



Volume 3 | Issue 10

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## The Informed Student

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The Registrar's Office communicates in many ways with applicants and students. Below is an overview of how this is done, using an Academic applicant as an example. Below is an excerpt. For the full schedule, click [here](#).

November:

CRM Email - Thank you for applying, here is how to login to myOkanagan

Admissions Letter - Acknowledge application and advise on required items such as a transcript

January:

CRM Email - Reminder: some outstanding items are now due

February:

CRM Email - Second reminder: some outstanding items are now due

March:

Admissions Letter - Conditional Offer

April:

Postcard Mail Out - Invitation to Jump Start sessions

CRM Email - Reminder to accept offer and pay admission deposit by May 1 (if Arts or Science applicant)

May:

CRM Email - Reminder of following week's Jump Start Advising session

CRM Email - ClassFinder will be available May 31. learn how to build a timetable, watch YouTube How-to videos

### The Informed Student: Academic applicant who applied on Nov. 1

**November:**

CRM Email - Thank you for applying, here is how you log into your myOkanagan account

CRM Email - Career Fair invitation

Admissions Letter – Acknowledge application and advise re: required items such as transcript

**January:**

CRM Targeted Announcement - OC Mobile App

CRM Email - Reminder: some outstanding items are now due

**February:**

CRM Email - Second reminder: some outstanding items are now due



Okanagan College  
Registrar's Office

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

## May 2013

### Education Council News

Education Council did not meet in May but will resume its regular meeting schedule in June.

### 2013-14 Tuition Fees

Tuition fees for 2013-14 are now available online in the [Calendar](#) and at [okanagan.bc.ca/tuition](http://okanagan.bc.ca/tuition).

This year, the Registrar's Office worked closely with IT Services to improve the readability and overall look of the online tuition information. Fees are now listed on a web page instead of a PDF page. Users can choose to view all fees or use a drop-down menu to view fees by department.

For those who still wish to print a copy of the fees, the PDF is still available and can be accessed from the tuition page.

If you require more details or need a copy of the previous PDF version, or you have suggestions for improvements, please contact Inga Wheeler at [IWheeler@okanagan.bc.ca](mailto:IWheeler@okanagan.bc.ca) or ext. 4847.

### Transfer Credit

Please ensure you are using the new [transfer credit form](#) which is available at [okanagan.bc.ca/forms](http://okanagan.bc.ca/forms). If you come across any old forms please destroy them and use the new one.

An email will be sent out through the CRM system to new students regarding the transfer credit deadline date of July 15, 2013 for the Fall semester.

### Trades Testing

Please note that the Penticton campus will no longer be offering trades testing every Friday at 9 a.m. due to a lack of attendance. Trades testing will now be offered by appointment only. Please have students contact Marilyn Ordze at 250-492-4305 ext. 3310 to schedule their testing.

### 2012-13 FTEs

Each May, Institutional Research calculates Full-Time Equivalent Students (FTEs) for the College and reports these findings to the Ministry. This report is done by fiscal year. The numbers for 2012-13 aren't quite final, but the number is expected to be about 7,290. This is down slightly from last year, mainly due to the drop in Apprenticeship FTEs because of a slow down in the construction trades and the slower economy.

For further information on FTEs, please visit the [Ministry of Advanced Education's](#) website.

Internal FTE reports for Okanagan College can be found in the Reports tab in myOkanagan.

### Grade Change Reminder

Faculty are reminded when they are sending in grade changes to the Registrar's Office to please ensure the student's name, student number, semester, full course name and CRN are included. If you come into the Registrar's Office to request a grade change, there is a form to complete.

### Staff Change

In April, Margaret Scharf took over

the position of Assistant to the Dean at the Salmon Arm campus,



filling the role Shelby Crosby held before retiring in the fall. Margaret has worked for OUC and then OC since 2004. Her first position was at the Salmon

Arm Employment and Work Search Centre. Since the contract with Service Canada ended, Margaret has worked in Continuing Studies as a Program Assistant and Program Coordinator, and worked as an Education Advisor for just over a year.

Margaret enjoys working with new people and learning more about the College in her new position.

## May 2013

- 20** Victoria Day (no classes)
- 24** Last day to submit a grade appeal to the Registrar's Office for Winter semester
- 31** Last day to withdraw from a course without academic penalty, Last day to change registration status from credit to audit

## June 2013

- 7** Summer Session II fee payment deadline
- 19-21** Regular classes and exams end for Summer Session I
- 24** Last day to submit final grades for Summer Session I

## Jump Start Sessions

The Jump Start series for new applicants and students gets underway this month. Advising sessions in Vernon and Penticton, a Technology advising session in Kelowna, and campus tours in Penticton will kick off the series of sessions designed to help put students on the road to success early on in their post-secondary journey.

To learn more about upcoming sessions, visit:  
[www.okanagan.bc.ca/jumpstart](http://www.okanagan.bc.ca/jumpstart).

## Updates to the Fine Print

We are in the process of updating the fine print or "legal blurb" at the bottom of all online and paper applications (including those for Continuing Studies and International Education) to read as follows.

### Personal Information

Okanagan College is a public body governed by the Freedom of Information and Protection of Privacy Act (FIPPA), which permits us to collect, use and share your personal information only for authorized purposes. We collect, use and share personal information that relates directly to and is necessary for Okanagan College's programs and activities. The information on this form is collected under the authority of the FIPPA and the College and Institute Act. The information will be used for the purposes of admission and registration. If admitted, your personal information is used and shared within our institution for

a variety of purposes consistent with our mandate. Your information may be shared with the students' association, the alumni association and the Okanagan College Foundation for purposes such as provision of student services; alumni development; recognition of academic excellence, convocation programs and donor awards. Information may also be used for research purposes but in those cases, individual identities will not be disclosed. Additional information may be found in our "Protection of Privacy Policy" on the Okanagan College website. Questions about the collection, use and sharing of your personal information may be directed to the Registrar.

Under the FIPPA, staff may not release personal information such as your student record or registration to anyone other than you without your consent. We must, therefore, deal directly with you on all inquiries, transactions or appeals. If, for any reason, you need a parent or other person to act on your behalf, and wish to give them full authority to do so, you must provide Okanagan College with your written consent authorizing the release of your personal information to that person by completing a "Consent to Release Personal Information" form which can be found on the Okanagan College website: [www.okanagan.bc.ca/forms](http://www.okanagan.bc.ca/forms).

### Communication

Communications from the College will be by email in most cases. Other important information and policies can be found on the College website. Please notify the College of any change to your email address. Please refer to the "Electronic Communication for Students and

Applicants Policy" in the Calendar for details:

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

### Declaration and Consent

I certify that the information contained herein and that all statements made in connection with this application are true, correct and complete. I understand that any misrepresentation, incomplete disclosure or falsified information on this application may result in the cancellation of my admission or registration status. I agree that Okanagan College may verify the information provided by contacting any secondary or post-secondary institutions. I authorize Okanagan College to access Okanagan University College (OUC) records in the event I previously attended OUC. I understand and agree that my admission will not be final until my file is complete and I have satisfied all document and other requirements by Okanagan College. I authorize the posting of my grades where such posting identifies me only by my personal OC student ID number.

I understand and agree to abide by the rules, regulations and policies of Okanagan College as outlined in the Calendar and on the Okanagan College website, as amended, while I am a student at Okanagan College. In the event there is a conflict between verbal advice and Okanagan College's official Calendar, regulations and policies, I will rely on the official version only.

I agree to pay all tuition, fees and charges to Okanagan College within the payment deadlines posted by the College.

## Scheduling

### Office News

New Scheduling Request system goes live!

The Scheduling Change Request is now live in myOkanagan for Department Chairs and Coordinators to submit changes. Initially the system is only being used by Kim Snyder and Alison Beaumont in Kelowna, but it is hoped that by the end of the summer all campus schedulers will be using the system. There is a short [Prezi](#) on how the system works available online.

If you have any feedback on the new system or any suggested improvements please contact [Alison Beaumont](#).



### Important Dates

**May 17:** A final version incorporating amendments to Draft 2 will be submitted to the deans for FINAL review.

Any changes required at this time should be relatively minor and will be dealt with as they occur to ensure they are entered into Banner before the publication deadline.

**May 30:** Last date timetable revisions will be accepted before publication.

**May 31:** "Stable Version" of the fall and winter timetable posted online.

## Congratulations!

Congratulations to Janice Ulrich from the Vernon campus on her nomination in the Employee Excellence Awards for Career Achievement. Here is the excerpt from the ceremony, held May 1, 2013 in Kelowna:



Janice has worked on the front lines of Okanagan College for 25 years. She is responsible for admissions and registration functions at the Vernon campus and is well known as someone who makes the challenges of registering for college seem easy. Janice ensures the process is easy for students and prides herself on helping students feel confident about their future at the College. Always student-centred, Janice is very mindful of the needs of students, whether they are secondary-school students exploring dual credit opportunities, trades students enrolling for a new program or international students who may be nervous about the process. Her colleagues consider her the campus's social coordinator – Janice is quick to ensure every milestone, holiday and retirement is recognized and that her peers are celebrated. In the words of her nominator:

"Her good judgment, people-first perspective, and positive attitude help create a culture of service excellence at the Vernon campus. In

my 11 years with Okanagan College, no one employee better personifies the attributes of excellence than Janice."

## Saying Goodbye

This month the Registrar's Office bids farewell to two people.

Paul Campo, Associate Registrar, will be leaving Okanagan College to join the team at Capilano University. His last day will be May 24.

Paul started with the College in 1998 and took on the role of Associate Registrar in 2005.



Paul often said his favourite moments came during Convocation ceremonies when he watched the students cross the stage to receive their credentials in front of family and friends. Paul will be missed around the office and at Convocation ceremonies this June.

Also moving on is Becky Olson who recently joined the Registrar's Office as Recruiting and Events



Coordinator. Becky will be joining B.C. Assessment as a property appraiser.

Although only in the Registrar's Office for a short time, Becky previously worked in the Okanagan School of Business from April 2012 until March of this year as the Research and Program Assistant.

Best wishes go out to both Paul and Becky!

## Carlyn Young

### Student Information Assistant, Kelowna

**Describe a typical day:** There is no "typical" day in my job! I usually start my day answering student questions that have come as responses to emails we have sent out through the CRM system. Other duties involve writing the content for emails sent out by the Registrar's Office, composing this newsletter, maintaining the online Calendar, writing and editing website content and this year, coordinating Orientation Day for the College.

**Favourite part of your job:** My favourite part of the job is when I'm able to connect the dots from start to finish with students. As a part of the team that sends out communications to students, I often see our very first contact with them straight through to when they become a student here.

**Hobbies outside of work:** When I find some free time, I enjoy getting out on the golf course or the tennis courts, snowshoeing in the winter, reading, heading to the gym, and hanging out with my two boys.

**Dream vacation spot:** I've always wanted to visit the Galapagos Islands. There are just too many places in this world to explore. My travel bucket list keeps growing!

**Family:** I have two rambunctious boys - they are four and seven so they take up a lot of my free time! My parents live here in Kelowna so we spend lots of time with them.

**Where were you born/raised:** I was born in Toronto, Ontario and spent most of my early years in and around that area. I moved to the Okanagan in 1998 and haven't looked back!

**How long have you worked at Okanagan College:** I've been here since October 2011.

## Program Showcase

### Network and Telecommunications Engineering Technology

A love of technology, gadgets, automation of tasks and a general interest in what makes things tick might describe an Okanagan College Network and Telecommunications Engineering Technology (NTEN) student perfectly. Although there are similar programs available through BCIT, SAIT and NAIT, Philip Ashman, department chair, explains what sets the Okanagan College NTEN program apart from the others is the broad scope of what students learn and the inclusion of telecommunications.

"We are a Cisco networking academy, and focus on this curriculum for our Network Administration stream," says Ashman, "but we also teach from the Microsoft Official Academic Curriculum for our System Administration stream and a variety of sources for telecommunications." Courses in the program also focus very heavily on practical skills and students graduate from the program with job-ready skills for all the major areas of IT.

Shaun Tofsrud, who graduated from NTEN in 2010 and is now employed with the Canadian Forces as a network specialist, says, "(Instructors') enthusiasm and passion for the program and its students reminded me why I enjoyed technology to begin with. They have been the key to my success in NTEN."

Graduates of the program can expect to earn anywhere from \$35,000 to \$45,000 to start but they do vary throughout the country. Some of the jobs they will fill include frontline support or junior analysts for large corporate enterprises and government institutions, main support people for smaller companies, or positions within technology companies and internet service providers such as Telus or Shaw.

Job opportunities for graduates look good. As Ashman puts it, "In today's world, every company is dependent on information technology in one way or another."

For further information about the NTEN program, visit the College [Calendar](#).

