interested in Okanagan College to sign up by visiting: [www.okanagan.bc.ca/BecomeaStudent/Inquiry\\_Form](http://www.okanagan.bc.ca/BecomeaStudent/Inquiry_Form).

## Debbie Freeman

### Enrolment Services Clerk, Registration

**Describe a typical day:** As a member of the front line, I engage with students all day. Their requests and inquiries vary significantly from registration to prerequisite checks to fee payments, processing academic transcripts, telephone and email inquiries, and financial record analysis for the student. While we do hear some negatives, for the most part students are excited to be here. Our job is to create a positive environment and hopefully help students meet their career and educational goals. Also, the Registrar's Office team is by far the most talented, interesting and witty group on campus!

**Favourite part of your job:** The most rewarding part of my job is assisting students however that may be. Each student has a story and their backgrounds and educational journeys are interesting. To witness a Life Skills or Bachelor degree student eventually graduate is wonderful.

**Hobbies outside of work:** As a single mom I don't have a lot of time for hobbies. But when I get out for some snowshoeing, I'm a happy girl! Badminton is fun too and I love summer walks. I also like to enjoy a good movie or a funny sitcom.

**Where you were born and raised:** I was born in Kelowna but moved to Penticton at a young age. Now I'm back in Kelowna living with my soon-to-be teenybopper Matthew!

**How long have you worked at Okanagan College:** Since 2005 - coming up to seven years in May. Wow! Time flies...

**Future plans:** In dream mode - I would love to move to New Zealand. But for now, I have to just live in the NOW!





**Admissions,  
Enrolment Services and  
Recruitment  
Vernon, Salmon Arm  
& Penticton  
as of February 2012**

**Recruitment**

**Vernon**

Tawnya Cameron 2309  
Caroline Chartier 8275  
(Aboriginal recruiter)

**Penticton**

Marcy Trotter 3264  
(Aboriginal and interim recruiter)

**Salmon Arm**

Leslie Bogula 8259  
Caroline Chartier 8275  
(Aboriginal recruiter)

**Registration**

**Vernon**

Christy Gelz 2200  
Tanya Golanowski 2204  
Pam Krieg 2203  
Janice Ulrich 2267  
Wendy Ellis 2805  
Lisa Robert 2812  
Leslee Stephenson 2807

**Penticton**

Lara Payne 3314  
Ingrid Carter 3206  
Shelly Hansen 3213

**Salmon Arm**

Alison Landry 8266  
Ferne Davis 8201  
Verna Bazinet

**Admissions Staff**

**Vernon**

**Pam Krieg 2203**

- Administrative Assistant
- Admin Assistant Fundamentals
- Office Assistant
- Accounting Assistant
- Business Admin Diploma
- Bachelor of Business Admin
- Business Studies Certificate
- Business Admin Certificate
- Human Service Work
- Practical Nursing
- Health Care Assistant

**Janice Ulrich 2267**

- Associate of Arts
- Associate of Science
- Bachelor of Computer Info Systems
- Writing and Publishing
- Criminal and Social Justice
- Media and Culture Studies
- Journalism Studies
- Earth and Environment Studies
- International Development
- Adult Academic Career Prep.
- Rotating Trades Programs
- AME - M and S
- Residential Construction

**Wendy Ellis 2805**

- Bartending
- Basic Accounting
- Dental Office Admin Assistant
- Management Skills
- Medical Office Assistant
- Palliative Care
- Simply Accounting

**Lisa Robert 2812**

- AutoCAD
- Home Inspection
- Interior Decorating
- Landscape Horticulture
- Residential Building Drafting Tech
- Green Building Design and Construction
- ArcView GIS

**Leslee Stephenson 2807**

- American Sign Language
- Custodial Worker
- Education Assistant
- Esthetician
- Nail Technician
- Nursing Unit Assistant
- Special Needs Worker

**Penticton**

**Gill Coombs 3239**

- Associate of Arts
- Associate of Science
- Criminal and Social Justice
- Human Kinetics
- Environmental Studies
- Media and Cultural Studies
- Bachelor of Business Admin
- Business Admin Diploma
- Business Certificate
- Journalism Studies
- Bachelor of Computer Info Systems
- Computer Information Systems
- Writing and Publishing

**Val Tuhkala 3220**

- Adult Academic Career Prep
- Practical Nursing
- Health Care Assistant
- Electrician Pre-Apprenticeship
- Residential Construction
- Plumbing
- Welding
- Refrigeration and Air Conditioning Mechanic
- Admin Assistant Fundamentals
- Accounting Assistant Cert.
- Office Assistant Cert.

**Sharon Reems 3214**

- All Continuing Studies Certificate programs

**Salmon Arm**

**Alison Landry 8266**

- Electrician
- Plumbing
- Welding - C
- Residential Construction
- Human Service Work
- Health Care Assistant
- Practical Nursing

**Ferne Davis 8201**

- Associate of Arts
- Associate of Science
- Business Administration
- Bachelor of Business Admin
- Office Administration
- Adult Academic Career Prep

**Verna Bazinet - Auxillary**