



Volume 1 | Issue 3

October | 2010

Welcome to our Third Issue

Sign ups for *Reach Out* are still going strong and we will continue to use this newsletter to update you on Registrar's Office news. For example, check out the **2011-12 Academic Schedule** now available online www.okanagan.bc.ca/dates.

This month, we are featuring a detailed report on Sponsorship to clarify this process and the way it works. I encourage you to read the detailed report provided by Donna Potter, Controller, starting on page 4.

Please send us any topic ideas you may have for this newsletter. For example, are there any Admissions or Registration processes that you find confusing? Chances are it is not just you. Please send your suggestions to iwheeler@okanagan.bc.ca.

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Criminal Record Check News

For admission to some programs, applicants are required to submit the results of a Criminal Record Check.

Where do students get their Criminal Record Checks? It differs depending on the student's chosen program and there have also been some recent changes.

Criminal Records Review Program (Ministry of Public Safety and Solicitor General) for:

- Early Childhood Education (ECE)
- Licensed Practical Nursing (LPN)
- Certified Dental Assistant (CDA)

Local RCMP or police detachment for:

- all other programs, including CS certificates and other Health programs not listed above

Note: Regardless of which type of Criminal Record Check (CRC) is required for program admission, students should **NOT initiate the process until asked to do so by Okanagan College.**

For more info, please see the Ministry [website](#).



Education Council News October 2010

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

Any program change has to be approved by the Board before going into effect.

New Program:

- Bachelor of Science in Nursing (BSN) - Years 1 and 2 including associated courses

OC, in partnership with UBCO, will offer Years 1 and 2 of the four-year BSN program offered at UBCO.

24 seats at the Kelowna campus will be available starting Fall 2011 and applications will open once final approval has been received from the Ministry. We will keep you informed as soon as this happens.

Students who successfully complete the first two years at OC will be granted admission to complete the final two years of the BSN program at UBCO. UBCO will reserve 24 seats for OC students.

Once having obtained their BSN degree, graduates are eligible to write the Canadian Registered Nurses Examination and to apply for registration as a Registered Nurse (RN).

Note: OC will continue to offer the LPN (Licensed Practical Nursing) program. The LPN does not ladder

into the BSN, but OC may consider creating an LPN Access to the BSN program in the future.

Other News:

The Board did not hold a regular meeting in September. Hence, changes approved by Education Council to the following programs are awaiting final approval before they can be put into action and be publicized:

- Diploma in Environmental Studies including the addition of a third option in Environmental Science
- New Dual Credit programs
- Sterile Processing and Distribution Certificate name change to Medical Device Reprocessing Certificate
- Home Support-Resident Care Attendant name change to Health Care Assistant

In addition, the new BSN Years 1 and 2 will also need to be approved by the Board.

Details of EdCo approvals can be found at www.okanagan.bc.ca/edco (see *Items Approved*).

The next regular Education Council meeting is scheduled for November 12, 2010.



Student Elections: Results

The following students have been elected to serve from October 1, 2010 to October 31, 2011.

Education Council

Melissa Kuse
South Okanagan Similkameen

Damian Weir
Central Okanagan

Vacant
North Okanagan

Chad Athay
Shuswap Revelstoke

Board of Governors

Jacek Gabanowcz
Kelowna

Phillippe Bourbeau
Outside Kelowna

Important Dates - College-wide

October 2010

- 29** Last day to withdraw from a course without academic penalty
- 29** Last day to change registration status from credit to audit

November 2010

- 1** 2011-12 Applications open at 8 a.m.

- 2** Reg Office Staff Meeting 3 p.m.- Office closes in Kelowna only
- 11** Remembrance Day - College Closed
- 12** Study Break - no classes for degree, associate degree and diploma programs. No ABE classes.
- 13** Saturday classes cancelled

December 2010

- 15** Fee payment deadline for Winter 2011 semester

January 2011

- 15** Winter Convocation

The Systems Staff

Deb Holtom, ext. 5449
Graduation
dholtom@okanagan.bc.ca
Years at OC: 24

Max Rhein, ext. 4860
Analyst
mrhein@okanagan.bc.ca
Years in the Reg Office: 1

Kim Snyder, ext. 4625
Scheduling
timetable@okanagan.bc.ca
Years at OC: 3

Alison Beaumont, ext. 4872
Scheduling (temporary)
timetable@okanagan.bc.ca
Years in Reg Office: 2

Lianne Rozniak, ext. 4471
SIS Data Coordinator
lrozniak@okanagan.bc.ca
Years in the Reg Office: 23

Nathan Bartlett, ext. 4332
Interim Associate Registrar,
Systems
nbartlett@okanagan.bc.ca
Years in the Reg Office: 1

Who to Contact:

End-Date Extensions for Course Registrations/ Drops (aka Part-of-Term)	Max
Set Up Employees as Instructors	Max
Add Instructors to Sections (academic)	Kim/Alison
Add Sections (academic)	Kim/Alison
Add Instructors to Sections (vocational)	Lianne
Add Sections (vocational)	Lianne
Unusual Transcript Requests and Problems	Lianne
T2202A Tax Problems	Lianne
Requests for Reports (existing)	Max
Requests for New Reports	Nathan
Infosilem Scheduling System Questions	Nathan
CAPP Questions	Lianne
Fees & Tuition	Nathan
Assign PEN #	Max
Graduation/Parchments	Deb
Exam Schedules	Kim/Alison
General Scheduling Queries	Kim/Alison
Application Statistics	Max

Sponsorship 101 by Donna Potter

Students can be sponsored to come to school, by an employer, Band, or government agency for example (the sponsorship must be from a third party – it cannot be a relative). The sponsor must provide a letter outlining the sponsorship details. Okanagan College will use this letter to bill the sponsor.

Once the letter authorizing the sponsorship is **received by Finance**, a hold is placed on the student account advising a sponsorship has been received. The contract to move the tuition and fees from the student account to the sponsor will only be entered once the student has registered. Once the charges are moved to the sponsor's account, a month end process creates a statement that we mail to each sponsor. There is only one statement issued per month.

The sponsor can designate a **maximum amount** they are willing to cover. Charges over this amount remain on the student account and the student is eventually invoiced for them. This sometimes causes confusion, as neither the sponsor nor the student always understand the implications of designating a maximum. Often the student ignores this invoice, assuming it is an error. This results in a financial hold that can cause the student's grades to be withheld, registration into future terms to be suspended and potentially a bad debt.

Financial holds are also placed on both student and sponsor accounts in the event a sponsor does not honour

their agreement to pay the amounts on behalf of the students.

The **Bookstore** operates on a separate system outside of Banner, so the entry of Bookstore charges on the student accounts can lag by as much as 1-3 weeks, depending on when the information is forwarded to Finance. This means that the sponsor may receive a statement in one month for tuition and related fees, then receive another invoice for the same student for their books in the following month.

Also should a student **change courses, add or drop**, their fees will be re-assessed and subsequent charges or credits will be passed to the sponsor's account in the month they occur.

In the event that a sponsored **student drops out** prior to the stable enrolment date, the sponsor will be charged the non-refundable tuition deposit for the program and receives a credit and or refund for the balance of the amount paid on behalf of the student. (Should the student withdraw after the stable enrolment date there is not generally a credit, however if there is for any reason, the credit balance will transfer back to the sponsor.)

Credits may flow back to the sponsor if students withdraw or drop courses, but a refund will only be issued if the sponsor's account is in a credit balance overall; this includes all the charges related to all the students they have sponsored. This sometimes creates challenges for Bands who assign various co-

ordinators to administer different groups of students within their Band. We often get a request to issue a refund cheque if a student withdraws, but cannot because we have other outstanding charges that can be netted against this credit. We can only set up one customer account per Band or company and administer it as a whole.

Our **third-party statements**, this is the Banner term used to refer to sponsors, can be challenging to read. If the outstanding amounts are paid within the month billed, it simplifies the statements somewhat. The process creates a separate page for each sponsored student. The first page also includes the balance forward from the previous month and the last page includes any payment received, any outstanding invoices for goods and services outside of the sponsorship and the total amount owed.

Our sponsors seem to have **two consistent challenges**: (1) recognizing and reconciling the final amount due on the final page to their records, especially if they split up the statement to share it with multiple co-ordinators within their organization, and (2) determining which of their students are included in the previous balance forward. Like a credit card statement, all of the current month charges and activity are listed (only ours are scattered over multiple pages), but if you did not pay off your previous month's statement, you have a balance forward. Sponsors will have to look at past statements if they wish to know the details of any

Sponsorship 101 - continued

Campus CORNER

balance forward item. In these cases, Finance tries to provide an account reconciliation.

The **most common expenses** a sponsor will incur on behalf of a student are:

- Application Fee
- Test Fees
- Tuition
- Ancillary Fees (OC Development, Ed Tech, Student Activity Fee)
- Student Union/Association Fees (Union/Association Fee, Can Fed Fee, Media Fee)
- The Student Health & Dental Fee is also a mandatory fee, which can only be waived if the student

can provide proof that they have alternate coverage, but some sponsors may not cover it.

- Material Fees – for some programs these are mandatory, such as in Trades or CS, but the sponsor may not cover them.
- Books
- Supplies – this is always a tricky one – as supplies in the Bookstore can be interpreted broadly. It is not unusual that a sponsor will designate a maximum amount that can be spent on books and/or books and supplies per term.

Penticton

Oct 4 Refrigeration & Air Conditioning level 1 starts

Oct 12 Student Appreciation (Martin St. and Duncan Ave. - Sunoka Foyer) 8:30 - 10:00 a.m.

Oct 18 Electrical level 3 starts

Kelowna

Nov 7 Career Fair - find out [more](#)

Dec 3 5th Western Canada RoboCup

Salmon Arm

Shannon Kiehlbauch, Records & Registration Clerk, is now dividing her time as R&R Clerk (15 hrs/wk) and as Course Advisor (20 hr/wk).

Important Contact Information

Student

Registration Inquiries

ext. 5414 or 250-862-5414

registration@okanagan.bc.ca

or Just Ask:

www.okanagan.bc.ca/justask

Staff & Faculty ONLY

Registration Inquiries

reg_office@okanagan.bc.ca

Status of

Application Inquiries

ext. 5417 or 250-862-5417

or Just Ask:

www.okanagan.bc.ca/justask

Student Requests for

Special Consideration

registrar@okanagan.bc.ca

Program Offerings

and Admission Requirements

Welcome Centre ext. 4119

or Ask an Advisor:

www.okanagan.bc.ca/askanadvisor

Student Forms

www.okanagan.bc.ca/forms

This page includes the "Request to Waive Pre- or Co-Requisites" form.

Did you know?

It has been college policy that you could not copy calendar information onto your department's website.

The new calendar is now allowing for an exciting new feature: *syndicated pages* or *pagelets*. Now, the exact calendar content of your program can be displayed on your department website and when EdCo makes a change to the program, it will automatically be updated on your site. It is dynamic.

Your department website can now provide one-stop program information.

More details will be sent to Department Chairs and to OCAD soon.

