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New Addition to the Registrar's Team

The Registrar's Office is pleased to announce the addition of Allan Hickey to the Registrar's team as he takes on the role of Associate Registrar, Systems.

Allan has been with the College since 1999, holding positions as Senior Programmer Analyst, Information Systems Coordinator and Software Services Coordinator. Allan holds a Master of Arts in Leadership from Royal Roads University.

Allan has been very involved with the College outside of his regular duties, assisting in establishing the Campus to Campus Half Marathon and sitting as a member of Education Council. This year Allan was the recipient of the Service Excellence award at the Employee Excellence ceremony in May.

Welcome to the team!



Scheduling Office News

Check your schedule! ClassFinder is now live for all campuses and we are working hard to complete the backlog of changes to the schedule and hope to be caught up soon. By now, instructors and professors should have checked their schedules for Fall and Winter to catch any potential errors in assigned rooms. A reminder also that all scheduling changes should be submitted via the Scheduling Change Request Form in myOkanagan and that this is for all changes at all campuses. Department Chairs are the only ones able to submit changes. If an instructor or professor has a change they should contact their Department Chair to initiate the request.

Alison Beaumont is still working diligently on the simulation of coordinated scheduling. Results of the simulation should be released in July for feedback. A second simulation based on this feedback will be done in October. There will also be a session on scheduling at Connections this year so sign up to find out more!



Okanagan College
Registrar's Office

www.okanagan.bc.ca/registrar

June 2013

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.

New Program

ESP Certificate

This new English as a Second Language program will recognize the need for accreditation and address the specific demand of each group of identified students from Japan and other countries or other institutions.

Proposed date of implementation is July 2013.

Program Revision

Learner-Centred Instructor Certificate

The letter of introduction is being removed from the admission requirements. An English requirement will be added to ensure all applicants are prepared for the program.

Proposed date of implementation is September 2013.

Network and Telecommunications Engineering Technology Diploma

Additional required courses will be added to the program to address specific skill sets needed upon graduation.

Diploma in Criminal and Social Justice

An additional elective course will be added to the program to give students more choice.

Proposed date of implementation is September 2013.

EAP Certificate

A clear statement of certifiability and graduation requirements will be added.

Proposed date of implementation will be September 2013.

ESL Certificate

The existing ESLW 011, ESLW 021, ESLR 012 and ESLR 022 courses will be added to the program page in the Calendar.

Proposed date of implementation is September 2013.

Course Revisions

- BIOL 203 - Introduction to Ecology
- NTEN 221 - Fundamentals of Wireless Networking
- CRIM 240 - Applied Ethics for Criminal and Social Justice Professions
- EAPR 012 - Academic Reading Skills 1
- EAPW 011 - Academic Writing Skills 1

New Courses

- NTEN 211 - Virtualization for Enterprise System Administrators
- NTEN 228 - Scripting for Network and System Administrators
- PHIL 250 - Applied Ethics for Criminal and Social Justice Professions

The next regular Education Council meeting is scheduled for September 5, 2013.

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

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

Fall Time Tickets

Registration appointments (time tickets) will be available the week of June 17. Students will receive an email to their personal email accounts advising them of their

appointment time.

Registration appointment times can also be found in their myOkanagan account.

June 2013

- 19-21** Regular classes and exams end for Summer Session I
- 17** Kelowna Advising Jump Start Session and Penticton How-to Register Jump Start Session
- 25** Vernon Convocation/ Commencement
- 27** Summer Convocation
- 24** Last day to submit final grades for Summer Session I

July 2013

- 1** Canada Day (College closed)
- 2** Summer Session II begins
- 3** First day of registration
- 15** Last day to submit a grade appeal to the Registrar's Office for Summer Session I
- 8** Last day to register for a Summer Session II course, last day to drop a course without a withdrawal being recorded, last day to change course registration status from audit to credit
- 12** Last day to submit a grade appeal to the Registrar's Office for Summer Session I
- 29** Last day to withdraw from a course without academic penalty, last day to change registration status from credit to audit

Ready...Set... Prep...

This year as part of the Jump Start series, Kelowna students will be encouraged to come to the campus early, during the month of August, to prepare for their studies in the Fall.

Students will be encouraged to come and buy their textbooks, obtain student ID, get a bus or parking pass and purchase a gym pass. This will hopefully help alleviate the stress of trying to get everything done the first day of classes.

Kick Off

This year orientation day, traditionally the first day many students are on campus, will be September 3, 2013. The event has been named Kick Off and will include many of the same activities as last year, plus a few added surprises.

The biggest change to this year's event is the start time. Students will be asked to arrive on campus at 9 a.m. rather than 8 a.m.



CRM Email Schedule

The following is a list of emails being sent out through the CRM system this summer:

June

- 5 Student Aid BC apps now open online
- 10 Jump Start Advising and Campus Tours session reminder (Kelowna and Penticton)
- 12 Transfer Credit Info (new students)

- 14-17 Reg time tickets will be run
- 18 Reg Time tickets and ESL and ABE Reg Info (returning students)
- 18 HKIN Year 1 – special notice re registration
- 26 Jump Start Campus Tour reminder (Salmon Arm)

July

- 3 Reg starts for Fall 2013 and Jump Start Campus Tours (Vernon) reminder
- Early Reminder to register for Winter
- Early Waitlist and reg info – how to waitlist etc.
- 11 Jump Start Campus Tours reminder (Kelowna)
- Mid Health and Dental opt out info (weekly)
- Late Reminder to register now
- Late ABESAP funding may be available
- Late Deposit reminder to new ESL admits

August

- 6 Ready – Set – Prep (buy books, gym pass etc. early – Kelowna only)
- Early Orientation 2013: Invitation to Kick Off (September 3)
- Early On a waitlist? Check your waitlist status
- Early If you are waitlisted for (e.g. ENGL 100), consider Distance or another campus
- Early Fee payment reminder for Fall 2013
- 16 Fall 2013 fee payment deadline
- Late OC Tuition Bursary for 2nd – 4th year students

September

- Early Waitlist seats available

Celebrate Our Grads

Spring Convocation and the Trades Commencement are behind us, but Deb Holtom, Okanagan College's Graduation Clerk, is busy preparing for Vernon Convocation/Commencement and Kelowna Summer Convocation.

All students graduating must apply. Each student who applies to graduate has their academic record evaluated to determine if they meet the program requirements. Visit the Ceremonies page for further information: www.okanagan.bc.ca/ceremonies.

The Vernon ceremony will take place on June 25 followed by the Kelowna Summer Convocation on June 27.

Paper Applications for CS

Continuing Studies has switched to the same application form used by all Okanagan College programs. Please provide the standard Okanagan College application form if someone insists on using a paper application.

Online Tuition Page

All fees for Continuing Studies Certificates are now found on the tuition page: www.okanagan.bc.ca/tuition

Did you Know...

Employees can check application statistics through myOkanagan. Find out how many applications there are to a specific program in OC Express-Reports>Admissions/Applications>Status of Applications.

Janet Berg

Enrolment Services Clerk, Kelowna

Describe a typical day: A typical day would vary during different times of the year. Sometimes we deal with a huge volume of students and other times it is slower, but we are always busy. We are always ready to assist students and individuals with a huge variety of questions about Okanagan College, registration issues, adding and dropping classes, applying and admitting into the College, parking, fitness - we even get inquires about DeBeans (coffee shop) so we tend to know a little about everything. We also help colleagues from other areas in regards to registration. Our little registration department is pretty close knit. We are a great team always helping and interacting with each other and it is a privilege to work with such good people.

Favorite part of your job: The most satisfying part of the job is when a student is ready for graduation, especially when you have assisted those students through their journey at Okanagan College: from when they first came to the College to when you see them complete their goals and are off on their next adventure. Our students are great.

Hobbies outside of work: I spend my free time with family and friends. We enjoy the summer months and love to be outside and around nature. We like to camp, BBQ, and spend time out on the lake with the boat.

Dream vacation spot: I would love to go on a cruise in and around the Caribbean Islands. I also went to Hawaii once and would love to go back.

Family: I have family spread throughout B.C. but in Kelowna it is just my two boys and my other half.

Where were you born/raised: I was born and raised in Winnipeg, Manitoba. As we say, it is a good place to be from!

How long have you worked at Okanagan College: I started in 2000 when we were still OUC.

Future plans: I prefer the warm weather so I would like to be a snowbird and go south for the winter.



Changes to the Online Application

Last month, we reported that the 'legal blurb' section on the print and online applications were updated including sections on Personal Information, Communication and Declaration and Consent.

Now work is underway to incorporate some additional changes that will make the process more clear for applicants and will also help staff processing the applications and reduce duplicates. Here are some of the items that are being worked on:

- SIN has been removed
- Former/Previous Name will be a required field unless the applicant checks the "I don't have a former name" checkbox
- An Email confirmation field will be added to prevent mistyped emails
- Are you a first-generation student? question will be added to the Questions page
- I Agree checkbox has been removed from the Disclosure
- Phone Number will be mandatory and will allow for a primary and an alternate number
- The prior High School and Post-Secondary sections will see some changes to clarify what is being asked
- The Emergency Contact Information section will also see a makeover to allow for a second phone number

Additional work is underway on the backend to fix a few of the other issues that have been identified. Some of these improvements will go live in June with many of the other changes to be implemented by November 1, 2013 when applications open.