A. APPLY TO BECOME A STUDENT AT OKANAGAN COLLEGE

If you have not yet done so, please apply to become a student at Okanagan College by going to http://www.okanagan.bc.ca/BecomeaStudent/ApplyNow.html There is a $30 application fee.

***NOTE: MAA 140 Clinical Procedures and Practice includes a two-day practical component. Students are responsible for all costs, including travel and accommodation to Kelowna, BC.

B. HOW TO REGISTER FOR COURSES

1. See attached for required courses and costs.

2. Build a Schedule.
   a. View ClassFinder in your myOkanagan account.
   b. Select the Term (Fall) you are registering for, Distance Education as your Campus and MAA – Medical Administrative Assistant as your Subject.
   c. Search course options. This page will provide you with all options available.
   d. When determining which course you would like to take, click the CRN Code that matches the course title (5 number digit in the third column to the right). This will take you to another page which will help you build your schedule. Write down each CRN Code.

3. Go to MyOkanagan, log in, and register for courses.
   a. Enter Student Number & Birthdate (MMDDYY) if it’s your first time logging in.
   b. Go to the Student Tab
   c. Go to Registration
   d. Go to Add or Drop Classes – select the term you are registering for (you will need to register for Fall 2019 and Winter 2020 semesters separately)
   e. Add CRN Code numbers (in the horizontal line of boxes at the bottom of the page)
   f. Click Submit.

4. Pay for tuition and fees.
   a. Fee payment deadline for Fall 2019 is August 13, 2019. Fee payment deadline for Winter 2020 is December 17, 2019. If you register for classes after the fee payment deadline for the term, fees must be received by OC within five business days.

C. IMPORTANT NOTES – PLEASE READ CAREFULLY

1. You may pay for tuition and fees at any Okanagan College campus by cheque, debit or cash. You can also set up your payment via online banking (set up Okanagan College as a payee and your student ID # as the account number). Please note that credit cards are not accepted.

2. Withdrawal deadline is within the first week of each course start date, and you must log in to each course within three days of the start date or risk losing your seat. Tuition is not refunded after the withdrawal deadline.

3. The computer software courses require Microsoft Office 2019 or Office 365 may work. Macs are not recommended nor supported.

4. Prices are subject to change without notice.

5. Textbooks are the responsibility of the student to purchase. Please purchase your Distance Education textbooks from the Kelowna Campus Store or online at www.okanagan.bc.ca/campusstores. Ensure you order your textbooks at least 14 business days before you commence your courses so that you can begin on your desired start date.

6. Students are responsible for securing their own practicum placements. A tutor is provided.
## Online Courses Registration Instructions August 2019 – June 2020

<table>
<thead>
<tr>
<th>COURSE CODE AND NAME/PREREQUISITES</th>
<th>COURSE LENGTH</th>
<th>FEES**</th>
<th>BOOKS**</th>
<th>SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAA 110 Medical Terminology I</td>
<td>6 weeks (30 hrs)</td>
<td>188.40</td>
<td></td>
<td>Sep 9, 2019 – Oct 20, 2019</td>
</tr>
<tr>
<td>MAA 111 Medical Terminology II</td>
<td>15 weeks (90 hrs)</td>
<td>507.44</td>
<td>137.49</td>
<td>Oct 21, 2019 – Feb 9, 2020</td>
</tr>
<tr>
<td>MAA 112 Medical Terminology III</td>
<td>6 weeks (30 hrs)</td>
<td>188.40</td>
<td></td>
<td>Feb 10, 2020 – Mar 22, 2020</td>
</tr>
<tr>
<td>MAA 120 Medical Administrative Procedures</td>
<td>12 weeks (60 hrs)</td>
<td>347.92</td>
<td>145.99</td>
<td>Sep 9, 2019 – Dec 1, 2019</td>
</tr>
<tr>
<td>MAA 126 Medical Transcription</td>
<td>12 weeks (60 hrs)</td>
<td>347.92</td>
<td>196.29</td>
<td>Mar 2, 2019 – May 24, 2020</td>
</tr>
<tr>
<td>MAA 130 Medical Billing – Manual</td>
<td>6 weeks (30 hrs)</td>
<td>188.40</td>
<td>Included in course</td>
<td>Dec 2, 2018 – Jan 19, 2020</td>
</tr>
<tr>
<td>MAA 131 Medical Billing – Computerized</td>
<td>6 weeks (30 hrs)</td>
<td>188.40</td>
<td>10.00</td>
<td>Jan 20, 2019 – Mar 1, 2020</td>
</tr>
<tr>
<td>MAA 140 Clinical Procedures and Practice***</td>
<td>12 weeks (60 hrs)</td>
<td>347.92</td>
<td>170.49</td>
<td>Mar 2, 2020 – May 24, 2020</td>
</tr>
<tr>
<td>MAA 150 Practicum – Medical*</td>
<td>3 weeks (90 hrs)</td>
<td>507.44</td>
<td>No books</td>
<td>Completed before June 19, 2019</td>
</tr>
</tbody>
</table>

** Prices may vary
***See Page 1

TOTAL DUE $2,812.24 660.26 $3,472.50