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Scheduling Project News

The scheduling project is continuing with the implementation of the Data Collection Utility (DCU) and the SIS Transfer. The DCU will allow Chairs to enter their timetabling data online instead of returning loading sheets back to the Registrar's Office. The DCU data is connected to timetabling software which means that the scheduling office will no longer be required to manually input data. DCU training will be provided to all Chairs on a yearly basis usually in mid January. The SIS Transfer is a software application that allows us to load all section information directly into our student information system (Banner) from the timetabling software. Currently this is a manual operation so we are looking forward to using this new application.

Chairs should note that for the next scheduling cycle starting in January 2012 we will be following the scheduling guidelines as much as possible.

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.

Privacy Statement

The official calendar was just updated to include a new College privacy statement. Check it out [here](#).

David Raisbeck Retires

David Raisbeck who has been on long-term medical leave has now retired. David worked at the Switchboard in Kelowna.

We wish David all the best!

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September 2011 Education Council News

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

New Courses:

- MATH 149 - Mathematics for Network and Telecommunications Technology

Course Revisions:

- MATH 251/COSC 221 - Introduction to Discrete Structures
- NTEN 199 - Topics in Internetworking

Program Revisions:

Network and Telecommunications Engineering Technology Diploma

MATH 149 replaces MATH 147 in the second semester. In addition, the graduation requirements were amended to allow students to apply technical courses taken at other institutions to satisfy the requirements for elective courses in the program.

Bachelor of Computer Information Systems

The graduation requirements were changed to allow students to choose one of MATH 147 and the new course MATH 149 instead of requiring MATH 147.

Green Building Design and Construction Certificate

The admission requirements were changed to include "B.C. secondary school graduation, or equivalent, or 19 years of age and out of secondary school for one year as of the first day of classes."

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

Policy Changes:

Education Council approved a transfer credit policy on General Certificate of Secondary Education (GCSE) A-Level results in British patterned education systems to give students an opportunity to obtain transfer credit for university-level courses at Okanagan College.

This practice is in line with many other Canadian universities, and is an important factor for international students choosing to pursue post-secondary education in Canada.

This policy requires Board approval.

Details of EdCo approvals can be found at www.okanagan.bc.ca/edco.

The next regular Education Council meeting is scheduled for October 6, 2011.

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.**

September 2011

- 23** Last day to register for a September Distance Education course
Last day to withdraw from a September Distance Education course with a refund less the \$25 non-refundable administration fee

October 2011

- 7** Kelowna Registrar's Office Staff Development Day - limited service from 9 a.m. - 3 p.m.
- 10** Thanksgiving Day - College closed
- 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

FACULTY AND INSTRUCTORS:

MARK THE DATE

The Office of the Registrar would like to remind faculty and instructors that **final grades** for the Fall semester are due on

**Tuesday,
December 20, 2011**

Please plan accordingly. Students need their grades in order to meet prerequisites for courses in the January semester and may be dropped if grades are not entered on time.