



Volume 1 | Issue 2

September | 2010

Welcome to the second edition of the Registrar's Office Update

Beat the Line Ups, Day One Orientation and the first week of classes have passed and congratulations to all of us for making it through these busy days!

Comments regarding this newsletter can be submitted to Jane Muskens, Registrar, at jmuskens@okanagan.bc.ca. If you would like to submit information to this newsletter which is relevant to staff and faculty regarding registration, admissions and general program information, please send your submission to Inga Wheeler, Student Information Coordinator, at iwheeler@okanagan.bc.ca.

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Fee Payment Recap

Surge in online payments

This year, for the first time, we sent out fee payment reminder emails to students with outstanding balances on their accounts. Emails went to students' personal and myOkanagan accounts urging them to pay online.

We think it was a success: Students making online payments almost tripled compared to last year. And students dropped for non-payment went from 4.7% of registered students in Fall 2009 to only 2.4% this year. While we don't know that the email was the reason, it surely was a contributing factor.

The fee payment deadline for the Winter semester is December 15, 2010 and once again, we will send out fee payment reminder emails to students.



Winter Convocation

Saturday,
January 15, 2011

at 10:00 a.m.

Kelowna Campus

Okanagan College
Office of the Registrar
www.okanagan.bc.ca/registrar



Education Council News September 2010

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

Course Revisions:

HSS 101	Personal and Interpersonal Development
HSS 102	Wellness Through the Lifespan
HSS 103	Personal Care Skills within Professional Practice
HSRC 106	Health and Healing: Body Structure and Function
HSRC 108	Home Support: Theory and Clinical Practice
HSRC 110	Caring for Persons with Cognitive Changes
HSRC 111	Clinical Practice
SPD	all Sterile Processing and Distribution courses

Program Revisions:

- Sterile Processing and Distribution Certificate (revisions include renaming the program to: Medical Device Reprocessing Certificate)
- Staffing Services Clerk Certificate
- Medical Office Assistant Certificate

- Home Support/Resident Care Attendant (revisions include renaming the program to: Health Care Assistant)

Other News:

School District 22 and Okanagan College are planning to offer three dual credit programs in the North Okanagan: Automotive Service Technician, Culinary Arts and Joinery.

The program changes to the Diploma in Environmental Studies including the addition of a third option in Environmental Science will go the Board for approval on September 28, 2010.

Education Council is currently looking for students from each region to serve on Council. Posters have been distributed. If you know a student that may be interested, let them know about this opportunity.

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

The next Education Council meeting is scheduled for October 7, 2010.

Final Exams Fall 2010

The final exam period will be December 9 to December 18, 2010.

Exam pre-prints have been emailed to all departments September 10. They are due back (via email to timetable@okanagan.bc.ca) no later than September 23.

A tentative schedule will be sent out to departments for review in early October (this version is not released to students).

The final exam schedule for Kelowna is due to be published online October 15.

All other campuses' exam schedules will be published by October 25.

If you have any questions regarding the final exam schedule please email timetable@okanagan.bc.ca.



Important Dates - College-wide

September 2010

- 17** Last day to register for a Fall semester course
- 17** Last day to receive a refund of tuition fees for course drop
- 17** Last day to drop a course without a withdrawal being recorded on the student's record

- 17** Last day to change course registration status from audit to credit
- 17** Last day to process student requests for waiver of medical/dental insurance

October 2010

- 11** Thanksgiving Day - College Closed
- 29** Last day to withdraw from a course without academic penalty
- 29** Last day to change registration status from credit to audit

Campus CORNER

Penticton

- Sept 22** OC Penticton will be hosting a table at the United Way Kick-off breakfast 7:00 - 8:30 a.m.
- Sept 24** Tour de Canada Bike Relay, sponsored by National Bank Financial and Free the Children, will be stopping at the Okanagan College check point before heading to Kelowna. For more information visit <http://nbf-ftc-tourducanada.com/nft/>.
- Sept 27** Annual Donor & Board Event – Cafeteria/Courtyard, Sunoka Building, 5:00 p.m.
- Sept 30** Harley Biddlecombe Legacy Award Announcement – Cafeteria/Courtyard, Sunoka Building, 4:00 p.m.
- Oct 5** Reg Office Staff Meeting 3 p.m. - Office remains open to public

Kelowna

- Sept 16** Fall Fling! BBQ & Beverage Garden 12 - 5 p.m. in the courtyard

- Sept 22** Community Services Expo - banks, the Kelowna Resource Centre, the Positive Centre, Big White etc. set up in the pit and provide information to students; many offer discounts and deals. 10:30 a.m. - 3:30 p.m.
- Sept 23** 2nd Annual Youth Exhibition Powwow 10 a.m. - 2 p.m.
- Oct 5** Reg Office Staff Meeting - Office closes at 3 p.m.

Vernon

- Sept 21** Business After 5 in cooperation with the Chamber of Commerce (5 - 7 p.m.). Join us!
- Oct 5** Reg Office Staff Meeting 3 p.m. - Office remains open to public

Salmon Arm

- Oct 5** Reg Office Staff Meeting 3 p.m. - Office remains open to public

Update Your People Directory

The Switchboard needs your help, please!

It is becoming more and more common that the Switchboard is trying to direct calls to staff and faculty but does not have the correct extension. Or students look for an office of a staff or faculty member and the Switchboard sends them to the wrong office.

Please check your entry in the People Directory. Updating your extension and office number is easy and takes only seconds.

You can update your entry by logging into your myOkanagan account (Employee tab) and navigating to *OC Express - Administrative Functions > My Entry in the OC People Directory*. If you need help, please contact your department assistant.

What's New in *Become a Student*?

The **Become a Student** microsite for new students has seen a lot of additions over the summer. Check it out and please refer students to the site.

New content includes:

- Campus Recreation
- Coyotes Athletics
- Co-op & Student Employment
- Learning Centre
- Ask an Advisor
- Sponsorship, RESPs & More (incl. information for students sponsored by Bowman Employment Services)
- Apprentice Information

What's next?

Content is always developing and more is to come, including the International section of **Become a Student**.

We are currently printing rackcards to promote the **Become a Student** microsite. Cards will be available through Student Services, will be handed out by recruiters, and will be mailed to new applicants throughout the admission process. Grab yours when they are available so you know what all the hype is about!

Applications 2011-12

Applications for 2011-12 will open November 1, 2010 at 8 a.m.

We are currently assessing how we are communicating with applicants from the time they apply to the time they step on campus as students.

This review has two goals: streamlining the letters going to students and utilizing electronic communication such as emails and our Become a Student microsite.

We will keep you informed of the upcoming changes in the next few issues of *Reach Out*.

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

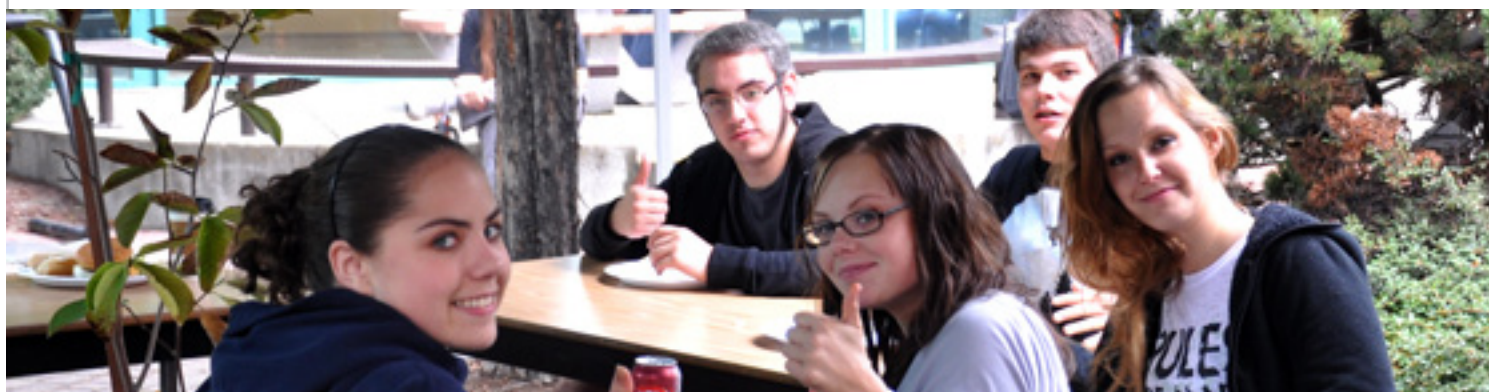
or Ask an Advisor:

www.okanagan.bc.ca/askanadvisor

Student Forms

www.okanagan.bc.ca/forms

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



Admissions Staff by Campus and Program (with extensions)

Kelowna

ABE Judy Reid 4871/Anita Harden 4702
Adv. Communication
 Ardeth Anderson 4576
Arts Ardeth Anderson 4576
AVIA Lulu Hall 4306
BBA yr 1-4 Domestic
 Betty Roegele 4568
BBA yr 3-4 International
 Betty Roegele 4568
BBA/BUAD yr 1-2 International only
 Cynthia Deserranno 4398
BCIS Cynthia Deserranno 4398
Bus. Cert Betty Roegele 4568
BUAD Domestic
 Betty Roegele 4568
CarpJoin Judy Reid 4871/Anita Harden 4702
CIEN Lulu Hall 4306
CIS Cynthia Deserranno 4398
CLSN Lulu Hall 4306
Cul. Dipl Lulu Hall 4306
Cul-Art Lulu Hall 4306
Dental Ardeth Anderson 4576
ECE Heather Brown 4254
ELEC J Judy Reid 4871/Anita Harden 4702
ELEN Lulu Hall 4306



Kelowna Campus - Summer 2010

ELMC Lulu Hall 4306
Environ Cynthia Deserranno 4398
HDCT Lulu Hall 4306
HSRCA Heather Brown 4254
HSW Judy Reid 4871/Anita Harden 4702
IP Refr. Judy Reid 4871/Anita Harden 4702
LPN Heather Brown 4254
MECH Lulu Hall 4306
Media & Cultural
 Ardeth Anderson 4576
NTEN Lulu Hall 4306
Office Admin - all
 Ardeth Anderson 4576
PLMB Judy Reid 4871/Anita Harden 4702
RCST Judy Reid 4871/Anita Harden 4702
RV Tech Judy Reid 4871/Anita Harden 4702
Sheet M Judy Reid 4871/Anita Harden 4702
Science Cynthia Deserranno 4398
Studio Woodworking
 Judy Reid 4871/Anita Harden 4702
THERA Heather Brown 4254
TTTE Lulu Hall 4306
Unclass Cynthia Deserranno 4398
BUAD yr 1-2 Domestic
 Betty Roegele 4568
Visiting Cynthia Deserranno 4398
WELD C Lulu Hall 4306
ESL Dom Judy Reid 4871/Anita Harden 4702
WQT Lulu Hall 4306

Vernon

AACP Janice Ulrich 2267
AME Janice Ulrich 2267
Arts Janice Ulrich 2267
BBA Pam Krieg 2203
BUAD Pam Krieg 2203
ELEC Janice Ulrich 2267
HSRCA Pam Krieg 2203
HSW Pam Krieg 2203
Int stud Janice Ulrich 2267
LPN Pam Krieg 2203
Media & Cultural
 Janice Ulrich 2267
Office Admin - all
 Pam Krieg 2203
PLMB Janice Ulrich 2267
RCST Janice Ulrich 2267

Science Janice Ulrich 2267
Unclass Janice Ulrich 2267
Visiting Janice Ulrich 2267
WELD C Janice Ulrich 2267
Writing & Publishing
 Janice Ulrich 2267

Salmon Arm

ABE Becky Breitsprecher 8201
Arts Becky Breitsprecher 8201
ASE Becky Breitsprecher 8201
BBA Becky Breitsprecher 8201
BUAD Becky Breitsprecher 8201
Bus. Cert Becky Breitsprecher 8201
ELEC Shannon Kielbauch 8201
HSRCA Shannon Kielbauch 8201
HSW Shannon Kielbauch 8201
LPN Shannon Kielbauch 8201
Office Admin
 Becky Breitsprecher 8201
PLMB Shannon Kielbauch 8201
RCST Shannon Kielbauch 8201
Science Becky Breitsprecher 8201
WELD C Shannon Kielbauch 8201

Penticton

AACP Gill Coombs 3220
Arts Carrie Alger 3239
ASE Gill Coombs 3220
BBA Carrie Alger 3239
BUAD Carrie Alger 3239
Bus. Cert Carrie Alger 3239
Crim. SocialJustice
 Carrie Alger 3239
ELEC Gill Coombs 3220
HKIN Carrie Alger 3239
HSRCA Gill Coombs 3220
Legal Gill Coombs 3220
LPN Gill Coombs 3220
Office Admin
 Gill Coombs 3220
PLMB Gill Coombs 3220
RACM Gill Coombs 3220
RCST Gill Coombs 3220
Science Carrie Alger 3239
WELD C Gill Coombs 3220