

# Reach Out

*News from the Registrar's Office (Kelowna)*

## *In This Issue*

### Page 1

- Student Refund Changes
- New Student Forms in Etrieve

### Page 2

- Education Council News
- Grad Application Process Changing
- Important Dates
- Graduation News
- Scheduling 101

### Page 3

- Fall 2022 Recruitment News

### Page 4

- Orientation Recap

## Student Refund Changes

Okanagan College has partnered with PayMyTuition, an electronic payment tool, to remit domestic and international refunds, awards, and scholarship payments to students via Interac e-transfer and international wire transfer. This refund method will replace refund cheques.

This new process will help students receive their refunds more quickly and efficiently. Students are able to request a refund using this [Student Refund Request Form](#).

**Domestic Students** can review step-by-step instructions here: [Interac Refund Steps](#).

Please note that domestic students will need to go to their myOkanagan to retrieve their passcode, and detail instructions are [found here](#).

**International Students** can review step-by-step instructions here: [International Refund Steps](#).

Guide students to this information by directing them to the What about Refunds FAQ on the [Tuition and Fees page](#).

Thank you to our colleagues in Finance for working with us to launch this great new service!

## New Student Forms in Etrieve

The Registrar's Office is moving towards using Etrieve to route all student forms. Students are still able to find forms on the website at: [www.okanagan.bc.ca/student-forms](http://www.okanagan.bc.ca/student-forms), however, those that are digital will hyperlink students to Etrieve.

Forms that are now live in Etrieve include:

- Campus Change
- Consent to Release Information
- Registration and withdrawal
- Request for Course Equivalency
- Request for Out-Of-Time Exam
- Request to Waive Pre- and Co-Requisites
- Student Refunds



Thank you to the Digital Transformations Team – Natalie Hordichuk and Nelson Murray – for their endless patience as we work to tweak the workflows and processes!



# Education Council News

Below is a brief update on items approved at Education Council in September and October. Please view the Items Approved or Minutes for details.

## September 2022

### New Programs

#### Basic Skills Certificate A - Fundamentals

This program will be run as a mini-version of the full BSCA program in Kelowna, with four courses over 10 months in Vernon, Salmon Arm, and Penticton, every second year.

## October 2022

### Program Revisions

#### Post-Baccalaureate Diploma in: Marketing and Data Analytics and Health Analytics

One of the courses will be changed from MATH 251 to a more focused course which is designed for data science.

Proposed date of implementation is September 1, 2023.

#### Bachelor of Computer Information Systems - Database and Big Data Management specialization

This name change will match current trends in the industry by changing from the Database System Option to Database and Big Data Management.

Proposed date of implementation is January 1, 2023.

### New Courses

- DSCI 351 - Discrete Structures for Data Science

### Course Revisions

- BUAD 461 - Applied Corporate Finance

The next regular Education Council meeting is scheduled for November 3, 2022.

Details of EdCo approvals can be found at [okanagan.bc.ca/edco](https://okanagan.bc.ca/edco).

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



## October 2022

- 10 Thanksgiving (College closed)
- 18 [Salmon Arm Open House](#)
- 22-24 Midterm exam period
- 26 Vernon [15 First Year FAQs](#) info session; [Penticton Open House](#)
- 28 Last day to: withdraw from a course, change course registration from audit to credit

## November 2022

- 11 Remembrance Day (College closed)
- 2 [Vernon Open House](#) and spotlight sessions
- 19 [Kelowna Open House](#)

## Graduation News

The graduation department is excited to announce that we have moved the applications for graduation into Banner Self-Service. Students can now apply to graduate through simple steps in their myOkanagan account. Some of the new features include the ability to check their address and ensure other personal information is correct as we prepare their official documents. This is the beginning of several new initiatives to increase the efficiency of the graduation process.



## Scheduling 101

The Scheduling Office will be holding Course Scheduling 101 training sessions for all new and existing Chairs, Schedulers and any other staff involved in the scheduling process. If you have not already done so, please [register for a session here](#). The process has changed quite a bit from previous years, so all Chairs/Schedulers should attend to you are familiar with the updated procedure.

# Fall 2022 Recruitment News

For the first time in two years, recruiters from Okanagan College are hitting the road again for PSI visits at high schools throughout B.C. this fall. For other recruitment event news, see below for each campus.

## Salmon Arm:

Recruitment activities for the fall are ramping up at the Salmon Arm campus. School District 83's career counsellors, teachers, and WorkBC staff have been invited to a Counsellor After School Social Program Update on October 13 from 4-5:30 p.m. where they will learn about program updates and opportunities for their students and clients.

The campus is hosting an Open House on Tuesday, Oct. 18 from 5:30-7 p.m. with booths for each program, a Post-Secondary FAQ session for parents and prospective students, and program spotlight presentations by professors. Application fees will be waived during the open house and library staff will be available to help with applications. Learn more at [okanagan.bc.ca/infosessions](https://okanagan.bc.ca/infosessions).

On Thursday, Oct. 27 the campus will be hosting an Employer Funding Info Session and BBQ from noon to 1 p.m. in collaboration with WorkBC, SCIP (Shuswap Construction Industry Professionals), and OC Trades (specifically the funding for Level 1 apprentices overseen by Jessica Pak.) This info session will raise awareness of multiple funding opportunities to help small and medium local businesses hire trades students. Students will have a chance to network and connect with employers during the BBQ.

On October 13 Okanagan College will participate in the Nesklonith Indigenous Career Fair at the Centenoka Mall from 10 a.m.-3 p.m.

## Vernon:

Recruitment season is also underway at the Vernon campus! Tawnya has been busy with presentations and hosting information tables at mini fairs in her region. On October 10 she will head north for a week to visit schools in Prince George, McBride, Quesnel, Williams Lake, and 100 Mile House.

Fall recruitment events in Vernon include the Counsellors Breakfast on October 7, the 15 First Year FAQs Seminar October 26, and the campus Open House & Spotlight Sessions November 2. In addition to all of this, Tawnya will be running an info booth at Parent/Teacher interviews at two schools in late October.

## Kelowna:

In Kelowna, there will be a Counsellors Lunch event on October 27. This year's event will include career coordinators as well as the school counsellors.

On November 19 the Kelowna campus is hosting an Open House between 10:30 a.m. and 2 p.m. There will be a College Fair with representatives from many Student Services departments and multiple Program Spotlight Sessions where attendees can explore up to three different programs during the event. Application fees will be waived if completed during the event.

Virtual Info Sessions will be scheduled soon. Representatives from different portfolios, departments, programs or program areas will be able to select the date that best suits their schedule. Kelowna recruiter, Vivian Moretti, will send out information in the next month.

Campus Tours and Spotlight Sessions are also being booked by school counsellors. Expect to see students from KSS, OKM, MBSS and GEOSS touring around the campus in October and November.

## Penticton:

The Penticton campus will be holding their Open House on October 26 from 5:30-7:30 p.m.. During the event there will be Spotlight Sessions, a mini Fair with faculty and support services, tours, and free applications.

# Orientation Day Recap

There were lots of smiling faces at each Okanagan College campus on September 6 as we welcomed thousands of new students to the College.

Activities included a free lunch, therapy dogs, carnival games, photo booths, tons of prizes and swag, and information booths.

