



OFFICE ADMINISTRATION DEPARTMENT
**MEDICAL ADMINISTRATIVE ASSISTANT
CERTIFIC**

OLLEGE

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 an online two-day practical component. Students are responsible for all supply costs (to be determined).**

B. HOW TO REGISTER FOR COURSES

1. See attached for required courses and costs. Prices may vary. This program is on a set schedule and is only offered every September.
2. Go to MyOkanagan, log in, and register for courses.
 - a. Enter MyOkanagan with the login information you received after you were admitted.
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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 Office 365 which you can download for free on MyOkanagan. **Macs and Chromebooks 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



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CERTIFICATE PROGRAM**

ONLINE COURSES REGISTRATION