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Payment Options Change for Students

As of August 10, 2012, payment by credit card will no longer be an option for students for many fees and services at Okanagan College.

The change helps the College preserve programs and services by saving on operations costs. Approximately \$250,000 is spent annually by the College on credit card transaction fees.

There are still several ways for students to pay, including cash, cheque, and online banking. Visit www.okanagan.bc.ca/creditcardchanges for a detailed explanation of how this decision was made and a list of where credit cards can and can't be used.

Students can also be directed to an online how to video showing in detail how to pay online through the banks.



Improvements to the Become a Student Site

The Student Information team has been working on making improvements to the Become a Student website, beginning with the How to Register section.

Browse through the updated site to see additional videos, a step-by-step registration guide and a list of common registration error messages.

Over the next few weeks you may notice more changes. Feel free to send feedback or questions.

Changes to Aboriginal Access and Services

There have been some changes within Aboriginal Access and

Services to improve support for Aboriginal applicants and students. Four staff members - Marcy Trotter (South Okanagan-Similkameen), Gail Smith (Central Okanagan), Marilyn Alexis (North Okanagan), and Caroline Chartier (Shuswap-Revelstoke) - will be working as Aboriginal Transitions Planners, responsible for recruitment, mentoring and events.

Reporting to James Coble, Aboriginal Access and Services Coordinator, and working closely with Diana Thomson, Associate Registrar, Recruitment and Admissions, the Aboriginal Transitions Planners will be assisting prospective and current Aboriginal students in meeting their career and educational objectives. They will also encourage interest in, and applications to, Okanagan College programs, and develop, coordinate and promote culturally-relevant Aboriginal events.



Okanagan College
Registrar's Office
www.okanagan.bc.ca/registrar

June 2012

Education Council News

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

Course Revisions

- BIOL 012 - Biology 012
- BIOL 111 - Biology for Science Majors I
- BIOL 121 - Biology for Science Majors II
- BUAD 245 - Compensation and Benefits
- CHEM 011 - Chemistry 011
- CHEM 111 - Principles of Chemistry I
- ESLE 030 - English Essentials-Level III
- ESLE 040 - English Essentials-Level IV
- ESLE 050 - English Essentials-Level V
- ESLE 060 - English Essentials-Level VI
- ESLW 031 - Newspaper Network
- ESLW 041 - Composition Concepts
- ESLW 051 - Writing Skills for Academic Purposes
- ESLW 061 - Advanced Writing Skills for Academic Purposes
- ESLR 032 - Reading for Meaning
- ESLR 042 - Introduction to Reading for Academic Purposes
- ESLR 052 - Reading for Academic Purposes
- ESLR 062 - Advanced Reading Skills for Academic Purposes
- MATH 122 - Calculus II
- MATH 257 - Mathematics for Electronic Engineering Technology III

- MECH 233 - Technology Management and Quality
- MECH 240 - Project
- MECH 243 - Production, Planning and Operations Management
- PHYS 011 - Physics 011
- PHYS 215 - Thermodynamics
- PPNUR 113 - Pre-Practical Nursing Anatomy and Physiology
- THER 201 - Gross Anatomy and Kinesiology
- THER 104 - Client Care Principles and Practice - Introductory
- THER 120 - Occupational Therapist Assistant: Principles and Practice I
- THER 125 - Practicum Preparation
- THER 130 - Physical Therapist Assistant: Principles and Practice I
- THER 141 - Recreation Therapy Assistant: Principles and Practice II
- THER 150 - Practicum I: Combined or Recreation Therapist Assistant Placement
- THER 203 - Psychiatry and Mental Health
- THER 204 - Client Care Principles and Practice: Advanced
- THER 205 - Therapeutic Modalities
- THER 215 - Professional Practice
- THER 220 - Occupational Therapist Assistant: Principles and Practice II
- THER 221 - Occupational Therapist Assistant: Principles and Practice III
- THER 230 - Physical Therapist Assistant: Principles and Practice II
- THER 231 - Physical Therapist Assistant: Principles and Practice III

New Courses

- LAA 100 - Litigation Procedures I
- LAA 101 - Litigation Procedures II
- LAA 112 - Family Litigation Procedures
- LAA 116 - Legal Office Procedures

- LAA 120 - Personal Injury
- LAA 140 - Conveyancing Procedures I
- LAA 141 - Conveyancing Procedures II
- LAA 145 - Introduction to the Canadian Legal System
- LAA 152 - Corporate Procedures I
- LAA 153 - Corporate Procedures II
- LAA 160 - Wills and Estates
- MECH 257 - Solid Modelling Application
- OADO 099 - Online Learner Success
- OADO 110 - Business English
- OADO 111 - Business Communication
- OADO 126 - Transcription
- OADO 127 - Integrated Projects - Administrative
- OADO 130 - Business Math and Calculators
- OADO 135 - Records Management
- OADO 136 - Administrative Procedures
- OADO 140 - Accounting I
- OADO 141 - Accounting II
- OADO 152 - Computerized Accounting
- OADO 156 - Integrated Project - Accounting
- OADO 165 - Presentation Software
- OADO 167 - Introduction to Computers and the Internet
- OADO 168 - Database
- OADO 199 - Spreadsheets I
- OADO 170 - Website Design and Maintenance
- OADO 171 - Desktop Publishing
- OADO 173 - Keyboarding I
- OADO 174 - Keyboarding II
- OADO 175 - Word Processing I

- OADO 176 - Word Processing II
- OADO 180 - Human Relations
- OADO 181 - Job Search

Course Deletions

- MECH 253 - Advanced Quality
Please also see Program Deletions below.

Program Deletions

- Aboriginal Health Worker Certificate (and all related courses)
- Computer Animation Certificate (and all related courses)
- Desktop Support Technician Certificate (and all related courses)
- Experiential Education Facilitator Certificate (and all related courses)
- Gerontology Certificate (and all related courses)
- Programmable Logic Controls Certificate (and all related courses)
- Steel Work Certificate (and all related courses)
- Banking Customer Service Certificate (and all related courses)
- Electronic Publishing Certificate (and all related courses)
- Entrepreneurial Skills Certificate (and all related courses)
- Introductory Conveyancing and Litigation Certificate (and all related courses)

New Programs

Leading in a Learner-Centred Organization Certificate

In this 60-hour program, educational coordinators, program chairs, program administrators, managers, executives and any employee in, or interested in, a leadership role in an educational institution will be given the opportunity to increase their leadership skills.

Proposed date of implementation is September 2012.

Service and Support in a Learner-Centred Organization Certificate

This 60-hour program is designed to be accessible for educational support and service workers, or any person who finds themselves working in a supporting role in an educational institution.

Proposed date of implementation is February 2013.

Okanagan College to UBC- Okanagan Civil Engineering Bridge

This program will allow graduates of Okanagan College's Civil Engineering Technology program to bridge into second-year Civil Engineering at UBC's Okanagan campus.

Proposed date of implementation is September 2012.

Okanagan College to UBC- Okanagan Mechanical Engineering Bridge

This program will allow students to bridge into the second-year, second semester Mechanical Engineering Degree program at UBC's Okanagan campus.

Proposed date of implementation is September 2012.

Program Revisions

Bookkeeping Bridging Certificate

Admission requirements will change to accept BAC 11 and 12 or Accounting 12 with a minimum grade of 73%. Course names and descriptions of BACC 241 and 242 will change.

Proposed date of implementation is September 2012.

Metal Fabricator (Fitter) Certificate

The hours within the courses will change in order to instruct Welding

since the Welding C admissions requirement has been dropped from the program. Level 2 technical training will no longer be included and the six-hour Level 2 Apprenticeship exam has also been eliminated from the program. Proposed date of implementation is September 2012.

Collision Repair Technician

Applicants will no longer need to write the ABLE entrance exams if proof of academic requirements are met.

Proposed date of implementation is July 2012.

Pharmacy Technician Certificate

The admission requirement of "currently enrolled in Grade 12" will be removed.

Mechanical Engineering Technology

A new course is being created to further advance students' knowledge in solid modelling.

Proposed date of implementation is September 2012.

Administrative Assistant Certificate, Accounting Assistant Certificate, Office Assistant Certificate, Administrative Assistant Fundamentals Certificate, Legal Administrative Assistant - Litigation, Legal Administrative Assistant - Corporate/Conveyancing

As the online courses offered via BCcampus become official Okanagan College courses, these programs now indicate that students can choose online of in-person courses.

Proposed date of implementation is August 1, 2012.

Business Studies Certificate - Human Resources Management

An additional elective focusing on conflict resolution and negotiation is being added into the program and BUAD 245 is being removed. Proposed date of implementation is September 2012.

Business Administration Diploma - Human Resources Management Option

The Industrial Relations course has been changed from a required course to an elective. Conflict Resolution and Negotiation has been added as an additional elective. BUAD 245 has been removed from the program.

Proposed date of implementation is September 2012.

BBA - Human Resources Specialty

To meet industry requirements and the department's requirement to standardize all specialties to have eight courses, new courses will be added.

Proposed date of implementation is September 2012.

BBA - Marketing Specialty

The course BUAD 305 - Logistics and Supply Chain Management will be included as an elective.

Proposed date of implementation is September 2012.

International Development Diploma

An explanation will be added to the Calendar to clarify that students in the Women and Development Emphasis cannot take ECON 202/WMST 211 or POLI/WMST 202 as their POLI and ECON electives.

Proposed date of implementation is September 2012.

English as a Second Language, English for Academic Purposes

The current six-level program will be divided into these two separate but linked programs.

Proposed date of implementation is September 2012.

Associate of Arts Degree

There will be a revision to the wording for the science requirements of the Associate of Arts Degree.

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.

The next regular Education Council meeting is scheduled for September 6, 2012.

Tuition Fees Now Online

The 2012-13 tuition fees are now available for viewing at:

www.okanagan.bc.ca/tuition.

How-to Videos Online

Be sure to visit Okanagan College's YouTube channel for more how-to videos, including a new one showing how to make an online payment through a designated bank account.

These videos are a great opportunity to teach new and returning students how to become more self-sufficient.

www.youtube.com/user/OkanaganCollege

Ready, Set, Register

Registration will begin the first week of July. Students should be checking in their myOkanagan account at the end of June for their registration time ticket.

A CRM reminder email will also be sent out to students later this week.

For a step-by-step guide to registration, visit:

www.okanagan.bc.ca/BecomeaStudent

Did You Know...

In total, we have 13 campuses, centres, and trades facilities. Can you name them all?

June 2012

- 19** Regular classes end for Summer Session I
- 20-22** Final Exams for Summer Session I
- 25** Last day for submission of final grades for Summer Session I
- 27** Vernon Convocation
- 28** Summer Convocation

July 2012

- 2** Canada Day - College closed
- 3** Classes begin for Summer Session II
- 3** Last day to receive a refund of tuition fees for Summer Session II course drop
- 9** Last day to register for a Summer Session II course, drop a course without a withdrawal recorded, change course registration from audit to credit
- 13** Last day to submit a grade appeal to the Registrar's Office for Summer Session I
- 30** Last day to withdraw from a Summer Session II course without academic penalty

Inga Wheeler

Manager, Student Information and Transitions

Describe a typical day: Most of my day is taken up by meetings it seems. Many of them involve our Client Relationship Management (CRM) system, which I manage. It could be a quick meeting with Financial Aid about an email they want to send out to students regarding an award or student loans, or it could be with IT regarding technical issues, the implementation of new features for the CRM, the College Calendar, or our website.

Favourite part of your job: There is always something new and I love how new projects tend to land on my desk – even though it can get overwhelming at times. That's why I try to get out of the office at lunchtime for a run most days. The other part I really like is that I get to talk to a wide variety of people from the OC community and beyond.

Where were you born/raised: Born in Germany and moved to Victoria right after high school graduation. Planned to stay a year but never went back, which may have had something to do with the most fabulous homestay family I had for the year. We are still close and I consider them my family!

Family: It is just me and my son Bennett who just turned five. He was the first child that started at Little Scholars, the Kelowna campus daycare that opened in 2009 and he will graduate and move to kindergarten in September. My parents come to visit from Germany every year and you will probably see me rolling around the office this September when mom is here cooking for us every day.

How long have you worked at Okanagan College: Since February 2009. Started as an auxiliary in Institutional Research, then Apprenticeship, International and Trades. I have been in the Registrar's Office since fall 2009.



Orientation 2012

Be sure to pass the word along to students entering Okanagan College this fall that Orientation will be held September 4, 2012 on each of the four campuses: Salmon Arm, Vernon, Kelowna, and Penticton. Check online for more information closer to September: www.okanagan.bc.ca/jumpstart



Electronic Communication Policy Coming

Okanagan College uses, and will continue to use more and more, electronic communication with its students and applicants in lieu of many paper-based processes. To this effect, the Registrar's Office, in consultation with Legal Affairs, is developing an Electronic Communication Policy for students and applicants.

The policy should be ready in early fall 2012.

Updating Email Within myOkanagan

This summer, students will be able to update their own email address in myOkanagan.

2012-13 Important Dates Schedules

To incorporate the new Family Day holiday and a change to the mid-semester study break, the 2012-13 important dates schedules have been updated, pending Board approval June 26. Please view the updated schedules at: okanagan.bc.ca/dates.