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## Update to Admissions Section in the Calendar

The following section in the Calendar has been updated.

### Offers of Admission

Okanagan College will, for any given program, normally make several rounds of admission offers until the program has been filled. The offer of admission sent to an applicant by the Office of the Registrar will indicate a response deadline by which the applicant must notify Okanagan College of his or her decision to accept the offer of admission. Acceptance of an offer of admission must be accompanied by payment of a non-refundable offer acceptance tuition deposit. This payment will be fully applied toward payment of the student's assessed tuition fees.

Some programs have a second deposit, which must be paid to retain the seat in the program. The second deposit will be fully applied toward payment of the student's assessed tuition fees.

By accepting the offer of admission and paying the non-refundable offer acceptance tuition deposit - and second deposit if applicable - by the deadline(s), the applicant will be assured of a seat in the program, and will be block registered into the appropriate courses, or will be given a registration time to register in courses, depending on their program.

Applicants who decide to accept an offer of admission after the deadline date indicated in their offer of admission will be granted admission to the program subject to the availability of space in the program.

You can find all information pertaining to admissions, here: [webapps-5.okanagan.bc.ca/ok/Calendar/Admissions](http://webapps-5.okanagan.bc.ca/ok/Calendar/Admissions)

## Check the Date

Recently, some paper applications were entered into Banner with an incorrect date. An example of this error is inputting the wrong year, such as 2017 when the year should be 2016.

As a result of this kind of error, the CRM system will continue to recognize this application every day. Therefore, the applicant will receive daily emails thanking them for applying to OC.

If a student calls and says they are receiving this email daily, the first place to look is the application date. If the date is wrong, please fix it and contact the Student Information team.



Okanagan College  
Registrar's Office

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

### January 2016

#### Education Council News

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

#### Program Revisions

##### Associate of Arts: English Emphasis

The implementation of a provincial flexible pre-major (FPM) in English will enable students who have completed an identified course of study at most colleges and universities to transfer directly into the third year of an English degree at a B.C. university. Course offerings will be changed to align with the FPM.

Proposed date of implementation is May 2016.

The next regular Education Council meeting is scheduled for March 3, 2016.

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

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

### Inactive Course and Program Deletion Policy

Each year in February, the Office of the Registrar contacts department Chairs or Deans/Directors with a list of courses and programs that have not been offered in the past three years in an effort to clean up the Calendar. Please review the following policy summary for a refresher on what this means.

#### Policy Summary

Courses and programs without enrolled, admitted or graduated students for three or more years will be sent to department Chairs to be reviewed for calendar deletion. This review will occur annually.

Deletion from the Calendar requires Education Council approval.

After EdCo approval for deletion, these courses or programs will still be available in the institutional electronic archives.

If a course is not offered for three or more years or a program has no admitted, enrolled or graduated students for three or more years, the Office of the Registrar will notify the appropriate Department Chair of the proposed Calendar deletion. A continued Calendar entry for the course or program will require a written request from the Department Chair or Dean/Director. Removal from the Calendar will be by Education Council vote.

#### Experience OC

Once again, the College will welcome Grade 11 students to the Kelowna campus on Thursday, February 11, 2016 for a taste of what it's like to be a student at Okanagan College. Students will attend sessions in the morning or afternoon. This event takes place annually during the College study break each February.

By day two of registration this year, more than 500 students had registered for sessions ranging from nursing to trades!

Please contact Steph Bodden with any questions at [sbodden@okanagan.bc.ca](mailto:sbodden@okanagan.bc.ca).

### Recruitment Event

On January 29 and 30, Okanagan College will host a booth at Orchard Park Mall in Kelowna. The purpose of this booth is to provide information to potential students. All programs will be represented and any volunteer support is appreciated: contact Steph Bodden at 250-762-5445 ext 4469 or [sbodden@okanagan.bc.ca](mailto:sbodden@okanagan.bc.ca).

### January 2016

- 29 New Employee Orientation
- 29 Big White Hang 10 Friday

### February 2016

- 3 9th Annual Business Expo and Employment Fair
- 8 Family Day (no classes)
- 9-12 Mid-semester study break
- 11 Experience OC
- 13 Saturday classes will be held
- 18 Stress Buster
- 27 Silver Star Adventure Day



The Kelowna campus courtyard after a fresh snowfall in December.

## LEAN at OC Creates Change: Improved "View my Application" Now Available

As part of the multi-year Registrar's Office Admissions and Registration Project (RARP), IT Services has developed and released a new version of "View my Applications" in myOkanagan.

Staff from the Registrar's Office and IT Services value stream mapped (documenting, analyzing and improving the flow of information required to service a customer) the current and then the future state of admissions from application to enrolment. Future state is the desired improved state to make the customer (applicant) experience smooth and positive while eliminating waste (reducing wasteful practices).

One of the problems identified through the LEAN mapping was that applicants could accept an offer of admission online but were not required to pay the admissions deposit at the same time. This then required staff to continually check to see if payment was made. Therefore, the offer acceptance process led to a significant amount of extra work that added no value to the process for both the applicant and the employee. Confirmation of payment which should occur quickly was taking days.

Associated with the issue above was the inability for applicants to pay their admissions deposit by credit card. This decision was originally made when the College ceased to accept credit cards for domestic students except for the application fee. For us to improve service to students, OC agreed to allow the tuition deposit to be paid by credit card, in turn allowing the "View my Application" improvement project to be initiated and implemented.

This project has proven to be another great collaboration between the IT Services and Registrar's Office. Jill Stamp coordinated the project and was involved in LEAN mapping meetings as well as 'on the ground' in the Registrar's Office to help define the current state, identify the issues and outline the future state. This project was then translated into an IT development plan that Xavier Mendoza, Moya Webb, Jill and other IT Services team members executed.

The result? As of January 14, 2016, applicants will be able to view their applications online and when accepting an offer online, pay their deposit at the same time. Staff no longer have to search for the payment. We are hopeful that the overall applicant experience will improve with the new "View my Application" as messages are clearer and it is more visually appealing and functional. The Registrar's Office would like to commend Jill, Moya, Xavier and all other IT Services staff involved for a job well done.

This improvement project is just one of many initiatives that are part of RARP. Ongoing improvement, or kaizen in LEAN terminology, will continue and the Registrar's Office hopes to eliminate more waste and standardize work even further.

## Students Receive a Warm Welcome in Chilly January

Students at the Penticton, Kelowna and Salmon Arm campuses received a warm welcome from staff during winter orientation events and activities in January.

Students, faculty, and staff at the Penticton campus welcomed in the new year with lunch, wheel trivia, Plinko, and lots of prizes! Students were treated to a free chili and a bun lunch, SunRype products, and a chance to learn more about the services and clubs available on campus at Welcome to 2016 on January 13.

New and returning students at the Kelowna campus were welcomed to campus on January 4 with hot coffee, SunRype treats, and warm smiles from staff. During the first week, free events included a welcome cafe, movie and pizza night and a skating and pub night.

In Salmon Arm, approximately 45 students attended an informal gathering on January 4 that included information about services on campus and a light lunch.

