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Orientation September 3



All four campuses are in the final planning stages for orientation day - September 3. New students at all campuses will be treated to a day of fun and program orientations designed to welcome them to Okanagan College and help them learn to navigate the campus. For further information

about events at each campus, visit www.okanagan.bc.ca/orientation.

Ready...Set...Prep

As part of the Jump Start series of events, Kelowna students are being encouraged to come to the campus early, during the month of August, to

prepare for their studies in the Fall.

During Ready...Set...Prep, students will be able to come and buy their textbooks, obtain student ID, get a bus or parking pass and purchase a gym pass. This will alleviate the stress of trying to get everything done during the first week of classes.

Staff Change

This month the Registrar's Office bid farewell to Kim Snyder who worked as the Scheduler at the Kelowna campus. Kim will be taking on a new role in the Science, Technology and Health Deans Office. We wish her all the best in her new position but will miss her happy and friendly presence in the Registrar's Office.

Programs Closed for Applications

The following programs have now been closed for applications for September 2013:

- Civil Engineering - Kelowna campus
- Human Service Work - Kelowna campus
- Early Childhood Education - Kelowna campus
- Welding Level C - Kelowna campus
- Heavy Duty and Commercial Transport Mechanics - Kelowna campus



Okanagan College
Registrar's Office

www.okanagan.bc.ca/registrar

Scheduling Office News

Kim Snyder has now moved to a new position in the Science Technology and Health Portfolio office. The Scheduler position is currently in the process of being filled and we hope to have someone in place by the end of the summer. With the reduced staff in the Scheduling Office we ask that you please bear with us as there may be delays in responding to requests.

Since implementing the Scheduling Request System through myOkanagan at the end of April we have received over 400 requests. The system is helping us track requests more effectively and also helps us prioritize urgent requests. If you have any feedback or suggested improvements please email timetable@okanagan.bc.ca.



We would like to remind instructors and professors to check their schedules. Although the schedule was published in May we know that many leave it until the end of the summer to check their schedules. Once students start to register it is very difficult to make changes. Also, the more notice we receive, the more likely we will be able to find a solution. If you identify an issue you should contact your Department Chair and they will be able to submit a scheduling change request on your

behalf. You can check your schedule online either through ClassFinder or the link in myOkanagan to OC-Express Administrative Functions/Classes/Timetable.

The coordinated scheduling simulation, while slightly behind schedule, continues to progress. A recent staff departure and over 400 last minute change requests have necessitated adjustments to the original schedule. Even so, many of the requested changes were accomplished in a shorter time frame because of the groundwork laid in coordinated scheduling and with the use of enhanced features in our scheduling software. These allowed us to see, in real time, potential student conflicts with proposed scheduling changes prior to implementation.

Block Registered Programs

The following is a list of programs referred to as block registered programs. This is where we register students in their classes and create their timetable.

- Entry-Level Trades/Pre-Apprenticeships
- Continuing Studies
- Apprenticeship Levels

Engineering Technologies:

- Civil Engineering Technology
- Electronic Engineering Technology
- Mechanical Engineering Technology
- Water Engineering Technology (Year 1)

Business

- Culinary Arts Diploma
- Commercial Aviation

Health and Social Development

- Certified Dental Assistant
- Early Childhood Education
- Health Care Assistant
- Human Service Work
- Practical Nursing
- Therapist Assistant
- Bachelor of Science in Nursing (Year 1 and 2)

Office Administration

- Accounting Assistant
- Administrative Assistant
- Administrative Fundamentals
- Office Assistant
- Legal Assistant

Students in Arts, Science, most Business programs and some technologies self register for courses and create their own timetable.

July 2013

- 18** Absurd Decathlon
- 29** Last day to withdraw from a Summer Session II course without academic penalty, last day to change registration status from credit to audit

August 2013

- 5** B.C. Day (College closed)
- 10** Kayaking Okanagan Lake
- 15-16** Regular classes and exams end for Summer Session II
- 16** Fall fee payment deadline
- 19** Last day to submit final grades for Summer Session II

Lianne Rozniak

Coordinator Records and Registration

Describe a typical day: My day can involve anything from admissions to graduation and everything in between. I assist with registration issues and questions in Kelowna as well as the outlying campuses. Some of the issues I assist with are: setting up registration appointment times for students, assisting students with registration, helping students with a withdrawal after the withdrawal period, helping parents who have questions regarding their children.

The only goal I have in the end is to create as seamless an entry and exit from our institution as possible for the student. To do this I need to liaise in a professional manner with all areas of the institution.

Favorite part of your job: I enjoy working with the staff and helping our students meet their goals.

Hobbies outside of work: Reading, boating, gardening.

Dream vacation spot: I would like to visit Maui and Kauai.

Family: George (husband), Kristopher (son), Sara (daughter-in-law), three grandchildren - Keegan (13), Hugo (11) and our newest addition to the family, Logan (six months).

Where were you born/raised: Calgary, AB - I am a German cowgirl!

How long have you worked at Okanagan College: I began as an auxiliary July 1987 and worked in payroll, Continuing Studies, the President's Office and the Registrar's Office. I became a full-time employee in the Registrar's Office in 1988.

Future plans: I'm still trying to figure that one out. Some days retirement looks really tempting and then something happens with a student and I realize after helping them out why I enjoy coming to work every day!



Reminders for Students

Health and Dental Opt Out

Salmon Arm, Kelowna and Penticton students are reminded to hand in an [opt-out form](#) to the Okanagan College Students' Union office before the deadline (the second Friday after classes begin) if they wish to opt out of the extended health and dental plan. Vernon students should visit the [Vernon Students' Association Okanagan College](#) for further information.

Options for Waitlisted Students

Students who find themselves waitlisted for course or unable to take a course due to a scheduling conflict should consider looking at available options through distance education. Visit [ClassFinder](#) to search for available courses.

Students should also consider attending at a different campus.

Online Options

Did you know that textbooks can be bought online? Visit the [Campus Store's](#) site to purchase and avoid the long lineups during the first week of classes.

Tuition can also be paid online. Watch this helpful [how-to video](#) for tips on how to do so.

Allan Hickey Brings the Trophy Home

Staff in the Registrar's Office showered Associate Registrar Allan Hickey with Well-Done cards after he and his partner Ali Hatami won the Okanagan College bocce tournament this month.

