



Volume 2 | Issue 3

October | 2011

## Switchboard Moves to Help Services

October 24 will mark the end of an era and the beginning of a new service centre for students and the public.

The Kelowna Campus switchboard is going to be transformed into a new service kiosk for students and the public. This new service centre will still provide campus information to most walk-in-traffic, but it will also provide students and others the opportunity to purchase a parking pass or fitness pass and make debit and credit card fee payments. The concept is to provide students with the opportunity to access some services more quickly than having to stand in line at the Registrar's Office.

The switchboard is moving to the Welcome Centre where Darlene Lajeunesse will remain in her current position as the main switchboard operator.

The Welcome Centre has also opened up a new student service desk which will provide students with additional support. The desk was developed as a point of access where students can receive assistance on how to go into myOkanagan and find various online services and search the online calendar.

Hours of operation are also changing to align both the Registrar's Office and Student Services to the College's institutional hours.

Beginning Monday, October 24, both offices will be open from 8:30 a.m. to 4:30 p.m. from September to the end of April and 8 a.m. to 4 p.m. from May to the end of August. The Registrar's office plans to have extended hours at the end of August, the first two weeks of September and the first week of January.

The new service centre kiosk will be open year-round from 8 a.m. to 4:30 p.m.

## Wednesday Mornings at the Registrar's Office

On Wednesdays starting October 26, the Registrar's Office in Kelowna will open its doors one hour later than usual. This will allow Admissions, Enrolment Services, Recruitment, Systems staff and others to conduct staff meetings from 8:30 - 9:30 a.m. The new service kiosks and the Welcome Centre will remain open during this time to serve students.

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## October 2011

### Education Council News

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

#### New Courses:

- PNSG 111 - Health Promotion I
- PNSG 112 - Professional Practice I
- PNSG 113 - Variations in Health I
- PNSG 114 - Pharmacology I
- PNSG 115 - Professional Communication I
- PNSG 116 - Integrated Nursing Practice I
- PNSG 117 - Consolidated Practice Experience (CPE) I
- PNSG 211 - Health Promotion II
- PNSG 212 - Professional Practice II
- PNSG 213 - Variations in Health II
- PNSG 214 - Pharmacology II
- PNSG 215 - Professional Communication II
- PNSG 216 - Integrated Nursing Practice II
- PNSG 217 - Consolidated Practice Experience (CPE) II
- PNSG 311 - Health Promotion III
- PNSG 312 - Professional Practice III
- PNSG 313 - Variations in Health III
- PNSG 315 - Professional Communication III
- PNSG 316 - Integrated Nursing Practice III
- PNSG 317 - Consolidated Practice Experience (CPE) III
- PNSG 411 - Health Promotion IV
- PSNG 412 - Professional Practice IV
- PSNG 413 - Variations in Health IV

- PSNG 415 - Professional Communication IV
- PSNG 416 - Integrated Nursing Practice IV
- PSNG 417 - Consolidated Practice Experience (CPE) IV
- PSNG 511 - Transition to Preceptorship
- PSNG 512 - Preceptorship

#### New Program - NOT APPROVED:

##### Practical Nursing Diploma

While the courses for the Practical Nursing Diploma were approved, the new program proposal itself was sent back to the department for revisions.

#### Other Items:

The 2012-13 academic schedule was approved and will now be presented to the Board for approval. Please watch [www.okanagan.bc.ca/dates](http://www.okanagan.bc.ca/dates) for an update.

Details of EdCo approvals can be found at [www.okanagan.bc.ca/edco](http://www.okanagan.bc.ca/edco).

A special Education Council meeting will be held October 18.

The next regular Education Council meeting is scheduled for November 3, 2011.

## Additions to the Registrar's Office Staff

Two new staff members will join the Registrar's Office over the next two weeks in the capacity of Communications Technician (auxiliary until March 31, 2012) and Student Information Assistant.

More information to come in next month's *Reach Out*.

## October 2011

- 24** Switchboard moves to the Welcome Centre and Service Kiosk opens
- 27** **MUFFINS & CUPCAKES** fundraiser in the Kelowna Pit
- 28** Last day to withdraw from a course without academic penalty ("W" will appear on Permanent Record/Transcript)  
Last day to change registration status from credit to audit

## November 2011

- 1** Applications Open
- 6** Career Fair
- 6** Daylight Savings Time ends (turn clocks back one hour)
- 7** November Distance Education classes start

## Applications 2012-2013

Early application is recommended for the following programs:

- Certified Dental Assistant
- All Engineering Technology Programs
- Criminal and Social Justice
- Human Kinetics
- Practical Nursing
- Bachelor of Science in Nursing

**Applications open November 1, 2011 at 9 a.m. for programs beginning in September 2012.**

## CRM and PSP Update

The new Client Relationship Management (CRM) system and the Prospective Student Portal (PSP) are two projects managed out of the Registrar's Office.

The CRM is an add on to our Banner database system that will impact how we all do what we do – in a positive way. We will be able to better assist students to transition from prospect to applicant to student to graduate by communicating with them throughout the student life cycle.

The Prospective Student Portal (PSP) is essentially an extension of myOkanagan, with content geared towards prospective students. The portal will help prospects stay connected to OC as it provides them with updated information on events and programs.

We are a few weeks behind schedule but are still hopeful that we will be ready with some components for November 1 when applications open.

Recruiters are already out and about collecting prospect information and letting people know about the PSP.

Anyone who is interested in Okanagan College can also sign up themselves on our new online sign up form. It can be found inside the Become a Student site - almost every page has a note to "Sign Up or Sign In".

More information will come in the next edition of Reach Out due the second week of November.

In the meantime, please feel free to contact [Inga Wheeler](#) if you have any questions.



## Fee Payment Deadlines 2012

The fee payment deadlines for 2012 are now set: August 24, 2012 for the fall semester and December 13, 2012 for the winter semester.

Fee payment information is available online: [www.okanagan.bc.ca/feepayment](http://www.okanagan.bc.ca/feepayment).

### MUFFINS & CUPCAKES

The Registrar's Office and Student Services Staff will be holding their inaugural **MUFFINS & CUPCAKES** fundraiser for the United Way.

Visit us in the Pit on Thursday, October 27 from 9:30 - 11:30 a.m. for a cupcake, or buy a few muffins and cupcakes for your office and to take home.

We encourage you to come early (before IT Services and Institutional Research staff get their hands on the goodies).

## Recruitment Events in the Okanagan

### Kelowna

(in conjunction with Career Fair)

- Nov 6 Information Day  
10:30 a.m. - 3:00 p.m. in the Student Services Building
- Nov 6 College Prep 101 for Parents  
1:00 pm. in S104
- Nov 6 Adult Information session  
11:30 a.m. in H115

### Salmon Arm

- Nov 1 College Prep 101 for Parents  
6:30 p.m. at A.L. Fortune Secondary in Enderby
- Nov 2 College Prep 101 for Parents  
6:30 p.m. at Eagle River Secondary in Sicamous
- Nov 3 College Prep 101 for Parents  
6:30 p.m. in Rm. 143
- Nov 9 Campus Open House 6:30 p.m.

### Vernon

- Nov 3 College Prep 101 for Parents  
6:30 p.m. in D310
- Nov 8 Program Open House  
4:30 - 6:30 p.m. in the Cafeteria
- Nov 17 Adult Learner Seminar  
5:00 p.m. in D314

### Penticton

- Nov 7 College Prep 101 for Parents  
7:00 p.m. in PC204
- Nov 15 Campus Information Night  
5:00 - 8:00 p.m.
- Nov 15 Adult Information session  
6:30 p.m. in PL107

# Important Contact Information

## Office of the Registrar

### Student

#### Registration Inquiries

ext. 5414 or 250-862-5414  
[registration@okanagan.bc.ca](mailto:registration@okanagan.bc.ca)  
or Just Ask:  
[www.okanagan.bc.ca/justask](http://www.okanagan.bc.ca/justask)

### Staff & Faculty ONLY

#### Registration Inquiries

[reg\\_office@okanagan.bc.ca](mailto:reg_office@okanagan.bc.ca)

#### Status of

#### Application Inquiries

ext. 5417 or 250-862-5417  
or Just Ask:  
[www.okanagan.bc.ca/justask](http://www.okanagan.bc.ca/justask)

#### Student Requests for Special Consideration

[registrar@okanagan.bc.ca](mailto:registrar@okanagan.bc.ca)

#### Program Offerings and Admission Requirements

Welcome Centre ext. 4119  
or Ask an Advisor:  
[www.okanagan.bc.ca/askanadvisor](http://www.okanagan.bc.ca/askanadvisor)

#### Student Forms

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

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



## Good-to-Know Emails

CS Revelstoke:	<a href="mailto:csrevelstoke@okanagan.bc.ca">csrevelstoke@okanagan.bc.ca</a>
CS Salmon Arm:	<a href="mailto:csshuswap@okanagan.bc.ca">csshuswap@okanagan.bc.ca</a>
CS Vernon:	<a href="mailto:csnorth@okanagan.bc.ca">csnorth@okanagan.bc.ca</a>
CS Penticton:	<a href="mailto:cssouth@okanagan.bc.ca">cssouth@okanagan.bc.ca</a>
CS Kelowna:	<a href="mailto:cscentral@okanagan.bc.ca">cscentral@okanagan.bc.ca</a>
Trades:	<a href="mailto:trades@okanagan.bc.ca">trades@okanagan.bc.ca</a>
Admissions:	<a href="mailto:admissions@okanagan.bc.ca">admissions@okanagan.bc.ca</a>
Registration:	<a href="mailto:registration@okanagan.bc.ca">registration@okanagan.bc.ca</a>
Advising:	<a href="mailto:educationadvising@okanagan.bc.ca">educationadvising@okanagan.bc.ca</a>
Business Advising:	<a href="mailto:businessadvising@okanagan.bc.ca">businessadvising@okanagan.bc.ca</a>
Bookstore:	<a href="mailto:bookstore@okanagan.bc.ca">bookstore@okanagan.bc.ca</a>
Financial Aid:	<a href="mailto:financialaid@okanagan.bc.ca">financialaid@okanagan.bc.ca</a>
Recruiters:	<a href="mailto:chooseoc@okanagan.bc.ca">chooseoc@okanagan.bc.ca</a>
Student, Grad and Co-op Employment:	<a href="mailto:coop@okanagan.bc.ca">coop@okanagan.bc.ca</a>
Distance Ed:	<a href="mailto:distanceed@okanagan.bc.ca">distanceed@okanagan.bc.ca</a>
Timetable & Final Exam Schedules:	<a href="mailto:timetable@okanagan.bc.ca">timetable@okanagan.bc.ca</a>

## On the Web

Aboriginal Support:	<a href="http://www.okanagan.bc.ca/aboriginal">www.okanagan.bc.ca/aboriginal</a>
Ask an Advisor:	<a href="http://www.okanagan.bc.ca/askanadvisor">www.okanagan.bc.ca/askanadvisor</a>
School of Business:	<a href="http://www.okanagan.bc.ca/business">www.okanagan.bc.ca/business</a>
Calendar:	<a href="http://www.okanagan.bc.ca/calendar">www.okanagan.bc.ca/calendar</a>
Bookstore:	<a href="http://www.okanagan.bc.ca/campus-stores">www.okanagan.bc.ca/campus-stores</a>
Ceremonies:	<a href="http://www.okanagan.bc.ca/ceremonies">www.okanagan.bc.ca/ceremonies</a>
Classfinder:	<a href="http://www.okanagan.bc.ca/classfinder">www.okanagan.bc.ca/classfinder</a>
Continuing Studies:	<a href="http://www.okanagan.bc.ca/cs">www.okanagan.bc.ca/cs</a>
Academic & Vocational Schedules/Important Dates:	<a href="http://www.okanagan.bc.ca/dates">www.okanagan.bc.ca/dates</a>
Distance Ed:	<a href="http://www.okanagan.bc.ca/distance">www.okanagan.bc.ca/distance</a>
Education Council:	<a href="http://www.okanagan.bc.ca/edco">www.okanagan.bc.ca/edco</a>
Fee Payment Info:	<a href="http://www.okanagan.bc.ca/feepayment">www.okanagan.bc.ca/feepayment</a>
Financial Aid:	<a href="http://www.okanagan.bc.ca/financialaid">www.okanagan.bc.ca/financialaid</a>
Forms for Students:	<a href="http://www.okanagan.bc.ca/forms">www.okanagan.bc.ca/forms</a>
International Ed:	<a href="http://www.okanagan.bc.ca/international">www.okanagan.bc.ca/international</a>
Just Ask (Registration & Admissions):	<a href="http://www.okanagan.bc.ca/justask">www.okanagan.bc.ca/justask</a>
Office of the Registrar:	<a href="http://www.okanagan.bc.ca/registrar">www.okanagan.bc.ca/registrar</a>
Student, Grad and Co-op Employment:	<a href="http://www.okanagan.bc.ca/coop">www.okanagan.bc.ca/coop</a>
Summer Session:	<a href="http://www.okanagan.bc.ca/summer">www.okanagan.bc.ca/summer</a>
Tuition Fee Matrix:	<a href="http://www.okanagan.bc.ca/tuition">www.okanagan.bc.ca/tuition</a>
	<i>(Approximate tuition fees for programs are also included in each program's listing in the <a href="#">Calendar</a>.)</i>