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Trades Student Characteristics and Physical Attributes

For students unsure of whether or not their program choice in trades will be a good fit, there is a new resource available online on the College website. This useful page lists all the physical activities involved for each trade and the recommended student characteristics.

If you have a student wondering about what the typical work looks like and challenges there may be in their choice of trades, direct them to the following [page](#).

How to access the Shared Recruitment Events Schedule

The shared recruitment events schedule is managed by the Recruitment team for the purpose of informing all departments on the various events that recruiters organize or plan on attending throughout the year. The schedule is only accessible to employees of Okanagan College through myOkanagan.

To view the shared events schedule:

Login to your myOkanagan account. On the College Matters tab, scroll down to Popular Links, and click "Recruitment events schedule."

This document is updated as necessary to reflect any event changes, or to add new events. If you are interested in participating in any of the events, or have any questions about the schedule, please email Steph Bodden

Muffins and Cupcakes Fundraiser Update

Thank you to all the staff, students and instructors who supported the Fifth Annual Registrar's Office Muffins and Cupcakes fundraiser in October. We were able to raise just over \$325 which will go towards an emergency student bursary for one of our students.

A very special thank you also goes to all the staff who baked and contributed to this year's supply of goodies so we had items to sell.

Registrar's Office Staff Celebrate Milestones

Five employees from the Registrar's Office celebrated milestones in their careers with Okanagan College on November 25 at the Employee Recognition Dinner. Congratulations to Judy Reid (20 years), Janet Berg (15 years), Debbie Freeman (10 years), Tawnya Cameron (10 years) and Leslie Bogula (10 years).



Okanagan College
Registrar's Office

www.okanagan.bc.ca/registrar

November 2015

Education Council News

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

Program Revisions

Health Care Assistant Certificate

The total number of weeks in the program will be changed to reflect the correct number of hours of instruction.

Proposed date of implementation is January 2016.

Adult Basic Education

Admission requirements will be amended for English and Science to ensure they are consistent with requirements for Math. Students will be required to have completed prerequisites within five years prior to the start date for the course they wish to register for.

Proposed date of implementation is January 2016.

International Development Diploma

New courses will be added, courses will be deleted, and an increased choice of electives will enhance the program.

Proposed date of implementation is January 2016.

Course Revisions

- CHEM 121 - Principles of Chemistry II
- LSIN 010 - Basic Academics I - Literacy
- LSIN 010A - Basic Academics I - Mathematics
- LSIN 011A - Basic Academics II - Mathematics
- LSIN 011B - Basic Academics II - Literacy
- LSIN 013 - Basic Academics III -

Literacy

New Courses

- POLI 112 - Understanding International Development
- POLI 206 - Religion and Politics

The next regular Education Council meeting is scheduled for December 3, 2015.

December 2015

Program Revisions

Business Administration Diploma - Marketing Option and Bachelor of Business Administration - Marketing Specialty

A new course is being added as an elective.

Proposed date of implementation is January 2016.

New Courses

- BUAD 200 - Digital Marketing
- 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.

OC Holiday Party

Don't wait any longer to pick up your tickets for the OC Holiday Season Party. This year's celebration will be held on December 19 at the German Canadian Harmonie Club. Organized by the OC Social Committee, you'll get a full seasonal buffet dinner, live music by Blue City Trio, and the chance to win some great prizes for just \$35! Pick up your tickets before December 11. Email cyoung@okanagan.bc.ca.

January Welcome Events

This January, students in Kelowna will be welcomed to the campus

January 4 - 8, 2016 with a number of fun activities, intended to orientate them to the campus and integrate them into Okanagan College student life. Penticton will welcome their students with a free lunch, prizes and a campus orientation on January 13, 2016.



All events can be found at okanagan.bc.ca/orientation.

December 2015

- 10** Last day of regularly scheduled classes
- 12-22** Final exam period
- 24** Last day to submit final grades
College closes at 3 p.m.
- 25-Jan1** Christmas closure

January 2016

- 1** New Year's Day (College closed)
- 4-8** Welcome Week events - Kelowna campus
- 4** First day of Classes for academic programs
- 13** Welcome to 2016 - Penticton campus
- 15** Last day to: register for a Winter course, receive a refund for a course drop, withdraw from a course

International Education Week at the Kelowna Campus



International Education Week took place at the Kelowna campus November 16 - 20 with a full week of cultural exploration for staff and students.

Each day focused on a different region of the world and included food and drinks, performances by staff and students, and interactive activities.

Monday included the official opening ceremony with a welcome from Russel Boris, Director of International Education, Mexican dance performances, the Okanagan Song, as well as food and drinks from the Americas and the Caribbean. There was even a beer tasting where participants could compare beers from Canada, the US and Mexico!

Tuesday showcased Asia and Australasia with a spectacular dragon dance and later a bhangra dance from some of our students from India. Food included sushi and samosas, along with bubble tea and assorted hot teas.

Africa and the Middle East were featured on Wednesday with an interactive drumming circle, hair braiding, Arabic coffee samples, roibos tea and a yummy Ethiopian stew prepared by Food Services on campus.

On Thursday the atrium was set up like a European Christmas market with tents over tables and activities, food and drink at each of the tables. Highlights of the day included wine tastings where European wines were compared with Okanagan wines, make your own Venetian masks and Ukrainian eggs and Italian cream sodas.

Friday was finale day with an International Fashion Show and featured food and drinks from earlier in the week.

Thank you to all the staff and students who helped make this year's event the best one yet!



2016-17 Dates and Schedules

The academic important dates schedules for 2016-17 have been set and Education Council approved other program schedules for 2016-17 at its November 5th meeting.

You can always find schedules at www.okanagan.bc.ca/dates or review them right here:

[Academic](#)

[Office Administration](#)

[Adult Academic and Career Preparation \(Adult Upgrading/ABE\)](#)

[Vocational Health and Social Development](#)

[English as a Second Language](#)

[Adult Special Education](#)

2015-16 Schedule Changes

At its November meeting, Education Council also approved some schedule changes in the Health and Social Development area for the 2015-16 year. Please visit www.okanagan.bc.ca/dates to see the updated schedule or [click here](#).

Dates for the following programs were changed: Health Care Assistant Certificate, Pharmacy Technician Certificate, Practical Nursing Diploma, Early Childhood Education Diploma and Therapist Assistant Diploma.

Communications 11 for Trades Programs

Communications 11 is (and has been) acceptable for all Trades programs requiring English 10 or 11. This is indicated in the English and alternatives pages for [English 11](#) and [English 10](#). There is also a waiver to accept Communications 12 for Electrical for 2015-16 and 2016-17.

Registrar's Office Admissions and Registration Project

As part of the ongoing Registrar's Office Admissions and Registration Project (RARP), here is an update on changes:

Interim Grades Deadline

As part of a review of our admissions processes, the Registrar's Office in Kelowna will no longer ask for interim high school transcripts for Kelowna programs except for Bachelor of Science in Nursing (Years 1 and 2), Practical Nursing, Certified Dental Assistant and Commercial Aviation.

Please note, these are the confirmed deadlines for students to submit their interim grades:

Bachelor of Science in Nursing (Years 1 and 2): March 31

Practical Nursing: September start - Feb 29

Certified Dental Assistant: Feb 29

Commercial Aviation: Feb 29

Tuition Deposit Changes

Changes to the deposit for domestic students have now been finalized and have been approved for all programs starting in the Fall 2016 term or later at all campuses.

The deposit will now be called the "offer acceptance tuition deposit," eliminating the confusion of whether it is a "registration deposit," a "tuition deposit," an "admission deposit" or any other variation.

All trades foundation programs will have a \$200 offer acceptance tuition deposit. Previously, AME M-License and AME S-License had a \$500 deposit. This has been changed to match the others at \$200. Bachelor of Science in Nursing and Practical Nursing will remain at \$500.

Some programs will have a second \$200 tuition deposit due about 90 days before the program starts. This is a pilot project for Fall 2016 onwards. It will apply to the following programs:

1. All Trades Foundation programs
2. Bachelor of Computer Information Systems
3. Computer Information Systems Diploma
4. Civil Engineering Technology Diploma
5. Electronic Engineering Technology Diploma
6. Mechanical Engineering Technology Diploma
7. Network and Telecommunications Engineering Technology Diploma
8. Water Engineering Technology Diploma

We do not want applicants to pay both tuition deposits at once. The second tuition deposit is to ensure, earlier in the process, that the applicant is still committed to attend the program before they are expected to pay full tuition. Therefore, the first \$200 must be paid when an offer is accepted and the second tuition deposit will be requested six weeks before it is due. It will be due approximately 90 days before the program starts. For September program start dates, the due date is June 1, 2016.

Deposits for any programs other than those mentioned above will not change.

Equivalent High School Courses Update

We have updated the [Equivalent High School Courses – Canada](#) page with high school courses from Manitoba, Saskatchewan, and the Maritime provinces. Previously, the page only included courses from Alberta, NWT, Nunavut and Ontario. The page can be found under Become a Student > Admissions.

Update to Admissions Processes and Policies

With the implementation of the Registrar's Office's Registration and Admission Project (RARP) which has commenced in Kelowna for Fall 2016 programs and will then move to other departments and campuses, the [Admissions Policy](#) section in the Calendar had been updated to match the new practices. Two main sections (1. Applications and 11. Admission and Program Waitlist - Policy and Procedure) have been changed to align with the new practices. The two key changes are:

Once a student accepts an offer, all other applications and offers will be cancelled. Applications to open enrolment programs like Arts, Science and Business will not be cancelled, however, we will communicate to the applicants that they will receive a better registration time the earlier they accept.

Applicants to a program who are not admitted because of enrolment limitations will be asked if they would like to place their name on a waitlist for admission to the program. This will build a stronger waitlist by only including applicants that want to be on the waitlist. This process will begin in Kelowna. Communications with applicants will be developed once they are on the waitlist to ensure they remain interested in the program they applied to.

Departments and campuses not yet part of RARP, will proceed as they have in the past.

Online Application Changes

Three main enhancements to the [online application](#) were implemented once Fall 2016 applications began being accepted on November 2:

- 1) Programs are now on the front page of the application so anyone can see what is available to apply to;
- 2) A question was added to the application to gather statistics on why someone applied – was it an advertisement, a friend, a current OC student or maybe one of our recruiters that came to a high school. We hope that this data will allow us to draw some conclusions about where recruitment activities should focus in the future;
- 3) A credit card is now required to complete the application. There is an option of downloading a paper application on the front page of the online application if they cannot pay by credit card. The paper form can then be dropped off or mailed with payment to any OC campus.

Happy Holidays!

This year the Kelowna campus will be hosting a Winter Carnival reception for all employees once exams are finished.

The Winter Carnival reception will be held on December 23 at 3 p.m. in the Centre for Learning Atrium and is free for all employees! Join your colleagues for food and beverages, door prizes and fun "Winter Carnival" games and activities.

We hope to see you on the 23rd to share some holiday cheer.

More information will be communicated out to the campus about the Winter Carnival in the coming weeks. For more information please contact the Regional Dean's Office.

