



Volume 3 | Issue 3

October | 2012

IN THIS Issue

- 1 Renovations to Begin in Welcome Centre
- 1 Admissions Moves to the CRM
- 1 Updating Email Addresses in myOkanagan
- 2 Education Council News
- 2 Staff Update
- 2 Winter Fee Assessment
- 2 Start Your Education in January
- 2 MUFFINS AND CUPCAKES
- 2 Important Dates
- 3 Staff Spotlight
- 3 Registrar's Office Closings
- 3 Reach Out is Global

Renovations to Begin in Welcome Centre

Renovations will begin this month in the Welcome Centre, next door to the Registrar's Office as the existing classroom, S111F is converted into the International Student Centre. The International Student Centre is being established to provide support in admissions, advising, student visas, and more for International students.

Two staff members from the International Department will be moving into this new area over the next month. Sheri McKinley and Dianne Tanner will become part of the Admissions team, and Dianne will also continue to provide advising services to students.

During the renovations a doorway from this space into the Registrar's Office will be added. Further details will be provided in next month's issue of Reach Out.



Admissions Moves to the CRM

More and more communication initiatives are already going out through the Client Relationship Management system, commonly known as the CRM. Some examples are reminders to register for winter courses, fee payment reminders, notices about applications opening November 1. In total, 86,899 emails have been sent through the CRM since 2011.

Currently, the focus is on moving some of the admissions-related information to email. Up to now, we provided this information by mail or we never provided the information at all. For example, applicants did not get reminders that they had not paid their application fee, accepted an offer or that certain checklist items were due soon. These are just some of the communications that we hope to send soon, which should translate into better service and a decrease of applicants that "fall through the cracks" during the admissions process.

Timelines are tight but we are moving along and will collaborate with Admissions staff soon, likely later this week or next week, and there will be another update in next month's Reach Out.

Updating Email Addresses in myOkanagan

Very soon, myOkanagan users will be able to update their own email addresses. Once live, prospects, applicants and students will be able to change an email address, add an email address, delete an email address or update their preferred email address (the address to which most email communications from the College will go.) Further details will come when this change goes live.



Okanagan College
Registrar's Office

www.okanagan.bc.ca/registrar

October 2012

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.

Course Revisions

- CIEN 237 - Design of Urban Road Systems
- HKIN 121 - Biomechanics
- HKIN 103 - Active Health
- HKIN 173 - Biodynamics of Strength and Conditioning
- HKIN 230 - Motor Learning and Control
- HKIN 241 - Introduction to Athletic Injuries
- HKIN 273 - Fitness Testing and Exercise
- HKIN 275 - Exercise Physiology
- HKIN 291 - Applied Methods: Gymnastics and Dance
- HKIN 295 - Applied Methods: Basketball and Soccer

Course Deletions

- CIEN 152 - Construction Surveying 3

Program Revisions

Special Needs Worker Certificate

It is recommended that the course Augmentative and Alternative Communication be removed as it is no longer relevant in the Special Needs Worker Industry.

Proposed date of implementation is January 2013.

Medical Device Reprocessing Certificate

In order to align with industry requirements, perioperative aid training needs to be included.

Date of implementation is December 2012.

Civil Engineering Technology Diploma

The program revision will update and streamline the surveying portion of the program by eliminating CIEN 152 and expanding and updating CIEN 132 and CIEN 142 which will become CIEN 139 and 149.

Proposed date of implementation is August 2012.

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

Details of EdCo approvals can be found at:

www.okanagan.bc.ca/edco.

The next regular Education Council meeting is scheduled for November 1, 2012.

The Academic Schedule for 2013-14 was discussed at the October EdCo meeting but was referred back for further modification and information. It will be back on the agenda for the November 1 meeting.

Staff Update

The Registrar's Office is pleased to announce **Alison Beaumont** has joined the Registrar's Office as the Scheduling Officer where she will work with deans, faculty, and the other campuses on the scheduling project.

Before going on maternity leave last year, Alison worked in Financial Aid.

Winter Fee Assessment

Winter fees are being assessed this week and will be posted in students' accounts by the end of the week.

Start Your Education in January

For students who don't want to wait until September to come to Okanagan College, there are many programs to choose from beginning in January. The updated list of available programs for each campus is now available to view at: www.okanagan.bc.ca/Januarystart

MUFFINS AND CUPCAKES

The Registrar's Office and Student Services' Second Annual **MUFFINS AND CUPCAKES** fundraiser for the United Way will be held Friday, Oct. 26, 2012 from 9 - 11 a.m. in the Pit.

Bring your toonies and loonies and visit us early to get your hands on the most popular muffins and cupcakes.

October 2012

10-16 Student Elections

26 Last day to withdraw from a course without academic penalty, last day to change registration status from credit to audit

26 Muffins and Cupcakes in the Pit

31 Deadline to apply for Winter Convocation

November 2012

1 Applications open 8:30 a.m.

4 Career Fair 10:30 a.m. - 3 p.m.

12 Statutory Holiday (no classes)

30 RoboCup Junior Games

Anita Harden

Enrolment Services Clerk, Registrar's Office

Describe a typical day: Assisting students with various registration issues such as adding/dropping courses, processing payment transactions, transcript requests, answering general questions, and providing students with the necessary paperwork for completion by other departments. I also answer various questions via our registration phone line or registration email site. When not busy assisting students, I complete various data entry duties such as prerequisite checks, processing OC/OUC transcript requests, completing daily outside mail or interoffice mail requests from other departments.

Favourite part of your job: I enjoy interacting with current and prospective students on a daily basis, especially during peak registration times. I also like the fact that I always learn something new about the Registrar's Office - there is always updated information to be aware of with regards to the academic, vocational and foundational programs and courses that we offer.

Hobbies outside of work: I enjoy travelling, reading and working in our garden. My goal is to register for some academic courses in the near future once my children don't keep me so busy!

Dream vacation spot: I love Hawaii - I've been to several tropical destinations but always enjoy returning to Hawaii.

Family: I've been married to my husband, Tony, for 25 years and have two children - Matthew who is 13 and Jennifer who is 15. My parents and sister also live in Kelowna as well as several aunts, uncles and in-laws. We always get together for the major holidays as well as birthdays.

Where were you born/raised: I was born and raised in Kelowna but have lived in Vancouver, Saskatoon and Calgary before returning to Kelowna.

How long have you worked at Okanagan College: I joined Okanagan College in 2009 as auxiliary Library support staff. After a couple of months I became part of the regular auxiliary pool where I worked in the bookstore and then the Registrar's Office. I joined this department on a full-time basis by October 2010.



Vernon student, Morgan Lockhart, enjoys the view of Kalamalka Lake while studying in the fresh October air.

Registrar's Office Closings

The Registrar's Office will be continuing with opening an hour later on Wednesday mornings each week to conduct staff meetings from 8:30 - 9:30 a.m. The kiosk and the Welcome Centre will remain open to serve students.

As well, to allow all staff a chance to enjoy Pit Stop each payday Friday, the office will be closed from 9:30 - 10 a.m. The kiosk will remain open during this time as well.

Reach Out is Global

Have you ever wondered who receives Reach Out each month? Anyone can sign up, and currently, Reach Out is delivered to staff and faculty at the College, counsellors in school districts 22, 23, 53, and 58, and even subscribers in the UK!