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News from the Registrar

In support of a common foundation and frame of reference, all Registrar's Office staff have been asked to take the BC Ombudsperson's new eLearning course **Fairness 101: An Introduction to Administrative Fairness**. As noted on the [website](#), "...this free, one-hour online course provides participants with an overview of the principles of administrative fairness and teaches learners how to recognize and apply these principles in their work. It focuses on how to be fair when making and communicating decisions that directly impact members of the public to ensure excellence in service delivery and prevent complaints from escalating."

Applications Process Update

Now that applications have opened for 2020, it is time to review the following processes and procedures:

- Paper applications should only be taken in exceptional circumstances.
- If payment by credit card is not possible, the applicant can pay in person and then be given a voucher code (from Allan, Inga, Bob, Anita in Kelowna or the Regional Dean at the other campuses) to use for their online application.
- If the applicant does not have an OC number, you will need to create an account (after checking for duplicates) to accept payment.
- An application fee paid through EPBC will not show on the student's financial account.
- Any staff accepting a paper application, must enter it into Banner themselves – even if it is for a different campus.
- You can no longer enter paper applications through the staff online application in myOkanagan. Staff should follow the steps for creating a new application as described in the internal Standard Operating Procedure.

Calendar or Webpage? What is the difference?

Although the OC Calendar and the OC website look similar, they operate very differently from each other.

Calendar: [okanagan.bc.ca/calendar](https://www.okanagan.bc.ca/calendar) to access but shows this in the address bar:

<https://webapps-5.okanagan.bc.ca/ok/Calendar/>

Website: <https://www.okanagan.bc.ca/>

Some pages within a department's portion of the website may pull information directly from the Calendar but most of the information on their pages is provided and managed by the department themselves. If there is incorrect information on a department's webpage that is not pulling from the Calendar, any changes must be done through the department.

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Okanagan College
Registrar's Office

www.okanagan.bc.ca/registrar

October 2019

Education Council News

Education Council did not meet to approve curriculum this month but will resume its regular meeting schedule on November 7, 2019.

Career Fair

Okanagan College, Kelowna campus, will host the 38th Annual Career Fair on Sunday, Nov. 3, 2019 from 10:30 a.m. to 3 p.m.

This year's event will include guided campus tours and a presentation on the 15 First Year FAQs with Blake Edwards, Kelowna campus recruiter. For further information, visit this [link](#).

IEW in Kelowna

This November, the Kelowna campus will once again celebrate International Education Week with events taking place November 18, 20 and 22.

All staff and students are invited to attend events to celebrate the diversity of our College community and explore opportunities to learn outside our own borders.

Events will take place in the atrium of the Centre for Learning. Visit the [Kelowna Athletics, Recreation and Student Life page](#) for more details.

Student Life at the Kelowna Campus

Plenty of events are taking place at the Kelowna campus this fall. During the month of October students have already been treated to the annual Stress Buster event and will have the opportunity to participate in two additional events - the Fall Harvest Festival on October 24 and Diwali, Festival of

Lights on October 27. The Registrar's Office is an active participant at all of these events, hosting tables with giveaways and information.



Therapy dogs from the organization Pets and People were greeted with enthusiasm by students. Petting animals is good for stress relief and the animals love the attention!



Hands-on activities at the Stress Buster event included adult colouring pages and make-your-own glitter jars. Watching glitter move through the water in a jar can be relaxing for some people.



The Registrar's Office held draws for two food bags filled with stress-relieving items and multiple yoga and zumba passes.

October 2019

- 17 Salmon Arm Open House
- 21 Vernon Open House and Spotlight Sessions
- 23 Penticton Info Night
- 24 Fall Harvest Festival student event (Kelowna)
- 27 Diwali Festival of Lights student event (Kelowna)

November 2019

- 1 Skating Party at CNC (Kelowna)
- 3 Career Fair (Kelowna); Daylight Savings Time ends
- 11 Remembrance Day (College closed)
- 18-22 International Education Week events at the Kelowna campus
- 27 Tis the Season student event (Kelowna campus)

Recruitment and Event News

Salmon Arm

Fall recruiting is off to a busy start for Salmon Arm recruiter, Kristine Wickner. The new career life curriculum in the school district has given OC the opportunity to present in front of every Grade 12 student at Salmon Arm Secondary as well as AL fortune and Eagle River. Kristine was also invited by the Revelstoke Parent Advisory Council (PAC) to present to Grade 12 students and their parents in a post-secondary information session. The event was well attended and received positive feedback.

This month Kristine finished local PSI tours, having presented to Revelstoke and Salmon Arm Secondary students and a visit to schools in the Kootenays. The Shuswap Revelstoke region Counsellors Breakfast took place on October 15 and the campus Open House and Spotlight Sessions take place on October 17.

Vernon

In Vernon, campus recruiter Tawnya Cameron hosted all the regional counsellors at the annual Counsellors Breakfast on September 27. She has been visiting all of the Career Life Education classes in local schools, which is a Grade 11 and 12 audience, and presenting on the College and all of its options. Tawnya has also been busy planning fall recruitment events: Program Open House and Spotlight Sessions (Oct. 21), and the 15 First Year FAQs seminar (Oct. 24).

Tawnya will be heading to Nelson on October 14 for the West Kootenay PSI week, where she will visit schools in Nelson, Grand Forks, Trail, South Slokan, New Denver and Castlegar. When she returns, she'll be on site answering questions about OC during parent/teacher interview night at Vernon Secondary School.

Kelowna

Blake was busy this month visiting local high schools for presentations, and updating counsellors about all the new programs and changes for OC at the October 4 Counsellors Lunch. Blake will be heading to Nelson for a Tech Career Fair and then he's off to Alberta for the Out-of-Province Alberta tour with more than 50 institutions from across Canada. Students on the Kelowna campus attended two Service Fairs during September as part of orientation events. Representatives from IT Services, the Library, Counselling, Financial Aid and Awards, Aboriginal Services, Athletics and Recreation, and Student Employment were on hand to provide information to students. Students were also welcome to take home personal notes of affirmation that staff had written during the summer in preparation for the fall semester.



Penticton

Penticton recruiter Alison Roberts-Zschocke spent October travelling through the South Okanagan visiting high schools in Osoyoos, Oliver, Penticton and Summerland with Kelowna recruiter Blake Edwards. The following week Alison was back touring high schools in the north with Jamie Morrow from the School of Business. Together they attended minifairs, did a handful of presentations and handed out nearly 400 viewbooks to prospective students in high schools, colleges and universities in Mackenzie, Fort St. John, Grand Prairie, Chetwynd and Prince George. One highlight included speaking with an OC grad who took the Diploma in Environmental Studies before transferring to UNBC to finish her degree. She was quick to tell OC recruiters that OC's small class sizes, affordable tuition and approachable instructors were instrumental in her success as a third-year student!

Alison was out promoting the College again with Jen Gorman from Continuing Studies at the annual Festival of the Grape event in Oliver and hosting the annual Counsellors Breakfast on October 7. Alison is now busy preparing for Penticton's Info Night scheduled for October 23. If you would like to help promote a certain program at this event, please let Alison know by calling her at extension 3205.

