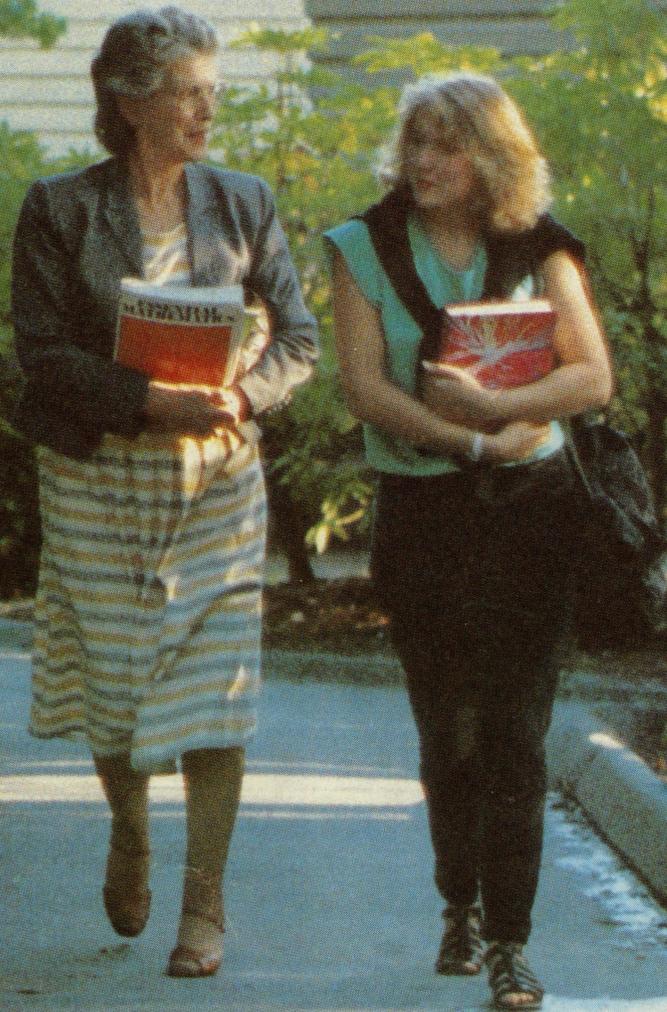


Capilano College
STUDENT HANDBOOK
84-85



Of tortoises, hares, and careers.

Let's be honest. You're not going to be run off your feet this spring trying to keep up with all those job offers.

Finding a job—any job—is going to be hard. Times are tough, and many organizations aren't even accepting applications. The days of jackrabbit career starts are finished, at least for the short run. Getting started is going to be a slower, harder haul than it used to be.

Now, we're not saying that you'll forever move at a tortoise's pace in your career. But we are suggesting that to win, place, or even show in today's job sweepstakes you're going to have to plan an aggressive and creative job search strategy. You're going to have to work hard just to get your foot in the door, and you may have to accept a position that's a few steps further back than you were aiming at. But at least when the economy turns around you'll be able to keep pace and move up and along with it.



So between now and then, be prepared to walk into a few blind alleys and down some wrong paths for the few jobs that are out there, and expect to hear a lot of "Don't call us, we'll call you's" for your efforts. We'd all like to be career hares, but plan on being a tortoise for a little while; you'll win your race in the end.

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WEST VANCOUVER 1548 Marine Drive 926-4311

Welcome

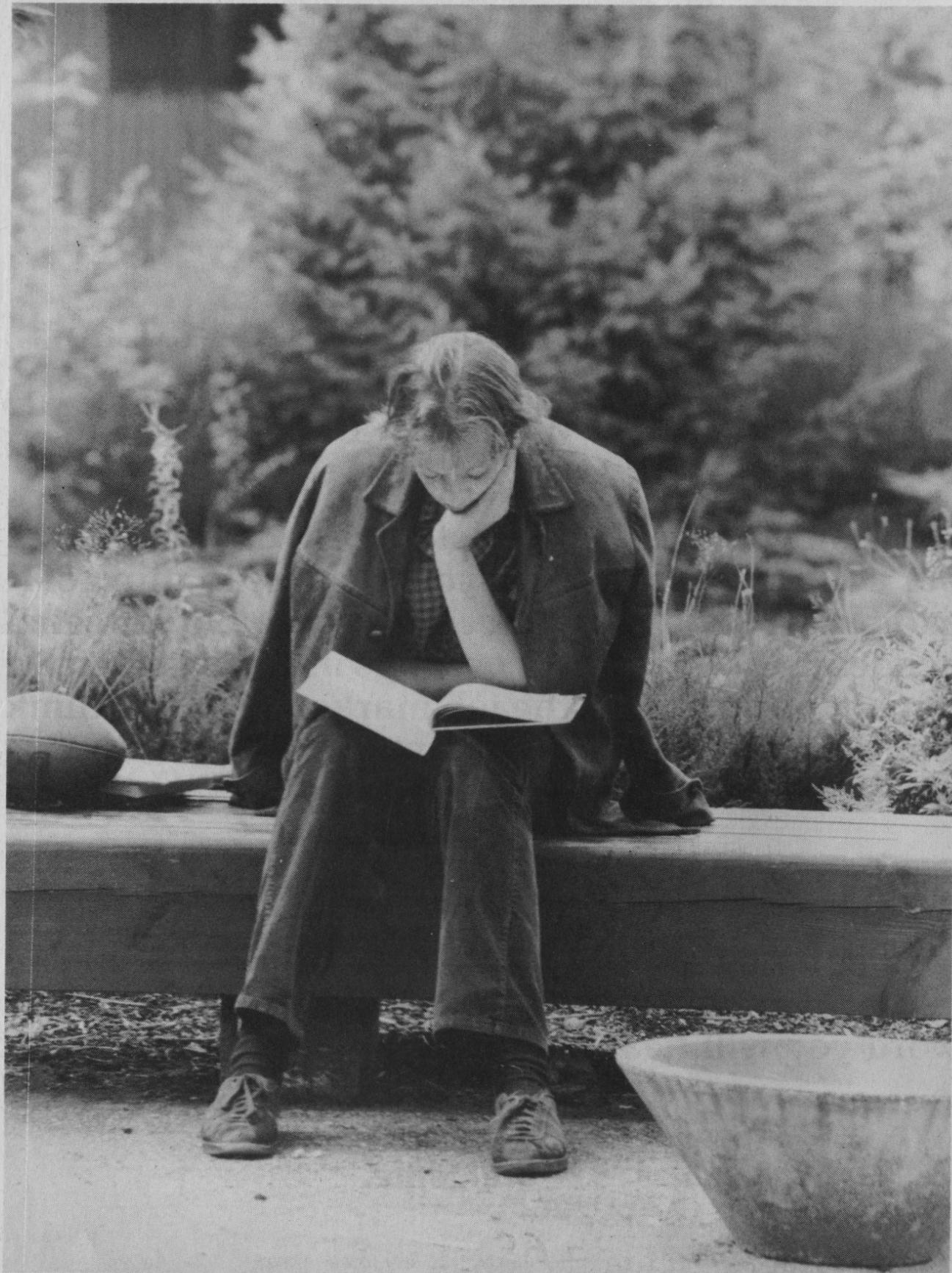
You will hear that word a lot at Cap.

We mean it.

We want you to enjoy your studies and time spent at our college. And we want you to come to think of it as your college too. Once you leave our forested academia and move on, perhaps into the university circuit, perhaps into the job market, you may think Cap was only part of your past. But you will always remember your time here.

Some of you will come back. You will take "some night classes," that calculus course you always wanted to finish, an arts course. Some of you may come back as professors, teachers or staff. And the word you will hear will always be the same.

Welcome.



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A Note From The Editors

The editors of this handbook decided to take a trip through time into the not-so-distant past when they were students new to Cap. Getting lost twice an hour, frantically searching for a telephone or washroom, discovering the library during the last week of the semester, and many other events we would both like to forget (like wearing a three-piece suit to a beer garden).

As we spent the summer writing the handbook, we would ask aloud "How can we make it easier, for both new and returning students?" This book, as you see it, is the result.

The information is new as is the method of presentation. We like to think that this handbook is like no other Cap has ever produced. Returning students are urged to read this book; go through it and find out all the services you could have been using last year, but didn't know about.

New students are more than urged; they are begged, ordered, petitioned and called upon to read this guide and use it. We guarantee that it will help you in your schoolwork, social life, and best of all, reading this guide won't cause cancer of any kind whatsoever! (We hope).

On the contrary, this guide could improve your health. For example, did you know that we have a fitness centre on campus? It's equipped with exercycles, an universal gym, a sauna, showers, lockers and almost everything except a swimming pool. (You could do laps in the sink, however, if you are desperate).

We've also got our own Health Services and First Aid department on campus, with a Doctor on campus Tuesdays and Wednesdays and a nurse there every day of the week. (Except weekends; she's no fool!)

As you will notice perusing through the pages of this academic chronicle, we have tried to leave nothing out. We have concentrated on your survival and ways to guarantee it. Everything from where to find cheap photocopying to getting your reports typeset is touched upon.

We haven't restricted the guide to on-campus services, either. We feel that the social side of life is as important to the college student as studying. A balanced lifestyle prevents overwork burnout and over-indulgence burn-up. Burnout and burn-up are two of the most common student ailments; take steps to prevent them from attacking you.

We hope you will find this guide meets its objectives by being easy to use, complete, and, from our view point a very important objective, fun. We feel that the best way to make a guide easy to use is to make it fun to use. Flip through now, read the cartoons, then read what's between the cartoons. We hope you'll like it.

The biggest flaw in the guide was its arrival on campus three weeks late. We apologize sincerely for our tardiness. However, by the time you got this guide, I'm sure you realized how much you needed it!

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Editors

Michael L.F. Brais
Bernard Rohde

Advertising Sales

June E. Madison

Photos

The Capilano Courier

Cover Photo

June Madison

Production

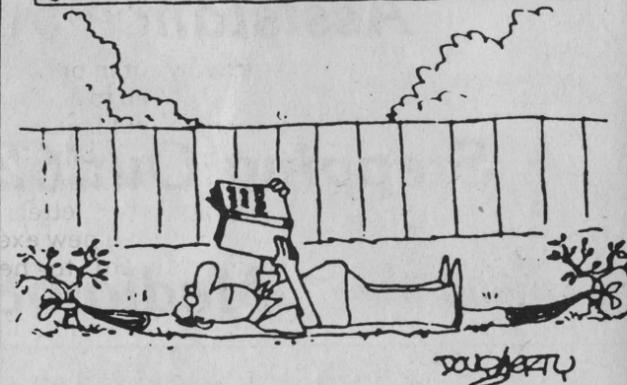
Michael Brais
June Madison

Typesetting

Lois Hofer
Susan Chow

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GRADUATE: ACME SCHOOL OF PATIENCE



Ladies and Gentlemen... The President!



Student Society President Brenda Pickersgill

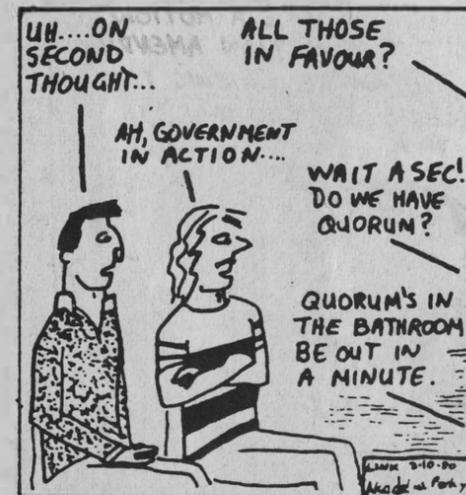
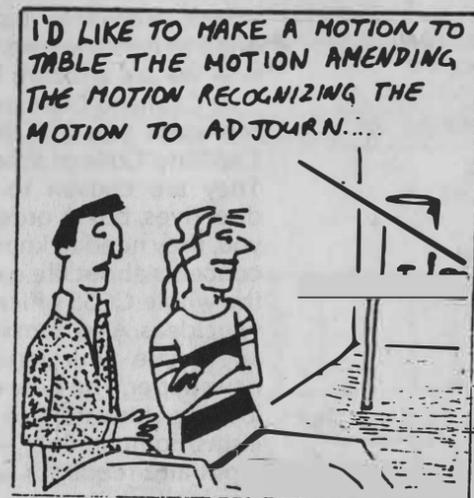
The issues that concern us are broad and numerous. From unemployment and underfunding of education to nuclear disarmament and peace, our work in student politics is never-ending. By working together on these issues we can build towards a better society, we can make the decisions that reflect what we feel is important and should be the priorities of our governments. In order to make these types of decisions, we need to become aware of the issues and understand how we are affected by them. We need to care.

At Capilano College, the people that you choose to represent you are the students you elect to your Capilano College Student Society (CCSS) Executive. They are chosen to serve you and to take your directives, but in order to better serve and represent you, they need to know your views on issues and your concerns about life on campus. As I have said before, the whole CCSS office is a suggestion box and awaits your ideas. Also, I am sure the Capilano Courier would appreciate your letters or articles, as it is YOUR newspaper. The new executive that you elect will be looking forward to hearing any comments/criticisms/compliments you may have. We need your input and feedback and all that I ask is that you get involved while you are at Cap.

Welcome (back) to Capilano College and good luck to all of you in your ventures.

Capilano College Student Society

Your voice on campus.



Introducing...

If you are a student at Cap — and the odds favour that you are or soon will be, otherwise you wouldn't be reading this handbook — you already belong to the Capilano College Student Society. As a matter of fact, you are the Society!

Membership in the society is automatic whenever you register for one or more courses at Cap and carries with it certain privileges and responsibilities.

Foremost is the privilege to be heard and have your voice count. Elections and general meetings allow you to choose whom you want to represent you and what direction you want them to take. Through the ombudsman you have the privilege to appeal a grade or make a complaint against an instructor using unfair or discriminatory practices.

Through the student society, you can make your voice heard on a provincial and national level using forums, petitions, protests, and via the society's affiliation with the Canadian Federation of Students, the national student organization.

Accompanying these privileges, and others such as the services provided for students by the society, go responsibilities. The responsibilities primarily involve actually getting out there and using your privileges. Make your voice heard; give the society a mandate; get involved! There are many ways, none the least is to run for a position on the society executive. If you are not willing to do that, then at least vote when elections are held. Usually, less than 10% of the entire student body votes in an election or referendum. A vote in the student society elections counts more than a federal, provincial, or municipal vote!

The student society wants you to be its voice. It wants to hear from you whether at an election, executive meeting or by grabbing your representative in the hallway. In return, the student society will be your voice when dealing with the overwhelming bureaucracy of post secondary education. If you have something to say, the society will act as your mediator and say it to the right person.

Involvement is a two-way street. Get involved and ask not what your society can do for you, but what you can do for each other.

Long-term Objectives

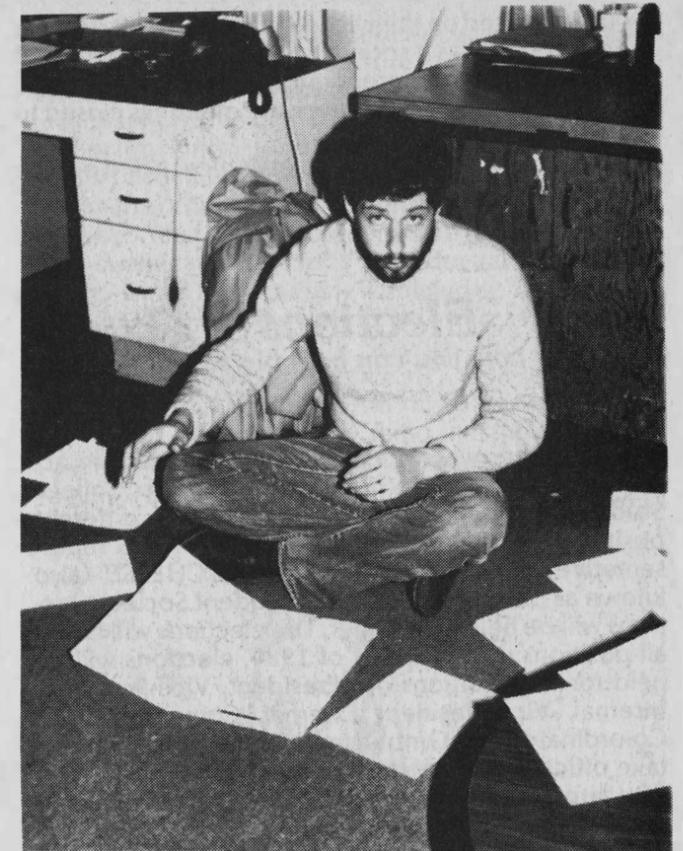
The Student Society operates with several specific goals and commitments that outline its responsibility to its members and to students in general.

There are four main goals that are incorporated in everything the society does. These goals are simple and straightforward, and yet they clearly reflect the direction of the student society.

1. To protect the rights of all students and to insure access to quality education.
2. To participate in the college governance procedure by way of direct student representation on all boards and committees.
3. To provide activities of both social and political nature to all students of the college.
4. To inform students of and encourage their participation in events (both educational and political) on the local, provincial, national and international levels.

In addition to the society's high reaching goals, it also has a commitment to help the student, here and now. The society operates a number of services without which things would be noticeably more difficult on campus. The society also holds social events and pub nights that work in two ways — fund raising for individual clubs and athletic teams, and on-campus entertainment for the students.

But most of all, the Student Society strives to act as the student voice and representation on campus, to the community and to the government. In recent years, it has become a larger and more important addition to the structure and operation of Capilano College. And it's made the load a little lighter for its members, the students.



Day-to-day Operations

The Student Society office is located in "N" building on the North campus, adjacent to the North Cafeteria and is open to all members of the Capilano College community. The day-to-day operations of the Society are supervised by an elected council of nine voting members and two non-voting members. Each elected representative has two hours of office time every week for students to come in and cry on their shoulders, or threaten to pound them into the ground.

The Society has an executive officer (office manager) to handle things that crop up when there are no elected members available. Our current office manager (who has been on the job for two years now) is Marc Rovner, and he's just dying for you to come in and ask him anything. Marc is usually in the office from 9 to 5, and can help you in dealing with the college bureaucracy as well as the Student Society bureaucracy.

Even though you may need a guide to cut through the red tape, making yourself heard is not as hard as you might think. You needn't wait for an election to give direction (and threats, bribes, etc.) to your elected representatives (e.g. the exec).

Talking with the executive and presenting your ideas and complaints to them at a weekly meeting are sure-fire ways of getting noticed. The executive council meets each week and it's a simple matter to get

yourself placed on their agenda (and this isn't really as uncomfortable as it sounds). Meetings are open to all students and your attendance is both encouraged, and welcomed. Rarely, if ever, are meetings closed to students and other observers.

Check with Marc in the Society office to find out the time and place of each meeting.

Elections

Or how you can be a big shot.

What better way to experience democracy in action than to run for a position on the Cap College Student Society executive? There are 11 different positions you can run for, varying from 1 of 5 representative positions right up to "the BIG CHEESE" (also known as president). This year, Student Society elections will be held in October. The elections will be for all positions. In the spring of 1984, elections will be held for the positions of: President, Vice-President Internal, Vice-President External, Communications Co-ordinator, and Ombudsperson. These officers will take office in May of the same year.

In late September or early October of 1985, elections will be held for the remaining positions, and any vacant positions resulting from the previous spring election.

The reason for this complicated series of elections (and it will only be this way once), is that the Students Society revised their constitution at last year's Gener-

al Meeting so that not everybody would be elected at once (except this October). It was felt that it would be better to have two sets of elections and that way there would always be some experienced executive members around to show the newly elected ones the ropes. If one or more of the positions of President, Vice-President Internal, Vice-President External, Treasurer, or Ombudsperson is vacated due to death, resignation, or illness, the executive must declare a by-election will be held only if it is deemed necessary by the executive.

Anyone who is a student at Cap, either part time or full time, can run for a position on the executive, with one proviso. In order to be eligible for nomination, the prospective student must have a GPA of 2.5 or higher.

If you decide to run, your first step is to get nominated. To get nominated all you need is a nomination form (included with this guide), and 10 supporters. The supporters must be Cap students, and to show their support all they have to do is sign your nomination form. One person should sign as campaign chairperson, but this is a mere formality because the campaign chairperson doesn't really have to do anything — you can run your own campaign if you choose.

Once you've got the nomination form filled out, take it to the Student Society office in "N" building on the North Campus. Someone in the office can provide you with a copy of the Student Society constitution and bylaws, and a campaign information sheet.

Nominations close at least one week before election day, and all campaign posters etc., must be removed before election day or a \$30 fine will be imposed.

Now you have all the basic information you need to run for a position on the Cap Student Society. All that remains is for you to get yourself elected. Then you can begin to participate in the decision making process that affects untold thousands of lives..well, at least a few thousand anyway.

Executives' Duties

PRESIDENT: The presidential position proves the maxim that it's busy at the top. The President is responsible for convening executive meetings; chairing many, if not most, of them; keeping up-to-date on all executive reports and other paper work delights. The President is an official signing authority for the Society and should be aware of the financial situation at all times. The President will often be asked to attend board and committee meetings as a student representative and should thus be aware of committee operation. If constitutional revisions are deemed necessary by the executive, the President is usually responsible for drafting the revisions. Ideally, the President should be able to take over any of the other positions on the board and sometimes rises from one of those positions held during the previous year.

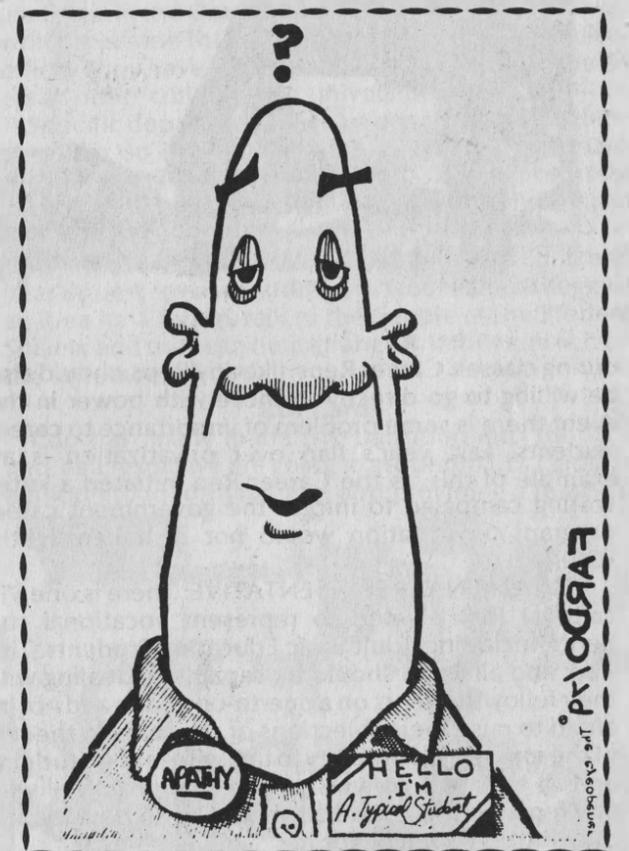
VICE PRESIDENT (EXTERNAL AFFAIRS): This position is great for people who like conferences. The V.P. Ex. is responsible for representing the Student Society to any and all outside organizations or special interest groups, such as the Canadian Federation of Students, United Way and the communities of North and West Vancouver. The V.P. may also be required to attend conferences, symposiums and seminars as a representative of the Society. A good grounding in public relations or strong communication skills are best for this position, as well as an ability to deal with other people and organizations on a personal basis.

VICE PRESIDENT (INTERNAL AFFAIRS): The V.P. Internal deals with matters arising on campus that require the attention of the Student Society. This frequently includes sitting on standing committees (ha, ha!), hiring and firing of Student Society personnel, negotiating funding contracts with connected societies (like the Capilano Courier Publishing Society, publishers of the college paper) and clubs and the maintenance of good relations with the students, faculty, staff and administration. Some public relation skills are also helpful in this position, as well as tact and diplomacy. An understanding of financial matters helps, too. Fortunately, many of these skills can be acquired shortly after taking the position. They sort of spring up, as a survival mechanism!

TREASURER: This position carries with it the most responsibility, personal and representative, of any position on the executive. The Society is not a nickle-and-dime operation; the annual revenue exceeds \$100,000. Last year it was \$160,000. The Treasurer is responsible for keeping track of all the money that

goes in and out of the Student Society. Often called "The Watchdog", the Treasurer must also prepare monthly financial statements, keep track of club and subsidiary organization funding and ensure that all of the Society's money is being properly spent. The fiscal budget also falls in the Treasurer's lap (big surprise!). Unlike the other positions, there is a qualification that must be met: the Treasurer must be bondable. Unofficial qualifications include an understanding of budgeting, some bookkeeping knowledge, or at least a willingness to learn how to do it. The Treasurer should also have a touch of the Scrooge and always ask "What was this \$2.35 check for??"

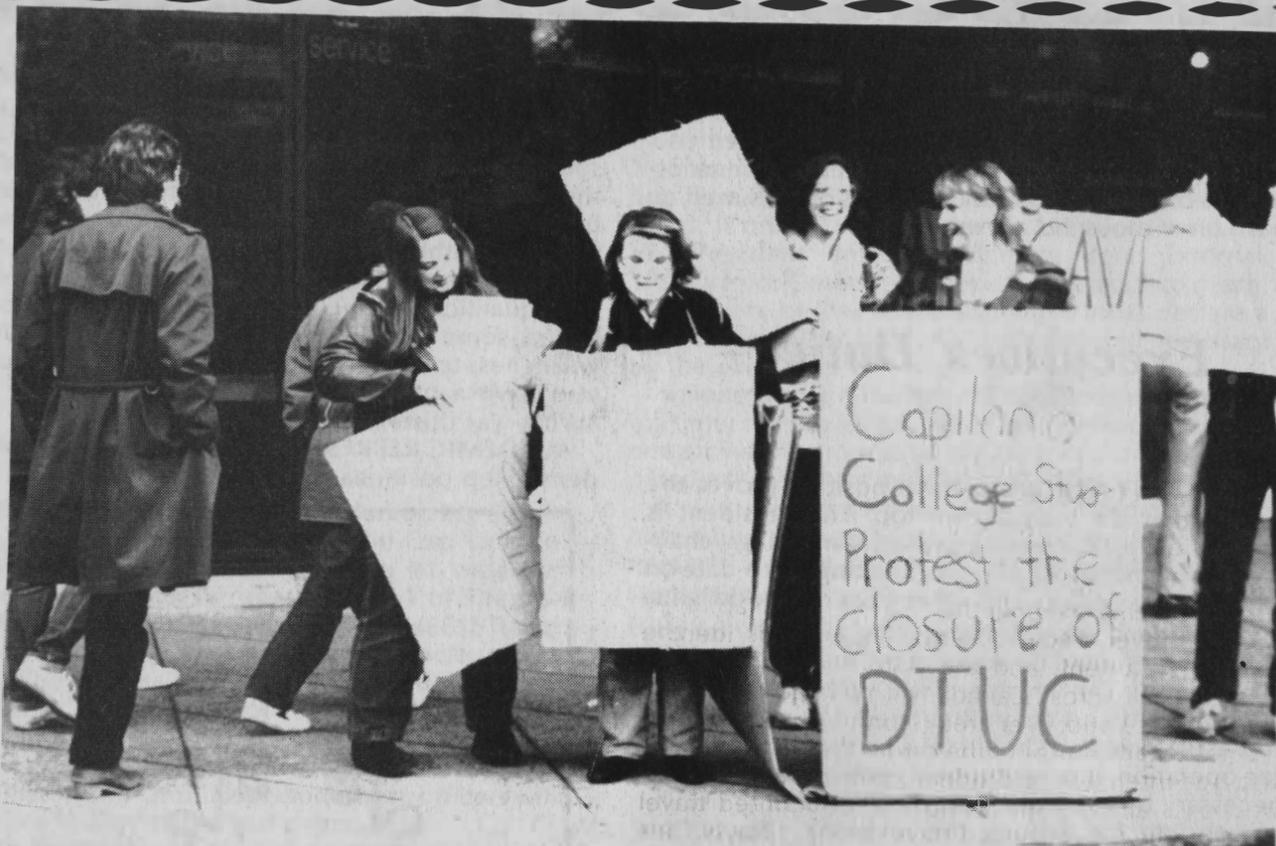
ACADEMIC REPRESENTATIVE: There are two Academic Rep positions to be filled by students in the



academic program. Duties are primarily representing the students in the academic program and to this end, the Reps must set up at least two hours of office time a week for meeting with students. In addition, Reps will find themselves with Student Society chores that must be done and yet have no official person to do them. Helping out at beer gardens, attending protest meetings, getting signatures for a petition, and other interesting and important, miscellaneous assignments.

CAREER REPRESENTATIVE: There are also two Career Reps which are to be filled from career students. They must also set up office hours and, because their career groups are more closely knit than academic students, Career Reps often find themselves running office hours on a continuous basis





during classes. Career Reps, like any Reps, should also be willing to go directly to those with power in the event there is some problem of importance to career students. Last year's flap over privatization is an example of this, as the Career Rep initiated a letter writing campaign to inform the government career program privatization would not be taken lightly. (Grr!)

VOCATIONAL REPRESENTATIVE: There is one Vocational Rep elected to represent vocational students, including Adult Basic Education Students. This Rep, and all Reps, should be capable of dealing with their fellow students on a one-to-one basis and not be afraid to raise their objections or concerns to the rest of the executive. An ability to talk with fellow students and to initiate a conversation are fantastic skills for any representative, and all should try to develop it if they haven't already got it.

OMBUDSPERSON: From the students' point of view, the Ombudsperson is one of the most important executive members. When students have a problem or a complaint against the college, the Student Society, or the faculty, they come to the Ombudsperson. The Ombudsperson deals with the complaint by going to the appropriate authorities and demanding an inquiry. Grade appeals, complaints of unfair or discriminatory practises, and complaints about unsafe or dangerous conditions often come to the Ombudsperson. The Ombudsperson is a non-biased and neutral position, and does not have a vote on the executive board. However, even though the position is neutral, that does not mean it is passive. Someone running for Ombudsperson should be forceful and willing to doggedly follow-up until the matter is settled. The Ombudsperson should also not

be shy about questioning the complaint to see if their claim is a valid one.

COMMUNICATIONS CO-ORDINATOR: The Communications Co-ordinator, also a non-voting position, is responsible for writing, producing and distributing information from the Student Society to the students. The Co-ordinator may be asked to write a column for the college newspaper or present a talk on a given student topic at a forum. By necessity, the co-ordinator works closely with both Vice Presidents for internal and external communications. The Communications Co-ordinator should have a solid background in communications, both written and verbal. The ability to express thoughts and concepts clearly is a must, as is a strong ability in English.

Services

Or what do they do for us?

This section is for those among the Society membership who exclaim "What do they do for us???" Although you might not notice them, and you may take them for granted as college services, the Student Society operates many student services in keeping with its objectives to help students wherever and whenever possible.

These services are paid for out of the money you give to the Student Society every term so you have a responsibility, not merely a right, to use them. And to use them as often as you can! After all, you want to get your money's worth, don't you?

EVER THOUGHT OF RUNNING FOR OFFICE MELROSE?



SPEAKING OUT FOR YOUR FELLOW STUDENTS AS DEPARTMENT REP, OMBUDSPERSON OR EVEN PRESIDENT.



IT WOULD LOOK GOOD ON A RESUME, WOULDN'T IT?



CFS Cards

Capilano's Student Society is affiliated with the national student organization, the Canadian Federation of Students. Along with being represented on national and regional issues, one of the attractive perks of membership in the CFS is the availability of Student Saver discount cards. These cards identify you as a student, and are good for thousands of discounts all across Canada, with a large number in the Greater Vancouver area (North Vancouver, too).

Another advantage of the card is that it entitles you to a free International Student Identity Card, valid for discounts all over the world and discounted travel through the CFS operated travel agency, Travel Cuts (Vancouver office is located at U.B.C.). Just present your CFS card and a full face photograph (the Society will give you the proper size information) and you will get your very own ISI card.

CFS cards and ISI cards are available from the Student Society, along with the Student Saver guide which lists the discounts available nationally and internationally. Just drop into the Society offices in "N" building, sign your card and you're ready to roll!

Cinema

Believe it or not, Cap does have a cinema of sorts. The Student Society purchased a large screen video tape player and shows movies on it every Tuesday and Wednesday nights. Big screen blockbusters shown last year included *Year of Living Dangerously*, *Kramer vs. Kramer*, *Quest for Fire*, and more. Show times last year were Tuesdays at 6:30 & 8:30 (double feature) and Wednesdays at 5:30 & 7:30 (also double feature). Check with the Student Society for this year's times, which are supposed to be similar to last year's.

The films are free and all are welcome. Too few people take advantage of this great opportunity, so why not be one of the smart ones.

Guest Speakers and Forums

An authority on any particular subject coming to talk at Cap? Don't look so astonished, it does happen! Every year, Cap welcomes a variety of guest speakers to talk on subjects as diverse as biology and plant growth to UFOs to poetry readings.

In addition, special forums dealing with topics of concern to all students are held on a regular basis. Education, DTUC and Solidarity forums are some of the examples from last year. At these forums, students are encouraged to address the panel with questions and comments and therefore get more involved than with regular guest speakers.

Notice of forums and guest speakers are usually posted around campus on the bulletin boards, and are listed in the Courier. If you want to make sure you won't miss one though, check in the Student Society office. They have a listing of forums and guest speakers at other colleges and universities, too.

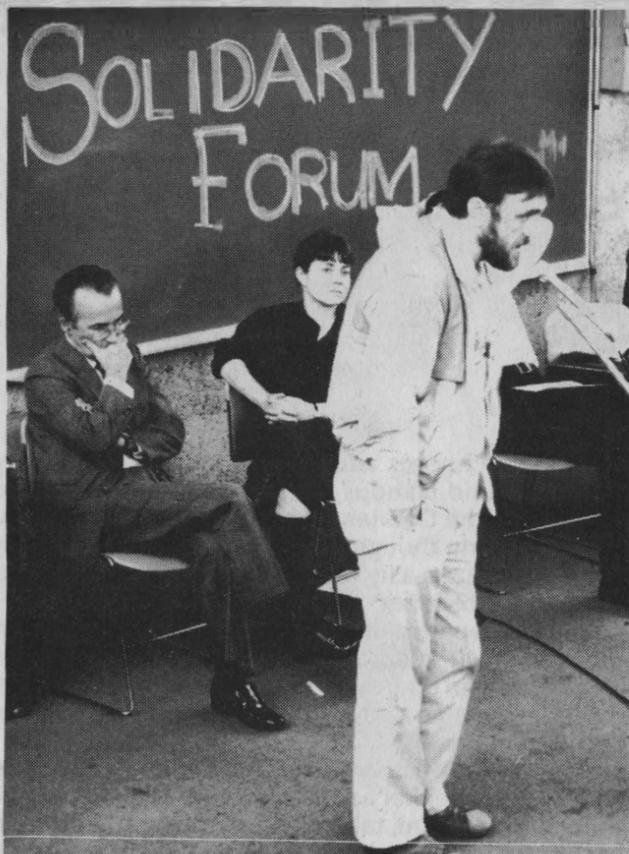
Specific departments on campus also bring in guest speakers, so it is a good idea to check the departmental bulletin boards as well and ask your professors about them. Who knows, one day they might bring in Carl Sagan!

If you know of a particular topic you would like to hear a guest speaker address, or would like to suggest an idea for a forum, talk to the people at the Student Society and they can help arrange it, if they can fit it on the schedule.

I.D. Cards

Cap has finally made the transition into the '80s and, as a result, we are going to get photo I.D. cards. In addition to identifying you, and providing a reason-





ble mug shot, the cards will also carry a computer readable bar code used when taking materials out of the library.

Of course, now you are monitored by the computer. Try to order a transcript when you have overdue materials, I dare you! The computer will freeze your transcript (ouch!) until you return the overdue materials.

In the first two weeks of registration, you will have to pick up the actual card and take it to the Student Society office where your mug shot will be taken, placed on the card, and laminated.

Lost your card? Check at the lost & found in the info centre first (they always have a large collection of lost I.D. cards) and if it's not there, go tell the people in the Student Society office. Since they have to wait until enough cards are lost to prepare a press run, you may have to wait for three weeks or more, and it will cost you \$3. So try not to lose your I.D. card.

Info Centre

The info centre is actually much more than the name implies. The centre operates the campus lost & found service; maintains all of the bulletin boards on campus; sells tickets to plays, beer gardens, and other special events; operates the used text book sale (see page 00 for details — it's a big money saver when it comes to buying books) and (surprise!) doles out information and directions. If you've lost something (including yourself) the info centre is the place to go.

In January, the new, expanded, info centre will open in conjunction with the Cap Corner student boutique. It will be located where the info centre is now, but will extend out into the "B" building lobby with lots of glass and sliding doors.

The boutique will be operated by the Retail Merchandising students and will carry goodies like Cap souvenirs, lottery tickets, newspapers, and school supplies. They are even trying to get a group booking arrangement for concerts, plays, and events through the Vancouver Ticket Centre. Until January, the store will be located in "A" building, next to the registration and information desk.

Music

No one can deny the tranquil effects of music. Well, maybe punk rockers can, but most of us find music a nice addition to our background and surroundings. With this in mind, the Student Society sponsors noon-hour concerts throughout the year in both the north and south cafeterias. Theme concerts, such as last year's *Live Jazz* series occur frequently, as do special even concerts at pub nights and dances. If you think there should be more music — or less — talk to the people in the Student Society office and they'll try to straighten things out. Maybe they'll bring in your favourite local group!

When there isn't a concert, the north cafeteria lounge can be heard bopping along to the beat of somebody's favourite new tune, so why not yours?! The Student Society purchased a sound system (with student money) and will be happy to run one of your tapes through, as long as the lounge patrons don't object en masse. (Sorry, you Def Leppard fans!) Just go into the Society office, right next to the lounge, and they will be delighted to set up your music.

Photocopier

Have to photocopy a critical chapter to aid you in your studies? An assignment sheet, bibliography, or article that you simply must have for your next term paper? Or you just don't feel like paying \$25 for a 100-page book?

At strategic locations throughout the campus, you can find photocopiers — ten Minolta 520s and one Minolta 450 — but most of them require a key to use. Only three are for student use and they have conveniently attached coin boxes. The college charges 10¢ per copy, which isn't too bad a deal, except for one thing.

The Student Society has a nice, fancy copier for student use and they only charge 5¢. It enlarges, reduces and does everything except make tea and toast! It's located in the Society office in "N" building, but be prepared for line-ups. The Society is planning to get another copier to alleviate the waiting time, but until they do, you'll just have to wait in line.

If you can't wait, the three college copiers for student use are located in the following areas: in the library; in the library lobby; and in the lobby of the "M" building, between the placement centre and the financial aid office.

Posters

So you want to publicize your club, air your views or promote yourself for election, eh? To aid you in these noble endeavors, the Student Society has all the equipment and supplies for mass poster production. Paints, paper, and other goodies are available for any student to use, providing the cause is one that the Student Society executive feels is a justified one. That means clubs, elections and recognized protests, and

that's about all.

If you're interested in using the supplies, drop in to the Society office and let someone know. They'll arrange it, and probably inform you about "poster policy." Basically, that means you will get a lecture on taking your posters down after they've done their work.

Pub Nights

The Student Society knows how tough it is to be a student. They also realize how relaxing it is to go out and get drun...er, sociable. With this in mind, Cap has its alternate-Thursday-pub-night. Every other Thursday (as opposed to alternate) a beer garden is held in the south campus cafeteria. Tickets are available from the info centre and, since most beer gardens are held to raise funds for clubs, sponsoring club members. Each ticket usually includes the first beer, with more available at reasonable prices.

However, because the Student Society has to be especially careful that the province doesn't cut their special event liquor licence, age restrictions are strongly enforced. You must have some piece of valid picture I.D. stating that you are at least 19 years of age. The new college photo I.D., combined with complimentary birth certificate, is not only a snappy accessory for pub nights, but keeps you from being thrown out on your...ear!

Telephones

Need to make an urgent phone call? Need to make a semi-urgent telephone call? Or even a completely frivolous telephone call? Why pay our wonderful friends at B.C. Tel for the privilege of making a call on a fuzzy line and having to shout to be heard on the other end?

The Student Society office offers a free phone for student use. It's located in their "N" building office and to use it, you need only dial '9' to get an outside line. If you are extremely lazy and are making an in-

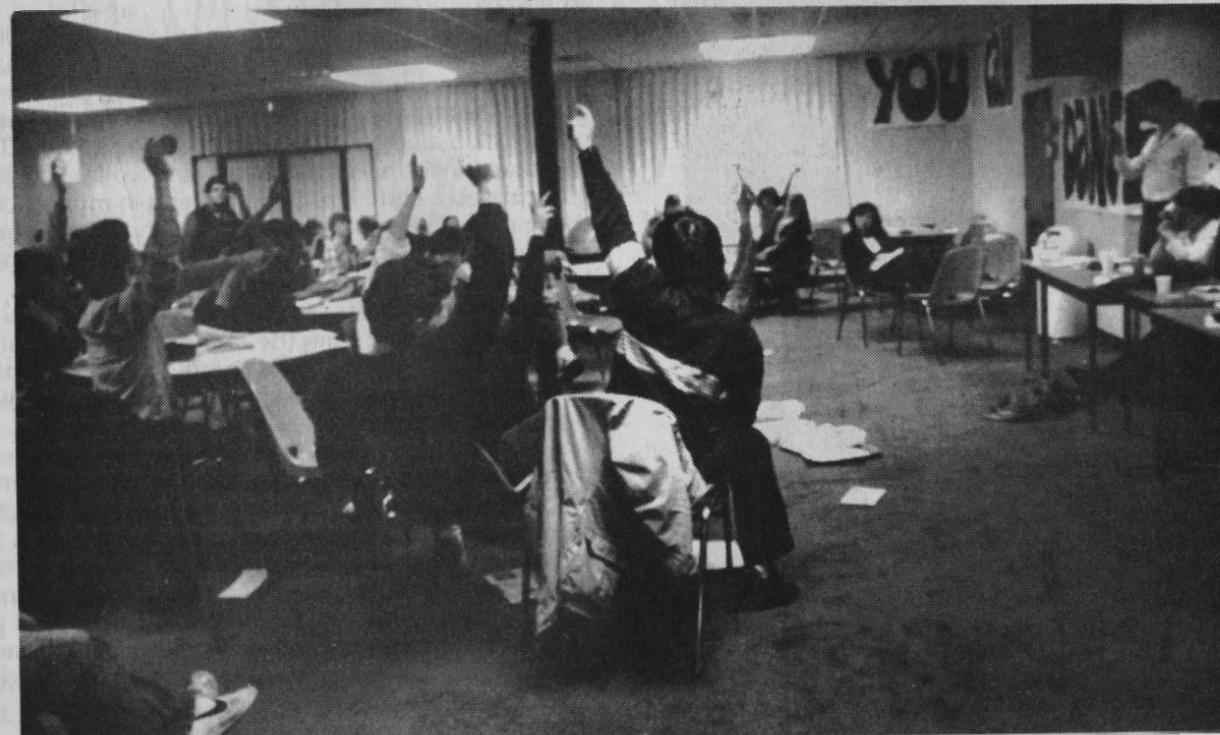


college call instead of jogging over to someone's office, you only dial the appropriate three digit local. (See page 19 for a listing of departmental locals)

A cautionary note: don't try to use the college phones to place long-distance calls. The operator will come on the line and if you don't give the proper cost-centre topsecret, swiss-bank-account code, the op may jump through the phone and suspend your transcript. And you wouldn't want that, would you?

Word Processors

Cap has jumped into the present this year. Instead of typewriters provided for student use, we have finally been given...wait for it...word processors. (Ta-



da!!!)

Located in the library lobby, next to the media production centre, there are several new Apple IIs, all set for student use.

The word processing programs are available from the library and can only be signed out for an hour, due to high demand. Similar to the library's one hour loans, the word processing packages carry a heavy fine if returned overdue (like one hour and five minutes. Library fines are \$1 for every hour overdue). In low demand periods, you should be able to renew the package without any problems.

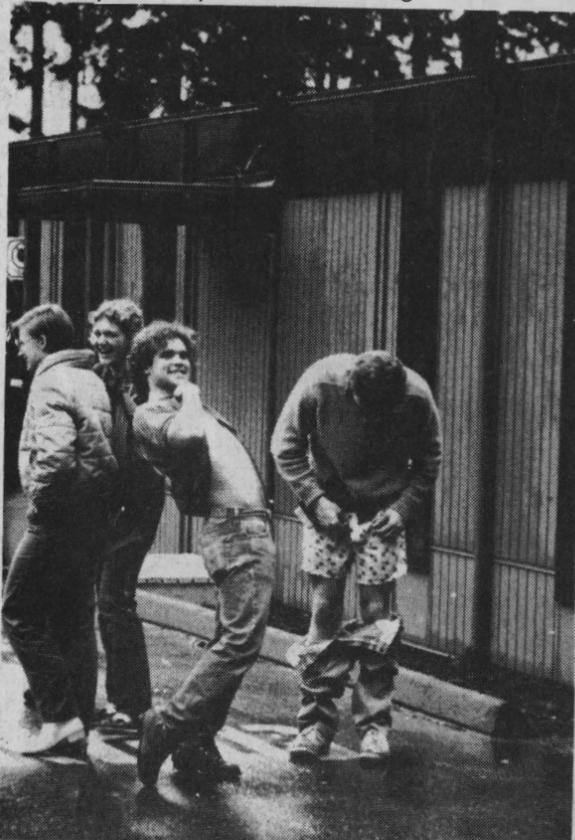
The use of the program is free, but printouts will cost you. To get your deathless prose printed, you have to go to the new, expanded info centre and have them print out your data diskettes. The small charge is to cover the cost of the paper used.

For those terrified of computers (big brother only peeks occasionally) a few of the manual typewriters will be provided for your use. They'll be located in the same spot the word processors will, that is, in the library lobby next to the Media Production Centre.

Clubs

A joiner's delight!

So here you are, you've wandered onto this campus, and now, without even really knowing how you got here, you find yourself attending classes. The most



important question you can ask yourself now is what to do with your spare time. Well the Capilano College Students Society is one step ahead of you. If you ask that question within earshot of any member of council the reply will be swift and to the point, "Go see the club's director and start, or join, a club."

Due to the fact that there's hardly anybody here during the summer months, clubs have to be reformed every fall. While this may sound like a painful procedure, it is actually quite simple and anyone can do it. First you need a particular line of interest or extracurricular activity on which to base your club. In the past clubs have included the Chess Club, the Ski Club, the Marketing Club, the Car Rally Club, and even the Debating Club. You can use your imagination when forming a club though — last year there was even an abortive attempt to form the Bill the Cat/Anarchy Club.

Once you know what the focus of your club will be, just go to the Student Society offices and obtain a sign up sheet. Sign up a group of members, advertise your general meeting, elect an executive, submit the name of your club along with a list of members to the Clubs Director for formal registration, and voila, you have got yourself a club. You have to keep in mind though that clubs are a suborganization of the CCSS, and as such are subject to CCSS policy and guidelines, so the Urban Guerillas Club is definitely out.

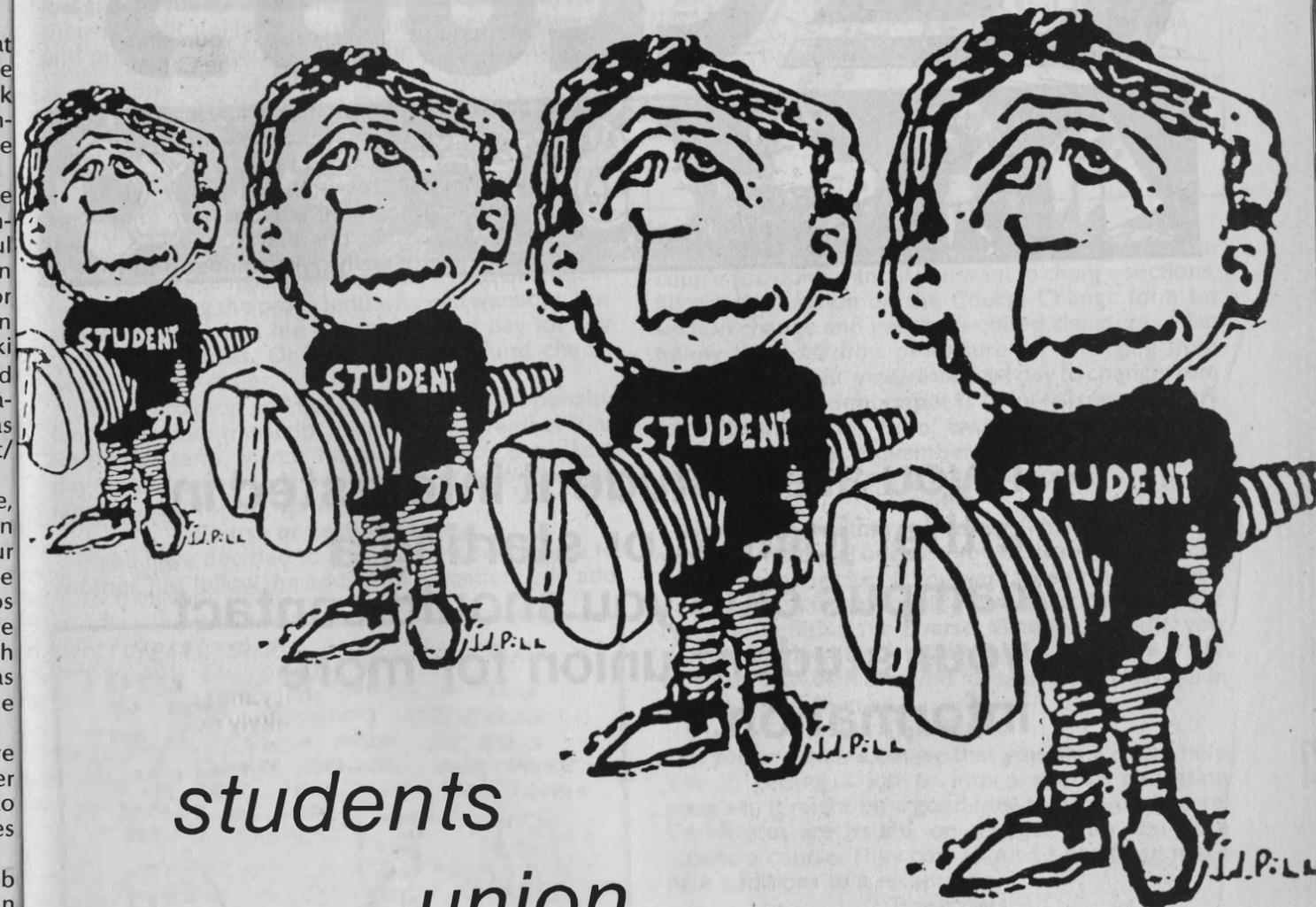
One of the benefits of forming a club is that you are eligible for funding from the SS. There is also another bonus — clubs are allowed to hold beer gardens to raise funds. Clubs are also given the use of SS facilities if required.

If you don't see yourself in the role of a club organizer, you can sign up for a club that is already in existence. Sign up sheets are available for existing clubs during clubs week at the beginning of the semester. The sheets are posted in the SS offices next to the North Cafe, and in front of the Info Centre, next to the library. Now all that's left is for you to act. You've got to be quick and start your club before all possible beer garden nights have been reserved by other clubs.

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(enlargements & reductions)



students

union

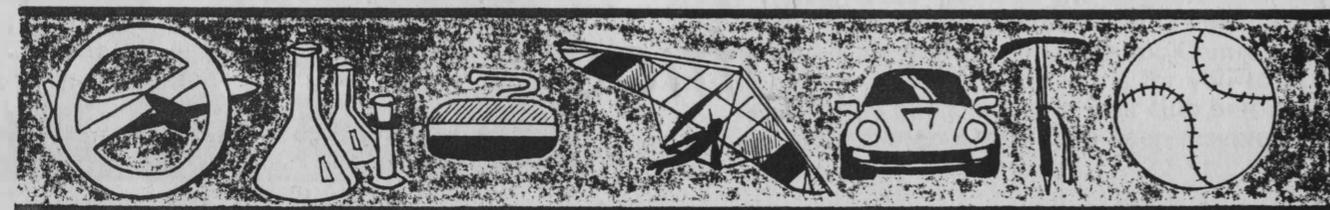
office



CAMPUS CLUBS



If you are a student interested in either joining or starting a campus club you should contact your student union for more information.



Bureaucracy and Administration

Or how to get confused without really trying!

Cutting the Red Tape

What's a college without red tape? Certainly not Cap. Like all quasi-government institutions, Cap thrives on Red Tape, including registration forms, change of address, course change, change of name and how-much-change-have-you-got-in-your-pocket-and-why-isn't-it-ours? It can be beat, however, by just gritting your teeth, filling out your forms, (they stat them in triplicate) handing over the money they want, and promptly forgetting about the whole thing.

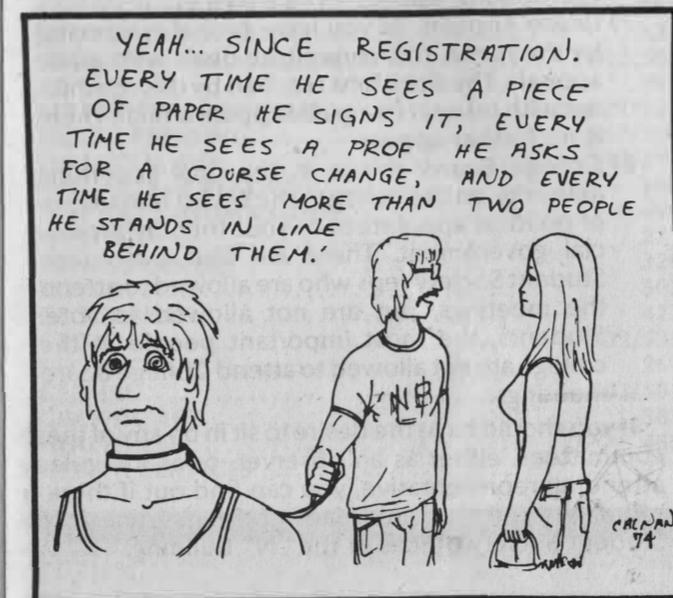
Add/Drop

You've just got to get that fantastic English course your friend has been telling you about, and you've got to get out of that geography class. Now, how do you go about doing it? Pick up a course change form from the registration and information desk in "A" building and fill in the particulars. Then get your instructors' signatures for the courses you wish to drop or add, or both. You may have to fight your way into a class or explain (without calling the prof a jerk) why you want out, but afterwards, you just file the papers and pay for any cost discrepancies. Or wait for your refund check, which is even easier.

Last day to drop and not receive academic penalty (an "F" on your transcript, usually) is November 2nd for the fall term, March 1st for the spring term. Last day to add a course is September 17th for the fall, January 18th for the spring term.

Course or Section Change

If you have decided to change from one course to another, just follow the add/drop procedure and add



the course you want to take while dropping the course you don't want. If you want to change sections, fill out the section on the Course Change form for section change and get the required signatures. Also follow the add/drop procedure for changing from audit to credit and vice versa. Last day to change from audit to credit is September 17th for fall term, January 18th for the spring term. Last day to change from credit to audit is November 2nd for the fall term, March 1st for the spring term. All done!

Audits

Taking a course that you just can't handle, but don't want to drop out of because you are learning so much? Welcome to the club. If you want to learn at your own pace, but don't want to ruin your transcript, you might consider auditing the course. When you audit, you don't have to write any exams or papers, and no grade or credit is awarded to you for taking the class. All in all, it's better than an F.

Certificates

If you've taken a course that you think might help you in getting a job or into a special education program, it might be a good idea to get a certificate. Certificates are issued, on request, after you have passed a course. They cost about \$3 each, but make nice additions to a resume.

Transcripts

When you finally decide to leave the hallowed halls of Cap, you will probably need a transcript, if only to prove to another institution of higher learning that you didn't major in basket weaving and bayberry candle making.

To order a transcript, go to the registration and information desk in "A" building and pick up a Request for Transcript form (brilliant, huh?). When

you have finished filling it out, part of which includes mentioning what post secondary institutions you want copies sent to, hand the form in at the same registration and information desk.

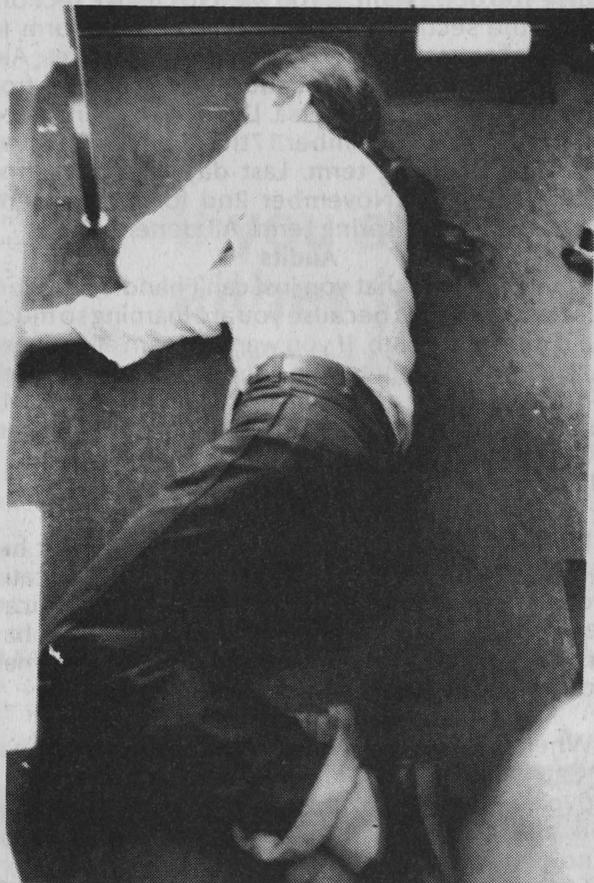
Now for the fun part: if you have any overdue books at the library, the computer will refuse to give you a transcript. Take all your books back, get a note from the library, and then fork over the five bucks for your transcript.

Transferability

Face it, that course in professor-pounding will never transfer to SFU. But to make sure all your courses transfer to whatever institution you are eventually hoping to attend, check the college transfer guides, available in the Counselling offices in "M" building. Better yet, see a counsellor at the target institution and see what they have to say. But don't say you weren't warned if your entire two years at Cap is non-transferable.

Waitlists

If you are on a waitlist, don't worry about it. It doesn't mean you won't get the course you want. Usually, if you show up for the first few classes, the size of the class and of the waitlist will have dropped, and the prof will feel justified in letting you into the class. If you find yourself number 25 on the list, rejoice again. With that high a demand for the course, odds favour the opening of a new section in the same time block. All is not lost on the waitlist.



COMMITTEES

One area of campus activity that is almost totally neglected by Cap students is committees. There are several committees at the college, and they make recommendations on areas ranging from the culinary questions of the Food Services Committee to the advanced answers of the Advertising committee.

Student input into these committees is sorely missed, in fact, student input into these committees is almost non-existent. Who could be better qualified to sit down and discuss changes, problems, and proposals for the college than students themselves.

The committees which require student representation are:

- 1) Health and Safety: this committee advises the college on health services to employees and students, hazardous and unsafe conditions, maintenance of a safe working environment, and compliance with health safety regulations.
- 2) Food Services: anything to do with food served on campus and the environment in the eating areas is dealt with by this committee.
- 3) Physical Planning: development of facilities, internal building changes, site changes (i.e. paths, parking), and space problems are the metier of the Physical Planning committee.
- 4) Canadian Studies: this committee deals with animation, facilitation, and implementation of projects dealing with Canadian Studies.
- 5) Advertising Committee: no, wait...it's not that bad. The advertising committee really deals in public relations and promoting the college (which of course requires a little bit of advertising).
- 6) Instructional Board: the actual courses themselves are dealt with by the Instructional Board. This includes course proposals and content, credit/non-credit standing, timetabling, exam week, grading, entrance requirements, placement exams, calendar, lab fees, challenges, exemptions, etc.
- 7) Grade Appeals: as you have probably guessed by the name, this committee deals with grade appeals. The decisions reached by this committee with respect to a grade appeal is final. There is no further appeal.
- 8) College Board: this is it, the final governing authority on the college. The board is made up of political appointees of your friendly provincial government. There are also two token Student Society reps who are allowed to attend the meetings, but are not allowed to vote. Students, the most important people at the college are not allowed to attend College Board meetings.

If you should have the desire to sit in on any of these committees, either as an observer, or as a regularly attending representative, you can find out if there is room, and the time and place of the meeting at the Student Society offices in the "N" building.

Departmental and Service Phone Numbers

Lazy! You should be running over to their offices instead of calling them.

DEPARTMENT	LOCAL	DEPARTMENT	LOCAL
ACHIEVEMENT RESOURCE CENTRE	353/356	HISTORY	427
ADMISSIONS	217	HUMANITIES	502
ADULT BASIC EDUCATION.....	258/259	INFO CENTRE.....	277
A.C.T. PROGRAM.....	421	INFORMATION SERVICES.....	323/324
ANTHROPOLOGY.....	427	JOB PLACEMENT.....	299
ART DEPARTMENT	390	LABOUR STUDIES.....	430/429
AUDIO VISUAL	208	LANDSCAPING HORTICULTURE.....	219
BIOLOGY	532/545	LANGUAGE LAB	307
BIOLOGY LAB.....	464/466	LANGUAGES	503/501
BOOKSTORE.....	270	LEGAL STUDIES	426
BURSAR.....	371	LIBRARY (MEDIA CENTRE)	240/241
BUSINESS MANAGEMENT.....	425	LOANS (STUDENT)	297/315
CAFETERIA-NORTH	276	MAINTENANCE.....	209/309
CAFETERIA-SOUTH.....	284	MARKETING	425
CAPILANO REVIEW	496	MATHEMATICS.....	532/534
CAREER RESOURCE CENTRE	299	MATHEMATICS LEARNING CENTRE.....	303
CASHIER.....	436	MEDIA CENTRE	240/241
CERAMICS	345	MEDIA PRODUCTION CENTRE.....	255/253
CHEMISTRY.....	532/518	MEDIA RESOURCES.....	249
CHEMISTRY LAB	469	MEDIA RESOURCES—STUDENT PHONE	247
COMMERCE.....	427	MUSIC.....	454
COMMERCIAL ART.....	390	NATURAL SCIENCES	532/428
COMMUNICATIONS	396	OFFICE ADMINISTRATION	426
C.E.U.....	300	OUTDOOR RECREATION	391
COMPUTER ROOM	460/456	PERIODICALS	205
COUNSELLING.....	298/400	PHILOSOPHY.....	499
COURIER	200	PHYSICS	532/548
DAY CARE CENTRE.....	401	PHYSICS LAB.....	468
DIALOGUE CANADA	477	PLACEMENT CENTRE.....	299
DOCTOR.....	271	POLITICAL SCIENCE.....	427
DRAFTING	244	POTTERY.....	345
DYNAMICS LAB	229/358	PRINCIPAL'S OFFICE.....	221/224
EARLY CHILDHOOD EDUCATION.....	391	PRINTMAKING.....	368
ECONOMICS.....	427	PRINT SHOP.....	263
ENGLISH.....	502/501	PSYCHOLOGY	427
E.S.L.....	414	RECORDS.....	210
EXTENSION PROGRAMS	321/328	REGISTRAR	274
FABRIC PRINTING.....	367/390	REGISTRATION	213
FINANCIAL AID	297/315	RETAIL MANAGEMENT	571/425
FINE ARTS—CREATIVE	390	SCULPTURE.....	346/390
FINE ARTS—HUMANITIES.....	496	SECURITY.....	209/309
FIRST AID.....	271	SOCIAL SCIENCES	427
FITNESS CENTRE	320	SOCIOLOGY	427
FRENCH	503	STUDENT SOCIETY.....	347/348
GEOGRAPHY.....	427	TECHNICAL/VOCATIONAL	333/258/259
GEOLOGY	532/535	THEATRE.....	498
GEOLOGY LAB.....	264	TYPING LAB.....	463/462
GERMAN.....	503/501	WEAVING.....	367
GRAPHIC ART.....	383	WOMEN'S ACCESS CENTRE	279/330
HEALTH LAB	458	WOMEN'S STUDIES.....	501
HEALTH SERVICES	271	WRITING WORKSHOP.....	472

College Board

"The ultimate authority."

No, the "College Board" doesn't mean that feeling you get when things seem a little dull around campus; instead it is what is touted as the ultimate governing authority of Capilano College.

The board meets monthly to debate issues and proposals affecting all areas of the college. Be it tuition increases or staff cuts, the board makes the final decision. Agenda items are usually filtered through one of a number of subcommittees (see the handbook section on committees, page 18) before reaching the board. In the past, before the students had a voice at the committee level, a bone of contention was the manner in which many of the recommendations were simply whisked through without debate. The conflict was so great that two years ago, the Student Society withdrew its representatives from the board and is only this year seeking official recognition again.

The present board structure is made up of members all government appointed, and six non-voting representatives, two representing the students, two representing the college staff and two representing the college faculty. Three years ago this structure took the place on an earlier, and some consider fairer system where members of the community also had a representative vote.

The earlier structure had a board with twice the number of positions as school districts served by the college, less one. The board of each school district appointed one person to the board. The remaining seats were filled with government appointees. In this way, the community was not only represented, but also the combined community representation was greater than the government's. Now, the communities in which the college operates have little or no say in any of the changes and developments of the college. The school boards which fill the college can no longer debate policy and help set standards for college education.

Fortunately, students do have a voice, if not a vote. The Student Society has two representatives able to debate and comment on any item dealt with by the board. Individual students can make their points through their student representative or by going to the principal and, through him, to the chair of the board, currently Hilda Rizun.

If students wish to attend meetings, they must do so as a visitor of a member or a representative. The simplest thing to do is simply go to the Student Society office and request a visitor's spot at the next board meeting. You will attend as a visitor of the Student Society, but it's better than peeking through the keyhole.

Board Members



Hilda Rizun, Chair



Michael Smith, Vice-Chair



John Stethem



David Craig



John Gregory

Photograph not available.

Norris Martin

Photograph not available.

Douglas Vincent

The Chief



Dr. Gallagher is the...uh, not-quite-so-tall guy standing in the middle.

Dr. Paul Gallagher is the principal of Capilano College, despite what you may think he's not as inaccessible as his title might lead you to believe. Dr. Gallagher is not a chancellor who sits aloft in his ivory tower, rather he is one of the channels through which students can make their voice heard.

Like the Student Society, the principal is a buffer between special interest groups (such as students) and the College Board. He can represent a group's position to the Board and request action.

Dr. Gallagher's office is reasonably open to students (unless you intend to occupy it) and getting an appointment to see him isn't hard at all.

The principal's local is 224 and his office is located in A318.

Money and Finances

Pay before, pay now, pay later.

Tuition Fees

Cap students pay well for the privilege of being educated. Even though going to school at a community college is cheaper than most universities, tuition at Cap has jumped 17½% in the past year to a cost of \$20 per credit hour (so much for six-and-five).

In addition, the tuition ceiling (which used to be pegged at fifteen credit hours) has been removed making course overloads an expensive undertaking. You could end up paying as much as \$464.00 per term, if you were to take the maximum 21 credit hours.

As if that wasn't enough, the registration fee has been increased from \$10 per term to \$20 per term. For the people thinking about just taking one 1½ credit night course, this means it's going to cost you \$53 instead of last year's \$38.50.

Although they make you pay through the nose, the way the college makes you pay it is pretty good. When registering, you need only pay the registration fee (\$20) and a \$6 per credit hour deposit to a combined maximum of \$100. The remainder of your tuition is due October 5th, giving you an extra month to let your tuition money sit in a savings account and gather hordes of income-liberating interest. (Totally ignoring the fact that 30 days interest on \$200 is about \$1)

Two weeks prior to the deadline date (October 5th for the fall term, February 8th for the spring term), the college sends out tuition invoices telling you to pay or lose your privileges.

If you withdraw from a course prior to September 17th in the fall or January 18th for the spring term, you don't have to pay the remaining tuition on the courses, but you will have to forfeit your deposit.

Financial Aid Always In Debt!

Money makes the world go 'round, and lack of money can turn students into full time members of the UIC ski team. Not to worry though, even if you don't have a summer job that pays \$2,000 a month, you can still afford to go to school in the fall. The federal and provincial governments, in an unsurpassed fit of cooperation, have established a program whereby you can borrow some of your parents' tax dollars in order to get an education. There's even more good news, now that the provincial grants have been abolished in favor of a loan program, it should be even easier to get money for your schooling. The only catch is that now you'll have to pay it all back after you



complete your studies.

A word of caution, the amount you have to repay in order to clear your debt could come as quite a surprise if you're not familiar with loans and interest rates. For example, if you borrow \$9800 to complete your education, the maximum time you would be allowed to repay the loan would be 114 months after termination of studies. If you choose to take the maximum time, at today's interest rates the payments would be 114.45 a month for 9 and a half years. The total interest charged would be an incredible \$6,667.30, and that's assuming that interest rates stay where they are now! If you choose to borrow more, and the government has raised the limit from \$9,800 to \$52,000 (perhaps so students will be forever grateful to the government) you could conceivably still be paying off your student loan when your children are applying for theirs. But don't let that discourage you, if you want to go to school you are more than likely going to have to participate in the student loan program — whatever the future consequences might be.

As far as the nuts and bolts of obtaining a student loan go, the first place you should visit is the Financial Aid office on campus. It's pretty simple to find. Just wander into the "M" building, and you can't miss it. The office is the point of contact for anything to do with student loans. Connie Gibbs and Paul Casselman, the two financial aid counsellors on campus, will be more than happy to help you with any problems of the financial variety that you might have.

The deadline for applications for student loans is ten weeks before the end of the spring term if you are applying for a loan over two semesters. Using the advanced computer facilities on campus the exact date has been pinpointed as February 15.

Once you've got your application, the fun really begins. Arm yourself with a case of beer and whatever other tranquilizers or stimulants you require, 4 sharpened HB pencils, 3 erasers, 2 pads of scrap paper, and a sturdy pocket calculator. Once you're ready to begin, drink the beer and go to bed. Get up the next morning and visit Connie or Paul and sign up for one of their workshops. These will be running right up to the deadline for applications, as the demand requires. If there is no workshop scheduled then you can get Paul or Connie to help you on an individual basis.

Once you have submitted your completed application to Financial Aid it usually takes about 6-8 weeks to get the loan documents. If your application is incorrectly filled out, the Financial Aid office must obtain correct information before assessing your application and forwarding it to the Ministry of Education for final processing. Consequently any errors on the application you submit will result in delays beyond the normal 6-8 weeks waiting period — so it's a good idea to get right the first time.

If you can't wait 8 weeks and you absolutely, positively need the money right away, you can get an advance on your loan from the Financial Aid office. This loan is only available to those who can show that without the loan their very existence is in jeopardy. Last year the maximum amount of this loan was \$300, so don't expect to get much more than that this year.

To apply for one of these loans, simply trundle up to the Financial Aid office wearing your best "I'm teetering on the edge of financial insolvency" expression, and talk to one of the counsellors.

One problem that sometimes crops up with student loans is unexpected expenses that arise after you have already made your application. Unplanned for dental work or surprise rent increases can really take a bite out of an already dwindling bank balance. Once again there is a solution to your plight. The student loan program allows for reassessment of your application if unexpected expenses are incurred. Paul or Connie will be able to propel you along a path that will avoid the pitfalls that would otherwise project themselves on your application for reassessment.

Although there shouldn't be too much trouble obtaining a loan, in certain cases you will not be given the full amount that you request. The person who reviews your application may not agree with your assessment of your expenses, or they may think that you have more money in the bank than you are letting on. If you feel you have been hard done by in your application you can see the financial aid officers about an appeal. Chances are that unless you can produce some documentation you probably won't get any more money, but there's no harm in trying if you really do need the money. That's the key, you really have to need the money, a \$200 a month entertainment expense is not too realistic, so if you have something along those lines in your application, don't bother wasting the time to make an appeal.



BRUSH STROKES



There is one final thing you should know about your student loan: if, after your schooling is over, there's absolutely no way you can begin making payments or continue to make payments on your loan, and you meet certain eligibility requirements, you can apply for the interest relief program. Under this program successful applicants can be exempted from loan payments for a period of three or six months (a form for reapplication is included with the notice of acceptance to be used if your situation has not changed significantly since the original application was filed) and no additional interest will be charged on the principal during this period.

Student loans are not the only method of increasing your financial stature to the point where you can afford to continue your education. There are also scholarships and bursaries available in varying amounts. The financial aid department has been working away busily over the summer to put together an updated guide to all the sources of financial aid available at Cap. This guide will provide you with a complete listing of scholarships and bursaries and how to apply for them. The deadline for application for bursaries is October 31 for the fall semester, and January 31 for the spring semester.

For those of you who have exhausted all possible sources mentioned so far there is one final method of acquiring the funds necessary for your education. When the situation looks as bleak as it possibly can, you can always return to the nest and put the touch on mom and dad. There are three things to consider when applying for the mom and pop student loan program; availability, eligibility, and application procedures.

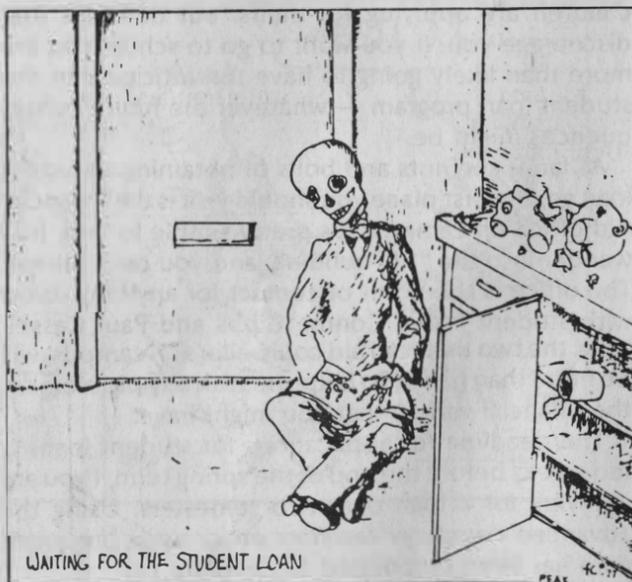
Let us first consider availability. The parents in question must have funds available for your temporary use. There is no need to go to any great expense to determine this. Private detectives are definitely out. You have probably known your parents for at least the better part of at least 17 years, and if you're still not sure of your financial standing there are a few things you can look for. Expensive cars are a sure sign that there will be cash available. Paintings by well known artists and crystal chandeliers are dead giveaways. If

your entire family sleeps in one bedroom, and you are not a member of some weird eastern religion with a motto like "the family that sleeps together, keeps together", then it would probably be best to search for alternate sources of financing.

Once you have ascertained the availability of funds you must determine your eligibility. To determine eligibility follow this simple procedure. Walk up to the people who you believe are your parents (also known as mom and dad), introduce yourself, and wait and see what happens.

A smile is a good sign, even a non-committal nod is okay — you can build on that. Any attempts at physical violence, i.e. strangulation, dismemberment, or any type of physical attack is a good indication that you are not eligible for a loan.

If you believe you are eligible for a loan, then it is time to make your application. Timing is of the utmost importance when making this type of application. Weekends near the beginning of the month are usually the best. That way there is usually plenty of money in the coffers, payday having just passed, and people are always in a better mood on the weekends. Approach the most sympathetic parent only after having spent as much time as is required to perfect



the "dedicated but penniless student" look. Carrying a thick volume such as "An Introduction to Organic Chemistry" is a ploy that can only aid you in your application. Sit down with the parent in question and begin your application. Start off with something like this, "dad/mom, I'd like to talk to you about my future". Parents are always impressed when you tell them that you have been thinking farther into the future than next weekend. After a little bit of flattery you can spring the question. Be forward. Come right out and say "mom/dad, can I borrow \$x,xxx so I can go to school next year?" After you have broached the subject allow a weeks time for the idea to percolate. Bring the subject up again and hopefully you will find that your application has been accepted. If you are unsuccessful in your last ditch attempts to garner financial assistance you can console yourself with the fact that you are young and alive, and besides which, in the immortal words of an anonymous Vancouver Canuck fan of the past, "there's always next year."

Placement Centre Jobs, jobs, jobs.

If you have decided to support your quest for knowledge by taking a part-time job, but haven't found one yet and have been looking since February, there is hope. Located in "M" building (coincidentally right next to the financial aid office) is the college Placement Centre.

Part-time, full-time and temporary jobs are posted on the wall next to the centre and if any catch your eye, trundle over to placement officer Leslie Gillis. She can give you a referral if the job hasn't been filled, as well as register you as a job seeker.

Even if you don't see anything worth looking into, have Leslie register you in case a job that suits your qualification & preference shows up. If you find a job on your own, be sure and tell Leslie so that she can congratulate you and move your card to the less active file.

Christmas time brings lots of temporary jobs working in stores, so register early if you would like to make some extra money.

Hunting Down Work Employment guide for students

The first and most important step in finding a job, is attitude. If you don't want a job you most likely won't get one.

Looking for a job is full time work. Be persistent, in most cases a person will look for many weeks every day from 9 - 5, before finding a job that is right for his/her needs. The important thing is to never become discouraged, impatient, or upset. It's worth the time and effort to search for the job you want, not the job you settle for.

So you haven't graduated yet, don't let that stop you. Jobs are as hard to get now as when you finally graduate. Start looking as soon as possible, get to know what the job market is like. Check your newspaper every night, casually mention in conversations with friends, their parents, family, and friends of family, that you will soon be looking for work. There is nothing like a head start to get you going. The more people that know you are, or will be, looking for work the more opportunities you will have. Try your insurance agent, guidance counsellor, even the civil service, there is a job out there waiting for you, but it can wait, can you?

The next step is to be organized. Applying for a job at many different places can be confusing, and people have missed a job opportunity because they couldn't remember which prospective employer told them to check back. Use a notebook or a prepared booklet in which you can list the date, name of company, address, telephone number and the name of the person you are going to see. If you don't know this information before going to a company make sure you write it down as soon as you leave the interview. After the interview write down information such as: Call Monday, Come back in one week, Nice person — they will call on Thursday. If you didn't particularly like the company or felt the interview went poorly, jot this down as well, as a reminder (in case they call, or to stop you from returning there at a later date). Also



include whether or not you left a resume or application with the company or if you are to send one to them. Every night go over this information and make a list of the places to return to the next day.

This information will assist you when you write your follow-up letter, or your thank you for the interview letter. A company is always impressed with applicants who write back thanking them for their time and it is another way of letting them see your name again and that you are still interested in the job.

APPLYING FOR A JOB

Once informed about an opening in a company, find out all you can about that company, assure yourself you want to work there, and find out the name of the manager and location of the office: Once you have armed yourself with knowledge about the company and the position you are applying for, prepare a covering letter to accompany your resume. This is used to introduce yourself and your resume to the employer, to create a favorable impression and to make him/her anxious to meet you. You must sell yourself, but don't drag it out, emphasize enthusiasm and experience and how you can use these qualities to the company's benefit. Address your covering letter to the person with whom you will be speaking and close it politely with yours truly (don't get creative or mushy — it is only to your disadvantage).

If you just happened to stumble on a job opening while out shopping, walking, etc., you will be given an application form to complete. The form is very important because it is the only thing available to sell you to the employer. Fill out this form carefully and accurately. Never leave a blank space. Answer N/A (non-applicable) if you must. Hand in your application form, and head for home for your resume (which you have an extra copy of for emergencies such as this). Get the resume to that company right away — they'll know you mean business.

Resume Preparation

You've found a job opportunity that interests you, well that's a promising start. The most important part of applying for a job is the resume. This is the first thing a potential employer sees and it should be a polished effort that extols your merits and presents you in the best manner possible. This is accomplished by planning, rewriting and retyping your resume. A good resume is no longer than two pages and is positive without bragging. Suggest your potential with the company but do it tactfully, don't sell yourself short — you are worth more than you think. Most of all be honest. It does you no benefit to exaggerate or lie, and sometimes that extra bit of exaggerated information may be exactly what a company is not looking for.

Before you start your resume there are five rules you must remember: be concise, neat, clear, complete, and accurate. Your resume should include at least five areas of your background.

Job Objective

GUERRILLA TACTICS IN THE JOB MARKET*

How to get the job you want

Tom Jackson,
national
authority
on jobs &
job finding



coming soon

- If you know what the job is that you are applying for, acknowledge it at the start of the resume. This will allow the employer to see that you have gone to the trouble of finding out what is available.

Personal Data

- this information should appear at the beginning of your resume, and should include your name, address and telephone number.
- additional information such as age, height, citizenship, SIN, etc. is not required but may be included.

Education

- names and addresses of schools attended, describing areas of specialization and diplomas, or certificates received.
- also include additional education, such as continuing education or occupational training.

Work Experience

- include volunteer work, summer jobs, full and part-time paid work.
- always start with most recent employment.
- indicate your position and the duties you performed, as well as any results you achieved.
- try to use action words such as managed, developed, produced, etc.

Activities

- state any organizations or clubs you belong to, and any certificates or achievements such as Red Cross or swimming, and include any special training you have received.

This information is required in a resume to give the employer an idea of what you will be capable of doing in the company.

You may also include information that is not required on a resume but may assist you in getting the job.

Personal Interests

- especially if they are directly related to the job you are applying for.
- also used to expose the employer to your interests outside of work.

References

- you do not have to include references, you need only say "provided on request."

The Covering Letter

A covering letter is also used by applicants. This is a letter of introduction which is used to create a favourable impression, introduce the resume and obtain an interview with the employer. The letter should start by stating your knowledge of the company and the job desired. You must mention your present area of activity, field of interest, training and experience and then emphasize that you are available for an interview with the employer. If you are enclosing your resume with the letter mention to the reader that it can be referred to for a more detailed description of your present and past employment.

THE INTERVIEW

When you get an interview you have to be prepared or you won't show your full potential to the interviewer. Be confident, you know what you are worth, and don't let anyone convince you otherwise. Most of all be calm, the interviewer is just as nervous as you are because he/she is the one having to select the candidate most suited to the job in the company. You have the control, tell the interviewer about yourself, your achievements, your goals, and how reliable you are. Always have an extra copy of your resume with you during the interview, so you can refer to it when describing your skills. Answer questions with more than a yes or no but don't go into a lengthy drawn out story. Ask him/her questions about the company which you have prepared before hand, to let the interviewer know you understand exactly what the job you are applying for entails.

Dress properly, the first impression the interviewer has of you is when you walk through the door. The company is looking for a well groomed, neat, and punctual employee — don't start the interview by being late and then giving excuses, a simple sorry is sufficient. Shake the interviewer's hand with a firm grip, introduce yourself using the interviewer's full name, and maintain eye contact during the interview. Provide examples of any outstanding achievements from your previous employment or training, such as portfolios, products, drawings and displays. Never force them on the interviewer, always wait for him/her to ask to see them. When you leave, thank the interviewer for their time and leave quickly. Don't hang around to be told again the interview is over.

After the interview write the results in your booklet,



so you can refer to it when writing your follow-up letter. This letter starts by thanking the interviewer for their time and assures them that you are still very interested in the job opportunity. Remind them that your experience or knowledge is what they are looking for and that you are hoping to become part of their company.

Banking

Everybody loves banks, and personally I can't think of anything more enjoyable than spending a couple of hours in a bank trying to find out what happened to my last deposit. If you can curb your enthusiasm, though, it is possible to spend less than a few minutes a month to fulfill all your banking needs. The only bank services that a typical student requires is a safe place to keep their immense capital reserves, (as opposed to the coffee can buried in the back yard) and, probably the most important service, chequing — it's really not a good idea to pay your tuition fees in cash — it's tough to staple all those bills to your registration form.

As far as a safe place to keep your money goes, unless the world debt crisis really gets out of hand, banks are a fairly good bet. One of the benefits of



keeping your money in the bank, aside from the interest you earn (what's one year's interest on \$2.69?), is that you can't spend as much as you would if you had all that cash in your greedy little hands.

Before you take the big plunge and open a chequing account it's a good idea to figure out exactly what you need from the account. In their unceasing efforts to simplify banking and better serve the public, Canadian banks have developed countless different types of chequing accounts with untold numbers of variations and permutations. From daily interest accounts to current accounts to NOW accounts to now and then accounts, the possibilities are mind boggling. But there's no need to panic, as a student your needs are pretty basic. You want to write cheques, you want the cheques returned to you at the end of every month, and you want the cheques to cost you as little as possible. If you're lucky enough to be receiving a student loan this year, you can put all the money in your account, and write free cheques (on most accounts) as long as you keep your balance over a certain amount.

One thing you should avoid at all costs is a bank card. Everyone seemed to get along quite well before these little gems were introduced, but nowadays it seems that everyone has to have them. For students, who traditionally have limited cash reserves, bank cards are of very limited value. How many times have you been in a situation where you absolutely needed some cash or the heavens would come crashing down around you, and late night booze runs can't be considered life or death situations (in most cases).

You would think that with all those banks around clamoring for your money, there would be one located close to Cap, well there is, sort of. The bank of Montreal has a branch on the corner of Main and Mountain Highway, and if you feel the need to have easy access to cash while at the college, then this bank's for you. If, on the other hand, you are prone to making numerous \$25 withdrawals, it might be a good idea to find a bank a little farther away.

There is another alternative to banking in person — you can put your faith in Canada Post and do all your banking by mail. Actually that's not as risky as it sounds.....no, you're right, who needs to have their paycheque deposited in a bank in Singapore five years from now. But for those of you who absolutely must, almost all your banking can be done by mail. Just go down to your bank, pick up a handful of deposit slips, and you're set.

When making a deposit just fill out a deposit slip and include it with your endorsed cheque. Remember to endorse your cheque "for deposit only". That way, if your mail should fall into the hands of someone of questionable morals they can't do much, aside from depositing the cheque in your account, which is what you wanted anyway.

So now you've opened your account and everything is running along smoothly, except that you don't have enough money in your account to cover your latest cheque. That's where the most valuable of banking services comes in — overdraft protection. If

you don't already have it, get it. It will save you from that sinking feeling in the pit of your stomach when you realize that the rent cheque is going to bounce all the way to Thunder Bay.

With most Canadian banks reporting record earnings last year, it is indeed unfortunate that you are forced to deal with them and assist them in reaching new heights on the balance sheet, but there's no way around it. Besides, bank line-ups can be a great place to meet people who are as enthused about banks as you are.

Income Tax Blood from a stone.

Sad, but true, Revenue Canada makes some students pay income tax, despite the fact most are impoverished. (Part of their Blood-from-a-stone taxation policy, no doubt.) And guess what? Although we're allowed to deduct the cost of tuition, and a \$50 a month miscellaneous bonus (big of them), we can't deduct the cost of books, school supplies, transportation nor any of the other goodies (like beer) so necessary for becoming a model student.

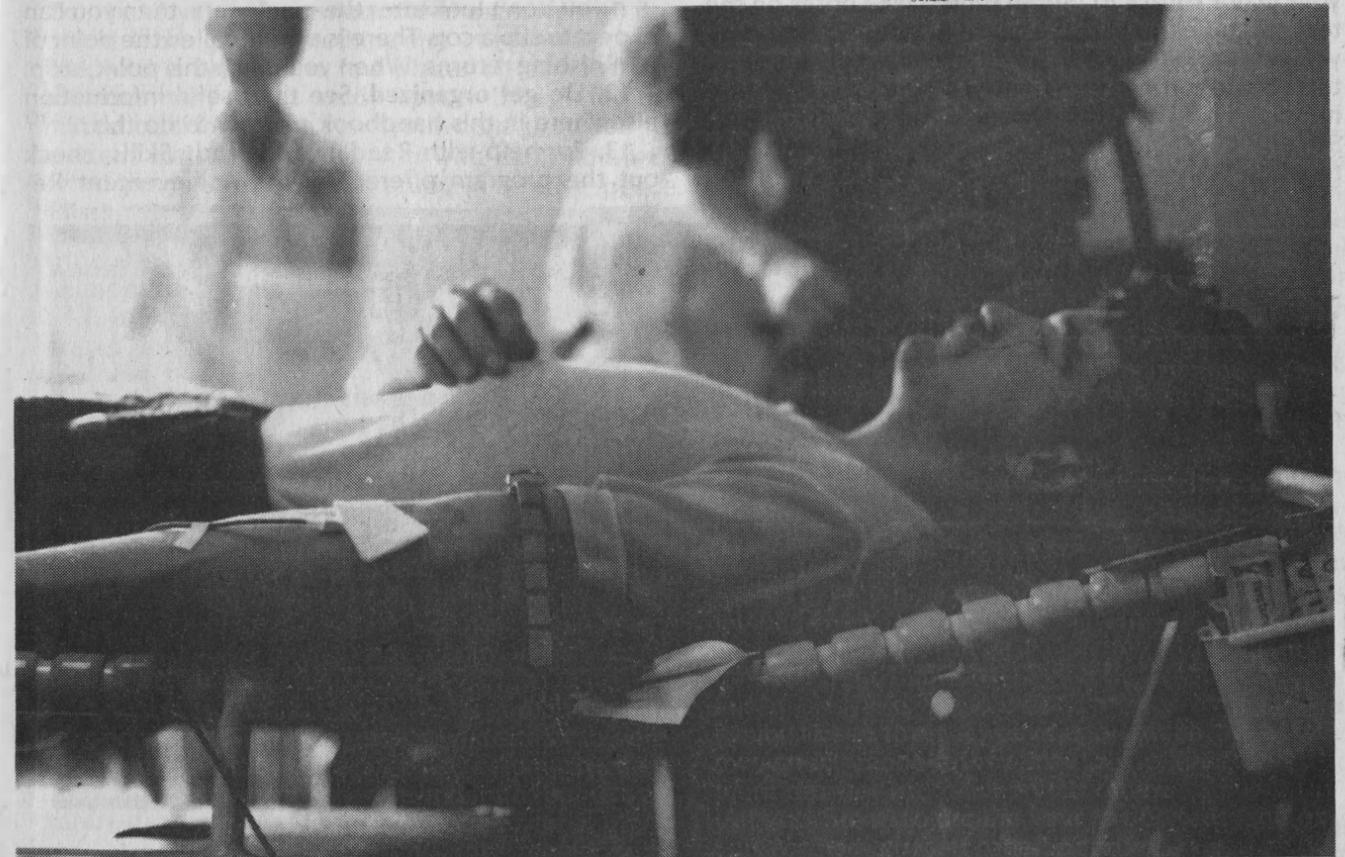
Even more students are burdened with the job of filing a tax return when they have no tax to pay, either to get money the government owes them or just to keep them off their backs.

If you are filing for the first time, drop into your friendly neighbourhood post office (or postal station) and pick up a copy of the Taxation Guide 1984.

Taking two or three as rough copies is always a smart move. Follow the instructions in the guide and prepare your return listing all income information requested. Send it off to the Revenue Canada Centre in Surrey, and hold your breath. If they owe you money, it may take six to eight weeks at the best of time. If you owe them money, they may be at your door the morning after you mailed your return!

If you intend to deduct your tuition fees (and only you can, not the person supporting you) then you must keep both your registration form with fee receipt and your tuition fee invoice, stamped "paid". If you lose your official tax receipt, you will have to pay \$5 for another one, so stuff the original...in your freezer until tax time.

If you have to get another one, go to the registration office in "A" building and they will take your money and give you another tuition receipt. Fun, fun, fun!



Scholastics

Or how to survive the delight of education.

Academic Survival

Here are some practical how-to's to help you get the most from your classes:

1. Prepare for lectures by reading ahead. Even drifting through a text looking at the pretty pictures is better than no reading at all. Previewing will make it easier to follow lectures and take decent notes.

2. Take notes in your own words. Use abbreviations. Use point form. Listening to a lecture is not an exercise in dictation.

3. Read over your notes as soon as possible after class. If you don't, your notes will turn into Greek before you come to study for the finals. Test your understanding of the lecture by repeating the important ideas to yourself and then checking in your notes. This should take about five minutes per lecture.

4. Don't try to do everything at once. Do not read a textbook like a novel. Study the chapters, section by section. Read over each section quickly, stop, assess what you have to learn or remember, and then make notes, summaries, work problems or whatever. After you have done this to each section, explain the important ideas to yourself, and check back into the text to make sure you have got it.

5. If the lectures are really disorganized, use texts as your major source of information. Make notes on the text and take them to class. Add any new information you get in the class. You are allowed to consult other texts besides the ones assigned by the prof. If you are hopelessly lost, avail yourself of *Cole's Notes*, *Schaum's College Outlines* or another beginner's text to teach yourself the basics.

6. If the text and lectures run in parallel, make only one set of notes.

7. For God's sake, ask questions when you need to. Ask somebody who might know the answers — not the twit sitting next to you who is probably just as lost as you are. Your mother doesn't know how to do your Stats homework.

8. Learn stuff you have to memorize by using flash cards. Just writing and rewriting important terms, vocabulary, formulas, or whatever is next to useless. Any typist will tell you that you can copy things all day without paying the least bit of attention to the ideas you're transcribing. Memorizing is a last resort — first try to understand and learn the material.

9. Prepare for exams by practicing the kind of thing you will have to do on the exam. If you will have to write essays, prepare outlines for possible questions (e.g. prepare charts showing comparisons and contrasts between different theories). If you will have to do problems, practice sample problems or rework lab assignments and examples in the text. If you will have to label diagrams, then....

10. Staring in the direction of a textbook is not studying. Be active. Talk to yourself. Solve problems. Write summaries. You should get a concrete physical product from every study session.

11. Beyond a wholesome discipline, be gentle with yourself. Plan to goof off occasionally. Do things you enjoy as often as you can. Remember to eat and allow yourself time for sleep. Your brain is part of your body — if you don't look after the machinery, then you can expect to slip a cog. There is a thing called the point of diminishing returns. When you reach this point, stop.

12. Do get organized. See the useful information elsewhere in this handbook on how to do this.

13. For help with Reading and Study Skills, check out the program offered by the Achievement Re-

source Centre. Do it soon. Why wait for the full disaster to unfold?

Achievement Resource Centre

If you can keep your head when all about you are losing theirs, then you are probably a graduate of the Achievement Resource Centre's workshops. The centre, located in B107 (inside the library), offers free workshops on Study Skills, memory improvement, logical thinking, and even spelling and vocabulary development.

The workshops are run in four-hour sessions with a few taking two sessions run a week or so apart. Most, however, are only one session long and are held on Mondays, Tuesdays, or Thursdays. The hours for each workshop varies, but they are frequently held between 1:30 and 5:30 in the afternoon. Some are offered from 5:30 to 9:30 for people who can't make the day sessions.

If you can't make it to one of the workshops, you can still get the assistance you need. Individual or group counselling can be arranged through the centre (call Lynn Hamilton, local 356 for details) and self-paced instruction is available through tapes available at the Centre.

The centre also has a library of learning assistance books ranging from speed reading and speed learning to creative and logical thought. Pop into the centre and peruse through their titles. If you find a book you like, make yourself comfortable and get right to it.

Which brings up something else worth mentioning. The ARC is one of the few places on campus that provides truly quiet study space. Except for the muted clacking of the few typewriters provided for student use (for those of you who can't abide by word processors) you can study in relative peace. Bliss!

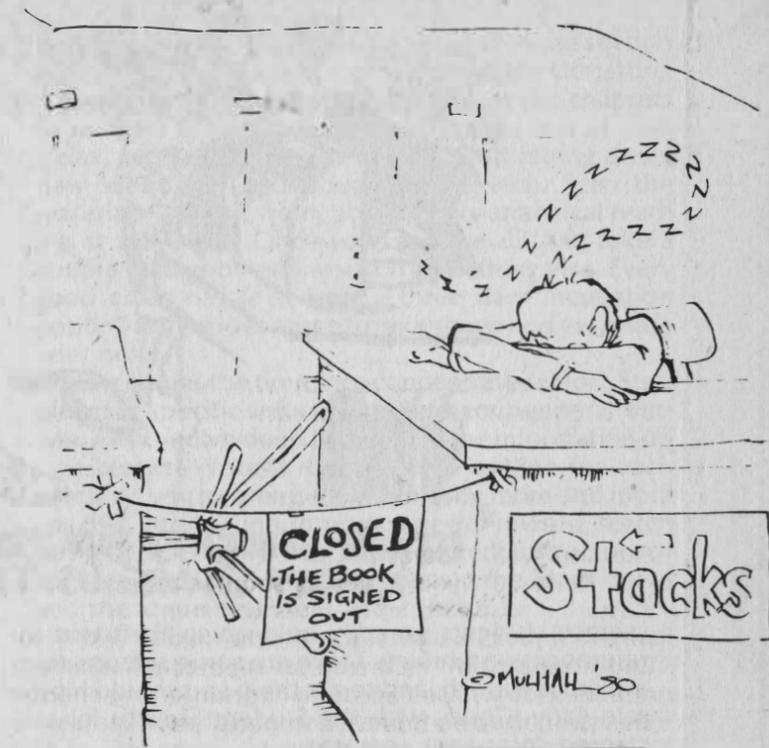
For any information, or to register for one of their workshops, call the centre at local 353 or 356.

Audio Visual Watch the Birdy!

If you want to add special impact to an oral presentation, report or speech, you should run and check out the Audio-Visual Loans department, located next to the library in "B" building. The equipment they can loan you is indispensable for preparing that high-class, A report. Or for vegging out while listening to music.

Tape players/recorders, slide projectors, movie projectors, film editors and other AV goodies are available for a limited loan (usually two days) if they're not in use for a class. Classes and faculty do have some priority, but otherwise, it's first come, first served.

To sign out any equipment, you must supply your handy-dandy photo I.D. card. After checking to make



sure you aren't an equipment murderer, the AV staff will let you take out the equipment of your choice. If you are not sure how to operate the technological marvels available, the AV staff can give you some idea about how to use the equipment, if not instruct you completely in its operation while you wait.

Booksale Psst, Wanna Buy a Used Text?

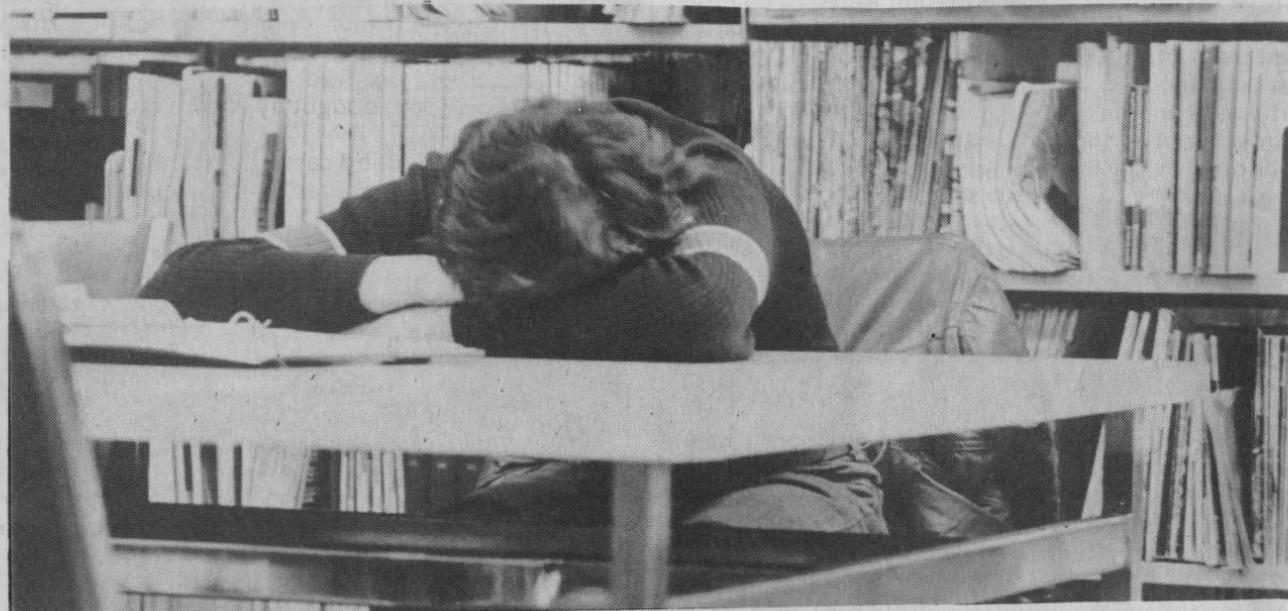
Every year, both new and returning students have to scramble to buy their high-demand, high-priced textbooks. And every year, students moving on to second year try to get rid of their 1st year's textbooks. Surprisingly enough, last year's textbooks and this year's textbooks are rarely even a different edition. It's the same book, bought by an identically strapped student last year.

Taking a look around campus, you might also notice signs posted up wherever there is room, advertising the sale of used textbooks by students who wish to finance the purchase of new, advanced texts.

The Student Society, in a fit of brilliance, decided to bring buyer and seller together, and now organizes a used textbook sale every semester. If you have an old textbook that's a little too basic for what you're taking this year, drop it off in the Info Centre and they'll list it, at your price, in the used textbook sale.

If you are a new or returning student, check with the Info Centre and see if they have any of your required texts. Bargains galore can be found here, with many of the books in mint, perfect and otherwise uncracked condition. Some even come with a transcript full of fails to document their unused state.

Many of the books are humanities oriented as most





OTHER STUDENTS BUY BOOKS, TOO, SO WOULD YOU KINDLY SPARE US THE DRAMATICS!

science students greedily hold on to their text for references and tables. There are some science texts available, though, and to get them you should hit the sale early. Check with the Student Society for sale starting dates each semester.

Expect to pay about 60% of the list price for used books that are within one edition of the current required text. For those going back a few editions, the books may cost 40% or less of current list price. An unsurpassed bargain, in any case.

Bookstore

If you're taking courses at Cap chances are that you are going to be forced to buy some textbooks. That is, unless you're planning to borrow them from the library for two weeks at a time.

At Cap, the best place to buy books is...you guessed it, the Bookstore. The Bookstore is located in the "R" building at the Northwest corner of the campus. Everything you need (well almost everything) to undertake your studies can be found at the Bookstore. Not only can you find all the necessary textbooks, school supplies of all kinds can also be purchased.

The Bookstore is going to have two different sets of hours this year. Between September 4 and September 14 the hours will be Monday to Thursday, 9:30 to 19:30 (9:30 a.m. to 7:30 p.m.), and Fridays from 9:30 to 16:00 (9:30 a.m. to 4:00 p.m.). Once the initial book buying rush is over, the bookstore will cut its hours to Monday to Friday, 10:00 to 15:00 (10:00 a.m. to 3:00 p.m.). These hours are subject to change, depending on the college requirements.

For the first two weeks of the year, the bookstore is usually jam packed with eager young (and old) students, so it's a good idea to buy all your books as soon as possible. This will ensure that all the textbooks for

one of your classes aren't bought up by the zealous masses before you even figure out where the bookstore is.

The bookstore takes cash or cheques (sorry, no plastic), but if you are going to pay by cheque make sure you have proper ID. Your student card and one other piece of valid picture ID should do the trick.

As far as prices go, the bookstore does the best they can, but sometimes that just isn't very good. If you have the time you should shop around. There are two used bookstores on Lonsdale in North Van, and one on 13th and Marine in West Van. The large bookstore retailers are also a good bet, and believe it or not, their prices may be better.

One last item regarding the bookstore — do not under any circumstances bounce a cheque to the bookstore; they have unpleasant ways of making you pay. Besides, the added administrative costs are tacked on to the books that the rest of us have to buy.

Essays

Researching, Writing, Recovering.

Writing essays needn't be a chore or a bore. But don't put off the task. That will only make the knot of dread in your stomach worse. Some people say they can write an essay in a night. But, if you want yours to be clear, concise and well thought out, start almost as soon as your topic has been assigned.

Take your essay question home and sit down with a beer or a coffee. Look closely at the question. What exactly does it say? What exactly does it ask? Pick up a pen and some paper. Do a leisurely 'brainstorming' session. Write down everything that comes into your head when you look at the topic. Don't bother about spelling or even making your thoughts into sentences. You'll be surprised at how much you already know about the topic.

Look at related reference materials you have lying around the apartment. These could include things like course outlines, notes, old assignments, etc. Study the essay question and do another brainstorming session.

Now look at what you've written. From this collection of random thoughts, you should be able to pick out key words, thoughts and unanswered questions. You're in a position now to draw up a very general rough idea sketch. Don't be intimidated by committing your thoughts to paper. Keep everything at this stage rough and flexible. It's all going to change by the time you finish.

One purpose of this rough idea sketch is to give you a starting point for your research. Go to the library and look in the microcatalogues under whatever general heading applies to your essay: be it author, book title, or subject. Jot down a couple of different book reference numbers and look them up. There are bound to be a number of other books on the same topic in the same general vicinity. Look for books with indexes, and look for your key words in them. If there is no index, look for chapter headings and sub-headings. When you find four or five books that seem to deal directly with your topic, sign them out and take them home.

If your topic is timely in nature, go to the Reader's Guide to Periodic Literature. This is a complete listing of all magazine articles published during every calendar year. Look up your key word and then find the corresponding magazine or periodical. If you're not sure how to find the magazine you want, ask at the

periodicals desk. It's located right next to the section containing the Reader's Guide to Periodic Literature.

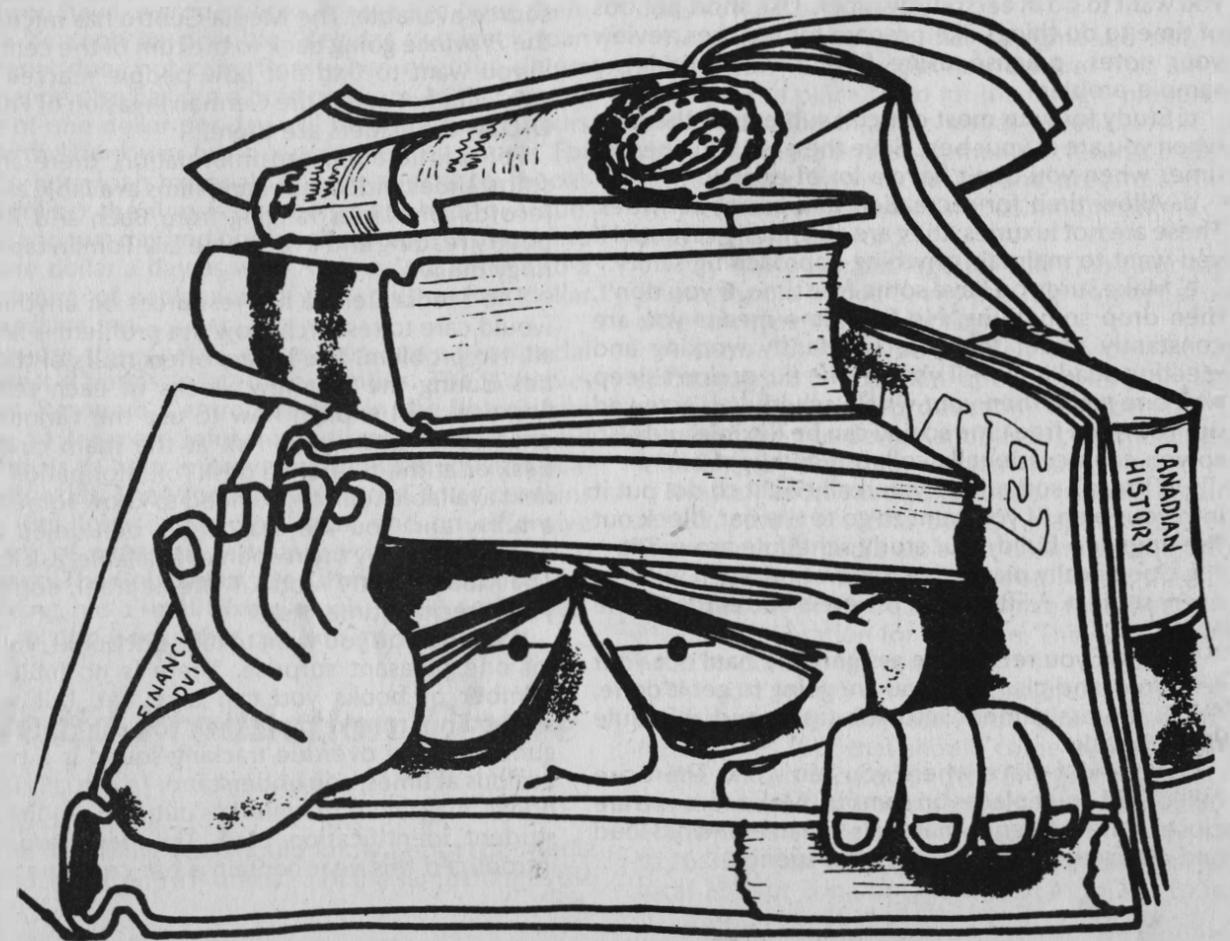
Over the next few days, look through the chapters or sections in these books. Consult your text as well. Relax, you've still got lots of time. Start jotting down new ideas into your rough idea sketch. Scan the materials — don't worry about heavy analytical reading at this point. Once you've done all that, take a couple of days off and work on something else. Every good essay needs at least a three day "incubation period" to give ideas time to take shape and gel inside your head.

Now comes the time for a concentrated effort. Start plugging specific information into your general outline. After you've done that, divide the information up into blocks. Write a rough sketch outline for each block. As you go along, keep plugging more and more specific information into your newly revised sketch outlines. But don't worry about sentence structure or spelling yet. Concentrate on getting the ideas down and the arguments clear and concise.

Now, sit back and take a look at all your individual blocks. Try to visualize how they fit together. Experiment with putting them in different orders. Find the clearest, most logical order and then begin to concentrate on writing sentences or paragraphs that will make one idea flow into another.

Now is the time to start translating your ideas into sentences. If you have followed this method properly, it should be a very easy matter to write the blocks out into sentence form.

All that's left now is the opening and closing.



They're easy. For the opening, state the problem and/or the argument you're going to give during the paper. For the closing, state what conclusions you came to and why. Retype the paper, or take it to a typist, make a title page, and your essay is done. Congratulations!

Get Organized!

1. Develop a system for keeping track of assignments. Don't try to do it in your head or your brain will turn to fluff. Keep a complete assignment list at home — if you carry it around, someone will steal it or you'll lose it in a puddle. Make sure you have all the info you need to complete the assignments — if you blow it because you don't get down all the instructions, you have no one to curse but yourself.

2. Develop and keep an up-to-date study schedule. Make it precise: don't write "Study" in a time block, because you then have to spend part of that time deciding what to study and getting organized to do it. Get organized *before* you sit down to work.

3. Making the schedule:

a. List fixed commitments, e.g. classes, meals, sleep, your job, organized sports. On your schedule, block out and label these times in ink.

b. Block out time for study in each course. Do it in pencil so you can be flexible. Define precisely what you want to do in each study block. Use short periods of time to do things like prepare for lectures, review your notes, practise using flash cards, working a sample problem.

c. Study for your most difficult subjects at the time when you are at your best. Save the easy, fun ones for times when you don't have a lot of energy.

d. Allow time for recreation and social activities. These are not luxuries; they are absolutely essential if you want to maintain anything approaching sanity.

e. Make sure you have some free time. If you don't, then drop something. No free time means you are constantly under the gun, constantly working and meeting deadlines — if you get the flu, or don't sleep well one night, then your whole schedule is screwed up. You need free time so you can be flexible and also so you can occasionally collapse and goof off.

f. If there's something you really want to do, put it into your plan. If you want to go to the bar, block out the time and build your study schedule around it.

g. Specifically plan some review time each week in every subject. A little bit of review is better than none at all.

h. When you receive an assignment, haul out your schedule, and plan how you are going to get it done. Break the assignment into sub-tasks, and schedule the sub-tasks.

i. Work in a place where you can work. There are millions of quiet places on campus. Make sure you are close to the reference materials you need. Avoid loud and distracting persons, e.g. your friends.

Media Centre Alias The Library

Whether you are writing an essay about ancient Egypt, preparing a dissertation on castles in Switzerland, or perhaps just want a good spy novel to unwind with after all that hard studying, you may just find the campus library the answer to your academic quests.

The Media Centre (library) at Cap may not be as large as the ones at SFU or UBC, but it does have access to any book in their collections, as well as any other college or university library in B.C. The interlibrary loan system is just one feature of the college Media Centre.

The centre, located in "B" building, maintains an on-campus collection encompassing a wide range of subjects: more subjects than could ever be taught at Cap. The collection is laid out in the university standard Library of Congress classification system (it has been said to beat the Dewey Decimal system sixteen ways from zero!).

Books make up only one small section of the resources available. There is an extensive collection of periodicals ranging from scientific journals to advertising magazines to Rolling Stone. Actual paper copies are kept on file for several years, only to be removed when microfilm or fiche replaces them. There are also microfilm and fiche readers that are equipped to photocopy directly from the film and provide you with a hardcopy of the article you want.

Newspapers from various sources are another resource available. The Media Centre has microfilm of the *Province* going back to the turn of the century. So if you want to find out how people reacted to the stock market crash, the German invasion of Poland or D-Day, the papers are there.

For a little animated information, there are filmstrips, slides, video tapes and films available as well as records and tapes ranging from Bach and Rock, to poetry reading and even some Lily Tomlin tapes (one ringy dingy!).

The Media Centre has resources on anything you would care to research; now the problem is finding it all. No problem. The library offers tours of the facilities during the first few weeks of each term and librarians will explain how to use the various references and catalogues. Ask at the main circulation desk or at the reference desk for information on the next available tour. If you need to know something in a hurry and you are reasonably befuddled and/or overwhelmed by the resources available, ask for help. The Media Centre motto is "Remember, don't waste your precious time: Ask!!!"

If you decide you want to take out books, you are in for one pleasant surprise. There is no limit to the number of books you can take out, but you are advised not to take more than you can carry back at gunpoint. The overdue-tracking-squad is a bit overzealous at times, you understand. To actually take the books, magazines or materials out, you require a valid student identification card. The new cards being introduced this year contain a bar code that can be



read by the library computer. Just hand over your card and watch the fun. If you have ten thousand overdue books, however, the computer might be inclined to eat your card, so pay close attention.

If you have overdue books, it's wise to bring them back as soon as possible. Regular two-week loan material does not carry fines when overdue unless someone else has put a hold on them. In that case, a fine of one dollar per day will be imposed 24 hours after the borrower has been notified by phone. For three hour loan materials (mostly special textbooks and folios) the fine is one dollar per hour overdue. One and two day and one week material carries a fine of one dollar a day as well. All fines are limited to a maximum of replacement cost plus a five dollar processing fee.

Besides the Media Centre, there are a few special interest libraries located on campus. The Achievement Resource Centre, located in the library (see page 31 for more info), has a library of learning aid materials to help improve numerous study and academic skills. The Womens Resource Centre contains the Rita Johnson reading room and an extensive library of material with a special importance to women. The Counselling Department, located in "M" building, has a small library of job, career and education related books that can be signed out.

Media Production Centre

The first thing you should know about the Media Production Centre is that it is not the same thing as the

Media Centre or Media Resources. The Media Centre is better known as the library, and Media Resources is between the Media Centre and the Media Production Centre, but it doesn't do any media production, and it doesn't have any books.

Now that we've got that straightened out, what about the Media Production Centre? The amazing centre is the place to go for the design, preparation, and production of audio visual materials. MPC provides assistance and equipment for faculty, staff, and students who wish to design and present a college project involving methods of communications other than the written word.

They'll help you put together a film, an audio tape, a photographic layout, or any one of a number of other different types of productions.

A short list of some of their services includes; photographic production and reproduction, audio production and reproduction, audiovisual production, graphic design and layout, signmaking and lettering, drymounting and laminating, and others.

The staff of the Media Production Centre, including media producer Edna Sakata, graphic artist Dave Sharrock, and media assistant Dianella Agostini, will not actually do the work for you. What they do is provide consultation and assistance to students working on presentation for a course. They will show you what to do, and let you do it.

The cost for this service is absolutely nothing at all. Well, that's not completely true, you do have to pay for supplies (but that should come as no surprise).

The MPC is located in the "B" building just across the hall from the East side entrance to the cafe.

The hours of operation are Monday to Friday, 10:30 to 16:30. If you want to call ahead, you can call either local 255 for Edna or Dianella, or local 253 to reach

Dave.

This is one college service that you should really take advantage of, because a professional looking presentation can earn you high marks, even if it has nothing whatsoever to do with the course material.

Photocopiers

See page 12.

Plagerism and Cheating

Naughty, naughty!

Cheating can sometimes seem like a very minor thing. Sometimes people cheat at card games, sometimes people cheat on their diets. In high school, sometimes people cheat on tests or copy someone's old essay. In college, cheating is treated as what it is: a crime. Taking someone else's words is copyright infringement; representing them as your own is plagerism. And, at Cap, that can get you bounced.

In an essay, plagerism can be as mild as forgetting to footnote a section or as major as copying, word-for-word, another essay. Hiring someone to write an essay for you is the same thing: plagerism. The milder cases are usually unintentionally and the student will usually be instructed on proper footnoting and perhaps asked to rewrite the essay. Intentional and major plagerism usually results in a zero on the paper or test and, at the instructor's discretion, a grade of "F" for the course.

For those in doubt on properly documenting sources, ask your instructor or pick up a document explaining the techniques from the media centre (library) or the achievement resource centre.

Printshop

Yes, there is a printshop on the campus, but no, it is not for student use (why mention it at all, you ask. Well I really don't know except that this is supposed to be a comprehensive guide and when we say comprehensive, we mean comprehensive). That, of course, unless you can get someone who has a cost centre number to fill out a purchase requisition for you. Don't bother trying to do this unless you really need to have something professionally printed. With staff cutbacks in effect, the people down at the

printshop are already overworked, and they don't really want to see any work from students. Also note that the photocopier in the printshop is no longer for general use; you have to have a special key. There are other high quality photocopiers around the college (see section on photocopiers for more details).

Tutoring

One of the first things you will learn when tackling university-level courses is that some courses require more effort than just class time and homework. In order to receive a high mark, or perhaps even pass, you may have to seek out tutorial assistance.

Before you run off and hire a tutor, use the one you have already paid for: your instructor. Instructors set up a schedule of office hours in order to offer extra assistance for students having problems with the class material. Instead of letting your instructors sit, alone and lonely, sipping coffee, barge into their offices and exclaim "Help!"

If you are too rushed to get much out of office hours, then use the extra half-hour at the end of every class for clearing the mud. After all, they are called tutorial hours. If you are having trouble, then it's foolish to let your instructor duck out 15 minutes before the end of the tutorial period.

If you've got more money than time, or just have to pass a critical course, you might consider hiring a tutor to indoctrinate you in the mysterious world of studying.

Tutors are available for almost any course, but most specialize in sciences such as math, physics and computer science. Philosophy and other "esoteric" courses are often difficult to tutor.

All over Cap, you'll find advertisements for tutors. Every bulletin board carries some potential tutors. The question is, what tutor is right for you.

Contact a few of the tutors who specialize in your academic area of interest. Try to set up a meeting and be sure to ask them about their qualifications. It's not impolite to request a copy of his or her university transcript to prove proficiency in the field. It mightn't be wise to accept tutoring from someone whose highest grade in your field was a 'c'.

If you despair of finding a good tutor through the college then it's time to go out in the big, wide, world. Vancouver has at least three professional tutoring agencies listed in the yellow pages under "tutoring". One boast "almost any subject, kindergarden to university." You're sure to find a competent instructor through these agencies, but it will cost you. Don't expect to pay less than \$10 an hour, and more like \$15.

But if you've got the money, education is cheaper than ignorance.

Typesetting

A touch of class

If you have a report to prepare, a leaflet to draw up, or maybe even a club newsletter to put out, there are facilities on campus where you can have typesetting done for a relatively modest fee. Typesetting is necessary when conventional typewriters are simply not versatile enough for your needs. With a typesetter you can vary print size and type, the length of a line, and its position on the page.

If you want to get something typeset just pay a visit to the Capilano Courier office. The office is located in portable C-4 on the south campus.

If you are a student, and the job you want done is non-commercial in nature, the charge is \$13.00 per hour, with a \$7.00 minimum charge. For non-students and commercial typesetting the charge is \$20.00 per hour with the same minimum charge. Now this may seem like a lot to pay, but when you consider that off campus typesetting usually runs about \$40.00 per hour, you can see that on campus typesetting is a real bargain.

There is usually someone at the Courier office who will be able to help you, but if no one is around you can call 980-7367 and leave a message on the answering machine.

Don't leave any typesetting you want done to the last minute either, the typesetter is often quite busy with other jobs, including the Courier newspaper, a job that takes up almost all of every second weekend (Thursday to Monday).

When you have something typeset, the finished product is very readable and you can put your creativity to good use when you are pasting up the typeset copy.

Once you have the copy typeset and pasted up you still have to photocopy the pasted up copy to obtain your final product.

The typesetters will do the paste-up for you if you have never done any before and you have no desire to do any now. The charge is \$5.00 per hour for students, and \$10.00 per hour for non-students. Photocopiers can be found at various locations around the campus (see guide section on photocopiers).

Workshops

Going the extra mile.

Sometimes, when you take a course, no matter what you do, everything sounds like Greek to you. You find yourself totally lost and can't quite catch up.

Short of suicide or failing, there are some alternatives. One that far too many students overlook, is workshops.

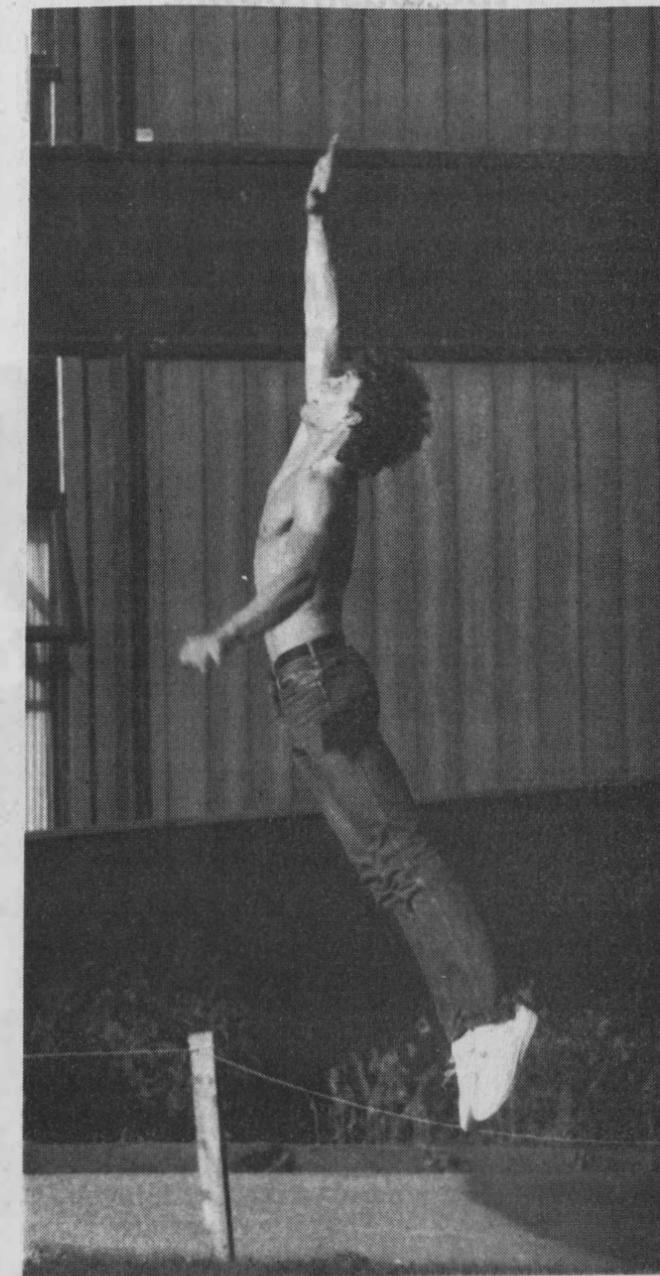
Workshops at Cap can range from mild tutorial and

catch-up work to major intensive studying. There is a place for everyone with a problem.

For basic study and concentration problems, the Achievement Resource Centre offers workshops to aid students with basic study problems. Memory, procrastination, and concentration workshops are a few of the valuable tutorial sessions given. Do you want some more good news? They're free!

Specific programs sometimes also have tutorial and workshop sessions set up. Located in J building is the Math Lab, a tutorial laboratory for mathematics students. The counsellor in the Math Lab can guide you from basic algebra to advanced calculus and analytical geometry.

For students with writing problems, the Humanities Department offers an english tutorial room in H444. It's provided as drop-in workshop location. To register for a workshop, you just have to sign your name on the form posted outside H444.



EXPLORING THE CAMPUS

*Or how to find
the washrooms.*

The Making of a College

Getting a college for the North Shore involved many local people and long organizational relationships with our provincial politicians. Amidst the air of liberalism that swept across the country in the 60's there was a will to make post secondary education accessible to more than daughters and sons of wealthy parents, to make education accessible to older people outside the traditional 18 to 24 year old college group and to reach small communities. The idea was to democratize education.

So residents, educators, politicians and business people all got together and proposed a community college to be built in North Vancouver. Victoria said no. Twice. However, a booming economy allowed other educational institutes to be built so the community residents organized. Pressure was once again put on Victoria, lessons in politics were learned all around and the college began.

Districts 44, 45, and 48 (North and West Vancouver, and Howe Sound) passed a referendum to fund the institution and it was opened in 1968. Capilano College had no building, no books and only one faculty member (who is still teaching at the college). Classes were held after school hours in West Van High. The first fall the college expected maybe 444



students. 726 enrolled that fall. Capilano College was a success.

For the first few years the college operated on a haphazard basis in a portable building in the back of West Van High and classes in five or six different locations. Students had to bus from class to class in an eternal frantic rush all over North and West Van. But those crazy factors about Cap - the do it yourselfness of the place and the small size - created a spirit of unity and camaraderie that has largely been lost now.

Warehouse facilities were used on Welch Street for a while, but the big move came in 1973 when the college opened the Lynnmour Campus. Also in 1973 the faculty organized itself into a labour union, the 'Capilano College Faculty Association.' Fortunately for students at Cap the original faculty were hired by a dean who selected strong willed individuals not willing to buckle to administrative maneuvers.

In 1974 the support staff followed the faculty and organized a union. From 1968 to 1974 the staff approached and negotiated with the administration through an uncertified organization. In 1974 they were receiving wages very much lower than equivalent jobs outside the college. Some members turned to the Association of University and College Employees (AUCE) local 1 (UBC) and asked for assistance in organizing a union here at Cap. A Short time later, over 90 per cent of the staff voted to unionize into AUCE local 4 (Capilano College).

Through their first two contracts our staff moved into the position of the highest paid workers for jobs of

their categories in the province. Three contracts later saw the average wage drop below the inflation rate, and lost 21 per cent of their wages. In 1981 AUCE local 4 negotiated a new three year contract. Last year, they left AUCE and formed their own union, the College Employee's Union (CEU).

This is Capilano College's sixteenth year. Its history has been positive for many people from those who walked door to door and lobbied Victoria to those who work and study here.

Today the college is threatened by cuts to funding grants from the Federal and Provincial governments. It is more and more difficult to obtain funding for courses, particularly academic, than it was in the late sixties and early seventies. As a result the original intent of the college—to serve the community as a whole in a wide range of studies — is being threatened. A general trend in education funding is taking money away from most academic studies both at community colleges and universities. As a result you will find yourself among other students, faculty and staff who are organizing political actions to ensure the future of Capilano College. More walking door to door will certainly be necessary to convince the government of the value of our community college. Get involved.

Since Capilano College serves the Howe Sound and Sunshine Coast areas as well as the North Shore, one of the emphases in the past was building satellite campuses in Squamish, Gibsons and Mount Currie. Classes are also offered in a number of locations on the North Shore. It's a drop in the bucket though —

government cutbacks have forced reductions in the services offered at satellites, and to get the most classes you have to come to Lynnmour Campus.

Cafeterias And First Aid is at local 271.

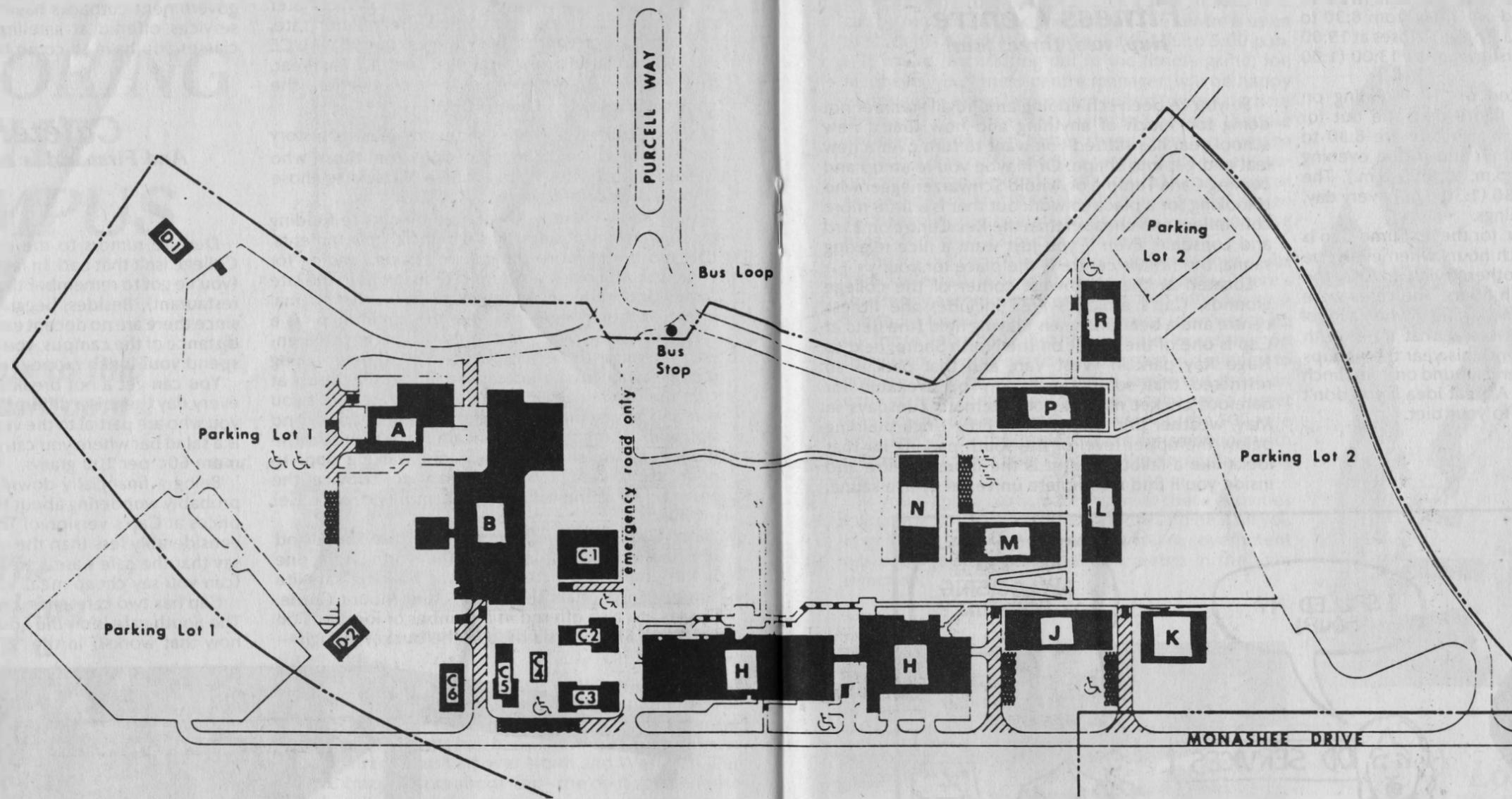
Despite rumors to the contrary, the food at Cap College isn't that bad. In fact, some of it is quite good (you've got to remember though, it's a cafeteria, not a restaurant). Besides, beggars can't be choosers, and since there are no decent eateries within a reasonable distance of the campus, you might as well stay here to spend your lunch money.

You can get a hot breakfast, lunch, or dinner, and every day there is a different hot special. For those of you who are partial to the vegetarian way of life, there is a salad bar where you can pick up fresh greens for a mere 60¢ per 100 grams.

Being a financially downtrodden student you are probably wondering about the prices. Never fear, the prices at Cap's version of The Three Greenhorns are considerably less than the original. In fact you could say that the cafe's are a great place for a cheap meal (can you say cheap meal, sure, I knew you could).

Cap has two cafeterias, one North, and one South. The South cafe is on the South campus (isn't it funny how that works?) in the "B" building. The hours of





Alphabetical

Achievement Resource Centre-A
 Administrative Offices-A
 Admission Placement-M
 Alternative Career Training Program-P
 Applied Horticulture Labs-C2
 Art Labs and Offices-A
 Bookstore-R
 BTSD Offices-P
 Cafeterias
 North-N
 South-B
 Career Resource Centre-M
 Classrooms-C1,C3,C5,J,L,P,
 Communications-P
 Community Education-A

Counselling-M
 Daycare Centre-C6
 Dynamics Lab-B
 Early Childhood Education Offices and
 Labs-C1
 English as a Second Language (ESL)-P
 Facilities Offices and Shop-K
 Faculty Association Office-C3
 Faculty Offices-H
 Field House-D1
 Financial Aid-M
 Flammable Storage Bunker-D2
 Geography Labs-C5
 Geology Labs-C5
 Group Counselling-R

Listings

Health Labs-H
 Health Offices-C1
 Health Services-M
 Information and Reception-A
 Information Services-B
 Language Labs-L
 Library-B
 Math Lab-J
 Media Centre-B
 Media Resources-B
 Media Labs-B
 Micro Computer Lab-J
 Music Labs-H
 Newspaper (Capilano Courier)-C4
 Outdoor Recreation Offices-C1

Outdoor Recreation Labs-C2
 Personnel-A
 Psychology Lab-R
 Purchasing and Receiving-A
 Registrar
 Registrar's Office-A
 Science Labs-H
 Staff Association Offices-R
 Terminal Lab-H
 Theatre Lab-R
 Typing Lab-H
 Women's Access Centre-B

operation are Monday to Thursday from 8:30 to 20:30 (8:30 a.m. to 8:30 p.m.), and on Friday from 8:30 to 15:30 (8:30 a.m. to 3:30 p.m.). The grill closes at 15:00 (3:00 p.m.), Monday to Thursday, and at 13:00 (1:00 p.m.) on Fridays.

The North Cafe is located in "N" building on the...well, I guess you can figure that one out for yourself. The hours for the North cafe are 8:30 to 15:30 (8:30 a.m. to 3:30 p.m.), and in the evening from 18:00 to 21:00 (6:00 p.m. to 9:00 p.m.). The North cafe grill closes at 13:30 (1:30 p.m.) every day, and is not open in the evenings.

A word of advice, this year, for the first time Cap is going to have common lunch hours when everyone can eat together. Don't bother trying to use the cafeterias during these lunch hours. The cafes were already crowded at lunch time last year when a lot of students were attending classes at that time. With everyone out at the same time this year the lineups should be a good place to stand around on your lunch break and not eat anything. A great idea if you don't have the willpower to stick to your diet.

Fitness Centre

Hup, two, three, four!

So you've been schlepping around all summer not doing too much of anything and now that a new school year has started you want to turn over a new leaf and get into shape. Or maybe you're an up and coming Carla Temple or Arnold Schwarzenegger who is looking for a place to work out that is a little more convenient and cheaper than the Rec Centre on 23rd and Lonsdale. Even if you just want a nice relaxing sauna, the fitness centre is the place for you.

Located at the southwest corner of the college grounds, Cap's athletics area includes the fitness centre and a beautiful grass playing field (the field at Cap is one of the nicest on the North Shore, next to Hugo Ray park in West Van, and that park is so restricted that soon it will only be available for barefoot cricket matches on alternate Tuesdays in May, weather permitting!). The little brick building below the upper level of the south parking lot that looks like a fallout shelter is the fitness centre and inside you'll find a complete universal gym, a sauna,

and changing rooms with showers and lockers that can be rented for a nominal charge. The centre is open to students Monday to Friday 8:00 a.m. to 5:00 p.m.

If you're just starting out in the fitness game, Joe Iacobellis, the fitness centre manager, will be happy to design an exercise program suited to your particular needs. For those of you who still believe that the average Swede is in better shape than the average Canadian, Joe can give you a personal fitness evaluation so you can determine just how in shape, or out of shape, you are. The fitness evaluation is free of charge to college students, staff, and faculty — anyone else has to fork over 23 bucks for the service.

The fitness centre is also the home of various clubs and classes, all designed to keep you healthy. There's the trendy aerobics classes for those of you who have formed a massive inferiority complex from watching all those incredibly healthy people exercising on television. The pre-ski fitness program is designed to give all those budding downhill racers out there an early start on the ski season. Lastly, who could forget Cap's own peculiar brand of perversion, the 500 mile (800 km.) club, the perfect place for someone with substantial interests in a jogging-shoe manufacturing company.

If you want to participate in any of these activities talk to Joe down at the fitness centre and he'll fill you in on the details. Remember what you're government has been saying, "participation, a step in the right direction."



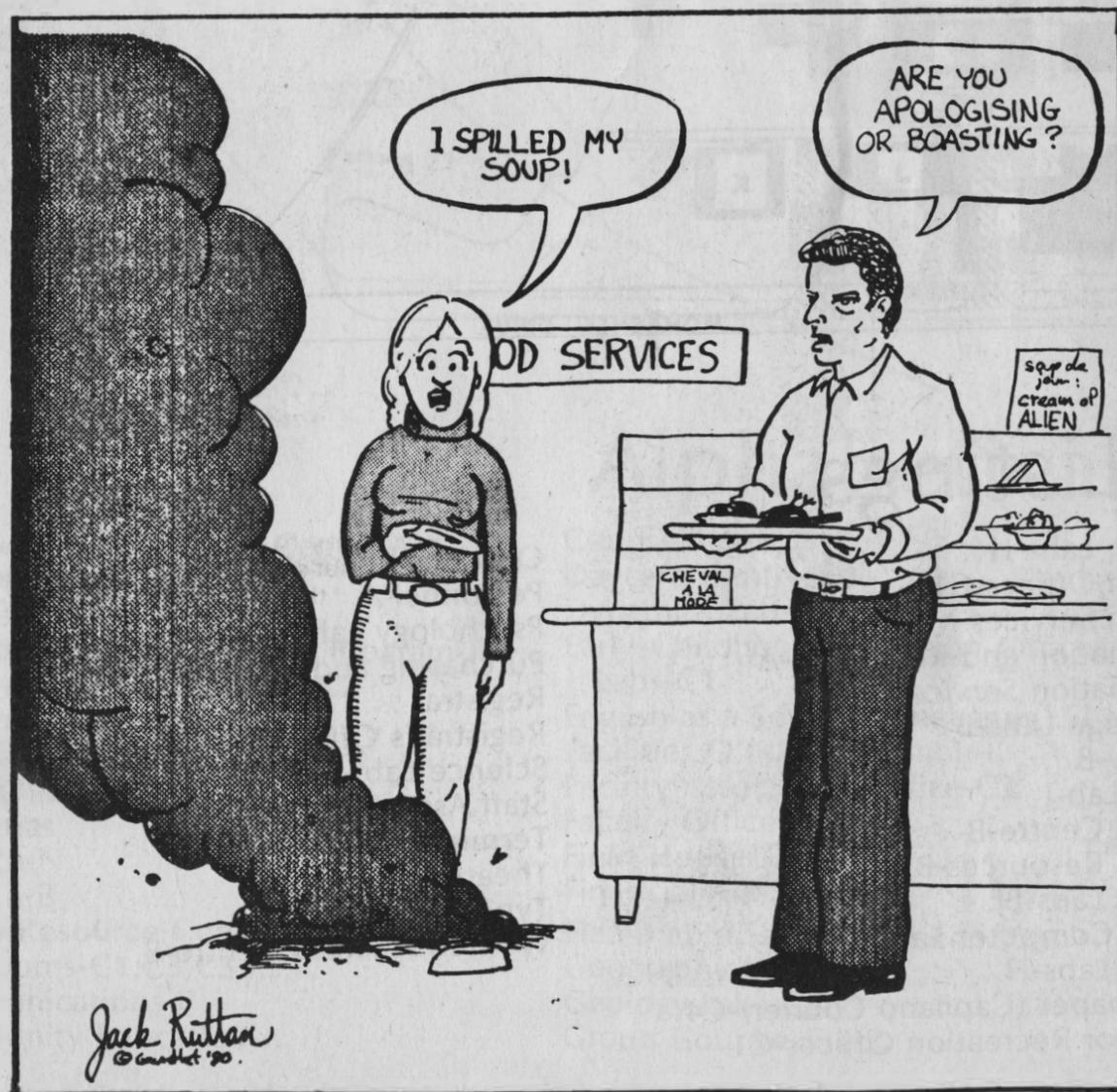
Lockers

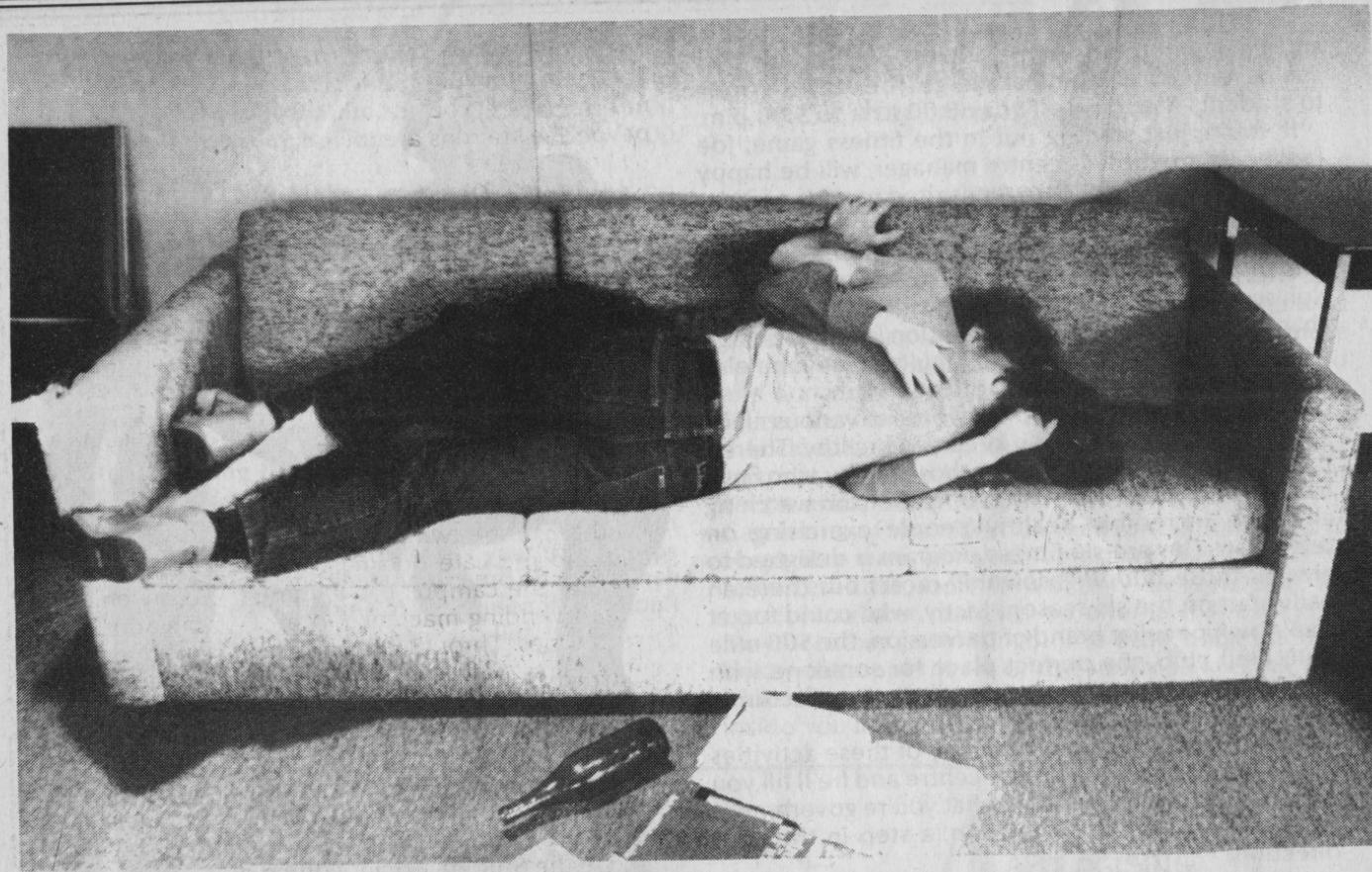
What? Where?!!

Cap, as you may have noticed, doesn't have any lockers. Well, that's not entirely true, we do have some lockers, but they're conveniently located in the maintenance building, uninstalled and just sitting there. Plans are afoot to install the little buggers, but don't hold your breath. The Physical Planning Committee considers lockers ultra-low priority.

If installed, the lockers will be rented out, complete with locks, for \$5 per semester. The Student Society will be handling the mechanics, so if you're interested, go and see them and attempt to sign up for one.

There are lockers located in the Fitness Centre which can be rented for a semester, but they're pretty small and it would be a little difficult to explain having a fitness locker all term and never doing anything more physical than quaffing brew!





Lounges *or where to pass out the morning after.*

Cap has a number of lounges on campus, some for student use, and some that are for faculty and staff use only, but since when has that stopped students!

Attached to the North cafeteria is our bona fide student lounge. Originally supposed to be a lounge in the true sense of the word serving alcoholic beverages, when the licence to do so was denied, it became what it is today, a place to eat your lunch and rest your weary bones. Music is offered, but not loud enough so that you can't carry on a conversation with friends. Generally, a nice place to sit and relax, eat your lunch or just take it easy between classes.

On the South Campus, room A117 holds the all college lounge, which basically means you will find faculty, staff and students passed out there together. The all college lounge is much quieter than the North lounge since there's no music, no crowds and not even a stirring mouse. The ideal place to pass out between classes if the Alka-Seltzer didn't work the morning after.

There is also a number of lounges scattered about campus that are strictly for staff and faculty. Many, if not all, carry combination locks since two students were caught amorously involved in a faculty lounge last year. If you should stumble upon the combination to a lounge, thanks to a friendly staff or faculty member (they do exist!) don't get caught.

Mailboxes

There are two mailboxes on campus, each guaranteed to send your little letter on a journey that Columbus would have dreaded. That is, unless Canada Post loses your precious gem.

On North campus, there is a mailbox located on the access road leading up from the bus stop to the cafe and other North campus attractions. The South campus has a mail box located behind "A" building, at the basement level, just in from the parking lot. Now, try and find it!

Sports and Athletics *Become an athletic supporter*

Last year's mens basketball team number 1 in B.C., number 4 in Canada. Womens volleyball team number 2 in B.C., womens volleyball team number 2 in B.C., mens soccer team number 3 in Canada. The list goes on. Despite the lack of a gym on campus, Cap's athletics department does fairly well for itself.

Under the guidance of Joe Iacobellis and Neil Chester, Cap fields teams in basketball, curling, and soccer, for both men and women, and a women's volleyball team, and a men's rugby team.

These teams all participate in the Totem Conference, also known as the intercollegiate league of B.C. Colleges from around British Columbia compete against each other for the privilege of going to the National Championships to play against the top teams in Canada.

There is always room for more student participation, so if you want to get involved in athletics at the college talk to Joe or Neil, one of whom can usually be found down at the fitness centre at the southwest corner of the college.

If you don't feel that you are an outstanding, or even adequate, athlete, you can also get involved by becoming a trainer for one of the existing teams. There is always a real shortage of trainers, and you will be provided with trainer training if you decide to participate. So get up out of your lazyboy and become a famous athlete, or failing that, an athletic supporter.

Telephones *One ringy-dingy.*

First of all, there is a free phone located in the Student Society office on the North campus. They don't take a quarter from you and there usually isn't a line-up waiting to use it. Otherwise, there are several



convenient payphones located about campus where ma bell takes you for whatever you're worth. Both payphone stations are located next to the cafeterias on both North and South campus. If you need change for it, there are change machines located in each cafe.

Vending Machines *The change eaters*

Cafeterias are closed and your stomach is giving you the old one-two rumble? Or just in need of junk food and the cafe doesn't carry your preferred fix? Fear not, the campus has a number of conveniently located vending machines located in the South and North Cafes. Through them you can buy candy bars, gum, chips, soft drinks, juice, coffee, tea, chicken soup and ciggies. However, if you should be lacking change, you may have a problem. Then change machines on campus are not always operating and even if it is working, they only take dollar bills.

If you're desperate and the change machines aren't working and the cafeteria is closed, and, by some miracle the Student Society office on North Campus is not closed, you can always get change in there.

Last but not least, you can always accost people on campus asking if they have change for a buck!

Washrooms *Alias potty!*

Cap has conveniently located washrooms, both male and female. Most buildings on Campus (with the exception of some of the portables) have washrooms. In H building, they are located next to the elevator on each floor; in A building, across from the elevator on every floor; in B building, in the library and also to the left of the servery in the cafe; in the North campus buildings, located in just about every corridor. The best bet for anywhere on Campus is to look for a water fountain jutting out from the wall. Odds favour that there will be a washroom in proximity to it.

Knowledge itself is power.

-FRANCIS BACON

Housing

Surviving on your own in the big world.

Finding a Place

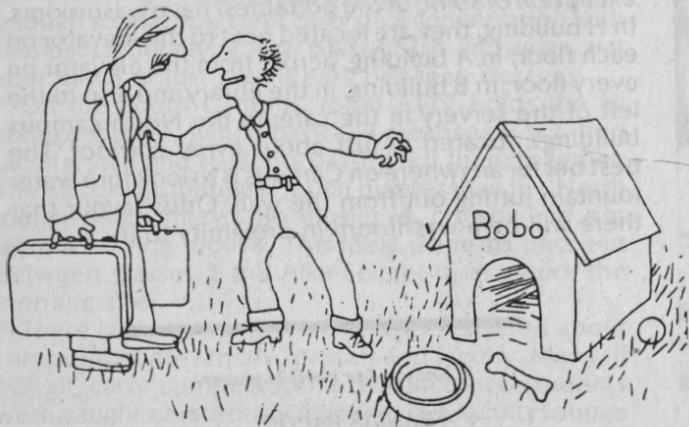
The federal and provincial governments, in an unsurpassed fit of cooperation, have announced a program whereby cheap housing would be provided for every man, woman, or child attending a post secondary institution in British Columbia. Sounds nice, doesn't it? Too bad it's not true, I'll stake my reputation on it (don't even snicker). Instead students are left scrambling to find affordable housing that isn't miles away from the campus.

At Cap the search for a place to live is as intense as anywhere else. People here just aren't satisfied with a tree fort out in Deep Cove, or a park bench down at Ambleside. No, some of these student actually want four walls, and a roof over their heads. Sheesh, the nerve of some people.

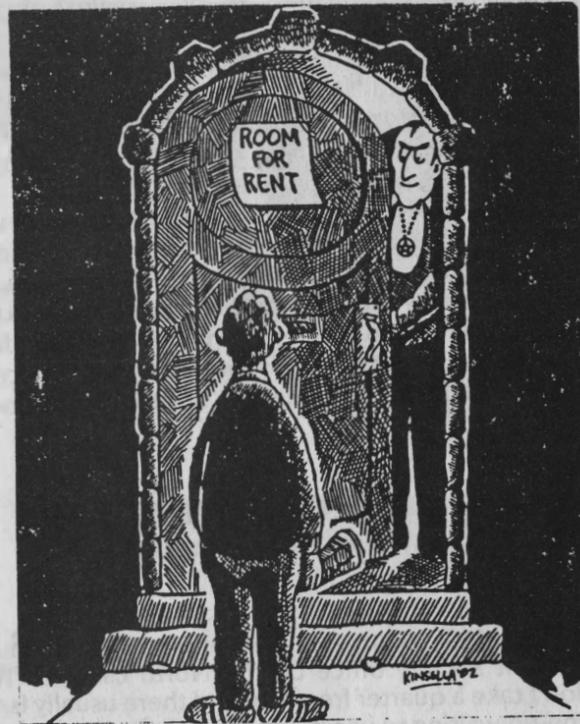
If you are presently, or expect in the near future to be, looking for a place to live, you have several alternatives.

Alternative number one: the Student Society at Cap has really done a job on this one. They've put up a housing board in the "B" building right next to the Info Centre. The board is divided into three categories; room and board, for those of you who are really in the financial doldrums, shared accomodation (watch out here, you may end up living with a twisted loony with a hyena fetish), and self-contained suites, which is the best, but also the most expensive, way to go.

Last year the board was in pretty bad shape, with notices being left up for months, no real organization, and a general sense of malaise pervading the whole endeavor. Even then it was useful, in that one survival guide editor managed to find a place to live through it.



"I'm so glad to be housing a university student—there's been such a void around here since Bobo passed away."



This year, things are completely different. There's a new, bigger board, the different categories are all colour-coded, notices are updated regularly, and to top it all off, the board is literally overflowing with listings. Rentex and all those other rental agencies have got nothing on Cap's rental listings!

If you can't find anything that suits you on the housing board, all is not lost. Even though you must be a pretty fussy person you can still try checking the local papers, even though most of their listings aren't really suited to students.

The prices on the North Shore, while not the greatest, are quite a bit better than some of the other areas frequented by students, such as Kitsilano. For room and board you can expect to pay from about \$300 a month down to almost nothing. Some people are willing to house a student for a mere pittance, provided you do a bit of work around the place.

As far as shared accomodation goes \$200 a month is pretty close to the bottom line, and depending on how ritzy the place is, the upper limit can go right through the ceiling (or at least higher than any student that I know can afford). When you move into the area of self-contained suites, you've got to fork over a fortune to get a scummy little cesspool of a place with no windows or doors. In this case, a fortune starts around \$300, and that will probably only get you the aforementioned little cesspool. For something liveable you're looking at \$400 and up, up, and away!

When you're absolutely, positively out in the cold, with no place to sleep except Pigeon Park, call the Red Door Rental Aid Society at 873-1671, they should be able to help you in a moment of crisis.

Housing Hunter's Checklist

Four walls, a roof and a door are all you need for any basic form of shelter, but there is much more to consider when searching for a comfortable place to live.

- Price Range: You have to pay the rent, utilities and cost of food for eight months, and also need a bit left over for a reasonable social life. Take into account everything you'll possibly need to spend money on in the year, and add \$200 (see article on Budgets).

- Travelling Time: Balance the cost of Metro Transit fares with what you save in rent, and also consider that time is sometimes more valuable to a student who has three labs and two essays due in two days.

- Space: Take three giant steps in any direction inside the apartment or room. If you hit any objects, think twice about spending a great deal of time there.

Check the closet and cupboard space and decide if there is enough room to store all your possessions. Look for high ceilings and light colors to make the smallest of shoeboxes feel cavernous.

- Utilities: Before you sign anything find out which utilities you are paying for, and how much their approximate costs will be.

Phone bills can be the nemesis of the student away from home, so call Mom collect if possible. Bell Telephone does not extend credit. One tip: if you have a phone installed, don't tell Bell you are a student or that you've never had a phone before. That results in a \$50 security deposit. The basic phone charge is about \$15 a month, plus long distance. Expect to pay an installation charge of around \$25.

Above all, make sure things work. Turn on the taps and see how long it takes the hot water to work its way out. Flick a few light switches, walk across the floors to see if they squeak, and look at the ceiling for signs of leakage. Count the number of electrical outlets in each room, as old houses tend to have only one outlet in each room.

- Light: See which way the windows face; southern exposures are the brightest. And if there is something blocking the light (such as the house next door) be sure the landlord is paying the hydro.

- Ventilation: Be sure the windows open when you want air and close again when you don't. Apartment buildings can turn into steam baths, and houses sometimes feel like frozen meat lockers.

- The Landlord: Know where to find this person when necessary. If the landlord lives downstairs, repairs may be done a little faster. Consider, however, that privacy is important, especially if you are in a rooming house. There may be limits on noise and the number of guests you may entertain. Hi-rise apartments are usually looked after by a hired superintendent, so find out both who owns the place and who looks after it.

- The Lease: Avoid the 12 month lease if you cannot afford to live in the place for 12 months. Subletting is hell around the end of April. Even if you give the mandatory 60 days notice, you'll be required to let the apartment yourself, if you leave before the lease runs out. Check your lease very carefully to ensure that there is a sublet clause. Leases are supposed to give tenants some protection, but generally they favor landlords.

- The Neighbourhood: Decide how many staggering drunks you can put up with, and judge accordingly. Be sure the conveniences of a laundromat and corner milk store are close by, and that the nearby roadways aren't superhighways.



... YES, AND ABOUT THAT CRACK IN THE CEILING...



McEwire

Moving

I'll Bring the Beer, You Bring the Bedroom Suite!

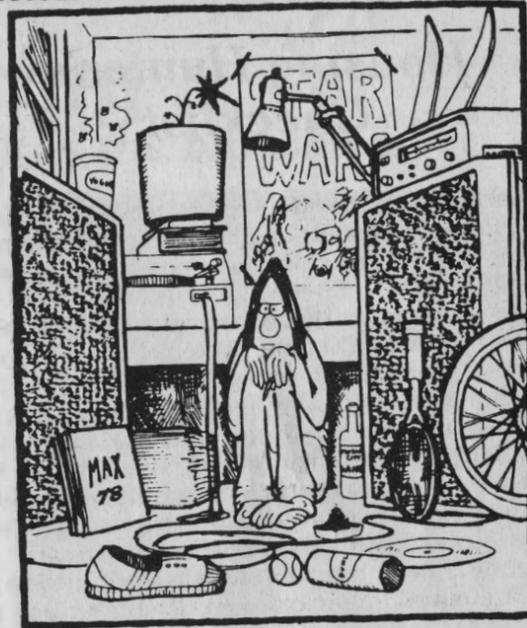
When you have decided on which place you like the best, move quickly. Late August is the busiest time for apartment-hunters, and your dream home may get stolen away if you hesitate. If the landlord seems amenable, haggle over the rent. And try to get as many concessions as you can; have the place repainted, repaired and cleaned as much as possible before you move in. Have any bug spraying done beforehand as well. Insecticides have a terrible odour.

If you get stuck doing the cleaning, try to do it before you move in all your stuff. Once you set down boxes, it may be unlikely you'll move them again until you move out. Let Bell Telephone know early if you want a phone to be hooked up when you move. September is the busiest month.

Contact the gas and electric companies early as well if you need to have anything hooked up or want the billing changed to your name. Ask your landlord for a list of emergency numbers if you need to reach him quickly, and be sure you have your copy of the lease if you've signed one.

For the actual moving, enlist all the free help you can, and supply the beer. Moving is something most people try to avoid, so nab your friends early. Do it over the space of a week if you have access to a car to lessen the number of boxes you'll have on moving day.

If you're moving into an apartment complex, reserve the elevator in advance. September first is the most popular moving day of the year, so be prepared for long waits and short tempers.



Essentials

Most students living away from home are likely to spend their money on good times rather than good furniture. This is quite a workable arrangement, especially since moving heavy furniture is such a pain. But should you decide to settle down in one spot for a few years, it may be worth your while to invest in a few basic pieces of furniture.

Most of us, however, would rather be able to pick up and move with a minimum of bother. Portable furniture seems the only solution. Concentrate on soft, multi-purpose pieces: pillows and foam mattresses are great, especially if you like to rearrange things once in a while.

• **Beds:** The easiest bed for any urban nomad is a four-to-six-inch thick piece of foam. It can be rolled up when you want to move and is cheap. If you already have a bed, bring only the bare necessity — the mattress and/or box spring. Other alternatives are air mattresses or camp cots, but make sure they are comfortable. If the room is drafty, think twice about sleeping close to the floor.

A good thick sleeping bag will replace all the loose and messy linens. Invest in the best pillow you can afford. Sleep is often the best way to escape the stress of student life, so make yourself as comfortable as possible.

• **Desks:** The item of furniture most students find invaluable for hanging clothing upon, a desk is most easily built by placing a thick board across two three-foot filing cabinets. For the less organized, plastic milk crates filled with last year's books are a solid replacement for the cabinets.

• **Dressers:** Depending on your degree of neatness, this piece of furniture may or may not be expendable. Some students live out of suitcases thrown open in a corner (one for clean clothes, the other for the laundry), while others prefer to fold things away in drawers. Milk crates stacked against a wall can be

good, as well as sturdy, clean cardboard boxes.

• **Bookshelves:** The standard brick-and-board bookcase is portable, if not light, and is cheap. You can pick up bricks at brick yards, but check first to see if they will deliver (usually for a charge) or if they are strictly cash and carry. You don't need to confine yourself to bricks; anything solid will support the boards. You can buy inexpensive shelving units, but check the sturdiness.

• **Lighting:** Second hand stores usually have various ornate standing lamps for reasonable prices, and if you look around at home, there is bound to be one lamp that no one is using. If you're stuck in the dark, a simple and inexpensive way to make a hanging lamp is to buy a suitable length of wire, a plug, a light socket with a chain switch, a lightbulb, and two cup hooks (all available at any hardware store). Using a screwdriver, attach one end of the wire to the plug and the other to the light socket. Suspend the socket from the ceiling by the cup hook. Place the second hook close to the wall to keep the cord from hanging into the room.

• **Telephone:** Basic black is the cheapest colour, and long cords are expensive. If you really need a long cord, and feel reckless, buy some phone wire at Radio Shack and hook it up yourself. This is not legal, so keep nosy bell inspectors out of your apartment. You can also save money by using a party line, if you don't use the phone much. Usually there will only be one other party using the line and you save a few bucks a month.

• **Rented furniture:** The easiest way to furnish, but not the cheapest, is to rent from a furniture dealer. You can fully furnish your apartment this way, if you can afford the extra dollars each month. The furniture is delivered and taken away, usually for free, which saves you much bother.

• **Kitchen stuff:** Everyone eats at least one meal at home, even if it consists of a bowl of Shreddies once every full moon. To cook most food, the basics are: one large pot (for spaghetti, the popular student concoction), one small pot, a fry pan, a broiler pan which comes with most stoves and some sort of oven-proof casserole dish. Utensils are necessary for eating. The most useful kitchen tool will be a sharp carving knife, which can be used for anything from cutting apart chickens to spreading jam. A paring knife is handy, as well as an egg lifter. You'll have to judge just what it is that you cannot cook without, but most people can get by with these things. You'll also need a few plates, mugs and bowls, and some of that wonderful stuff called dish soap.



hints (that perhaps you won't remember your mother telling you) that make your apartment living easier and certainly more pleasant. Cleaning, kitchen how-to's, shopping and household hints with an ecological bent are included here:

Refrigerator:

Two tablespoons of baking soda per pint of water can be used to clean the inside and outside of a refrigerator. This solution deodorizes at the same time. Turn temperature guide to defrost or off, empty refrigerator, let frost melt off freezer unit. Be sure to have a pan or tray to catch the melting water. Place pans of hot water inside the freezer compartment to speed the melting process. Do not chip the ice with a knife as this can puncture the filaments which are expensive to replace. Wipe the freezer unit and refrigerator walls dry before turning the cooling unit on again. Defrost regularly.

Keep foods with odors wrapped during storage. You will find that baking soda placed in the refrigerator will collect odor from food and keep your fridge fresh smelling. You do not need to put the whole box in — a small saucer or the cap off a jar filled with baking soda will do the trick.

Stove and Oven:

The range top should be wiped off after every use and parts washed periodically. Soapy water is fine and can help to prevent the build-up of hard-to-remove crusts. Avoid using scratchy pads on surface. This makes scratches in the surface which make further cleaning harder.

Ovens should be cleaned periodically to prevent drippings and splatterings from baking on the surface. Most chemical cleaners are very potent and damaging



Living Messless

This section is designed to give you a few helpful

to your skin and to the floor covering. Be sure to read the directions carefully; spread newspapers on the floor; and always use rubber gloves.

Sinks and Tubs:

Scour regularly with an all-purpose cleanser. Rinse thoroughly. If stains remain, pour on several tablespoons of bleach, leave them alone for about five minutes, then scour again. Cleanser applied directly to chrome faucets and taps can restore some of their original luster if wiped dry. Use all materials moderately.

Toilets:

Flush toilet. Pour cleanser into bowl, allow to stand according to time specified on package. Wipe or scrub with toilet brush. Flush toilet.

Furniture:

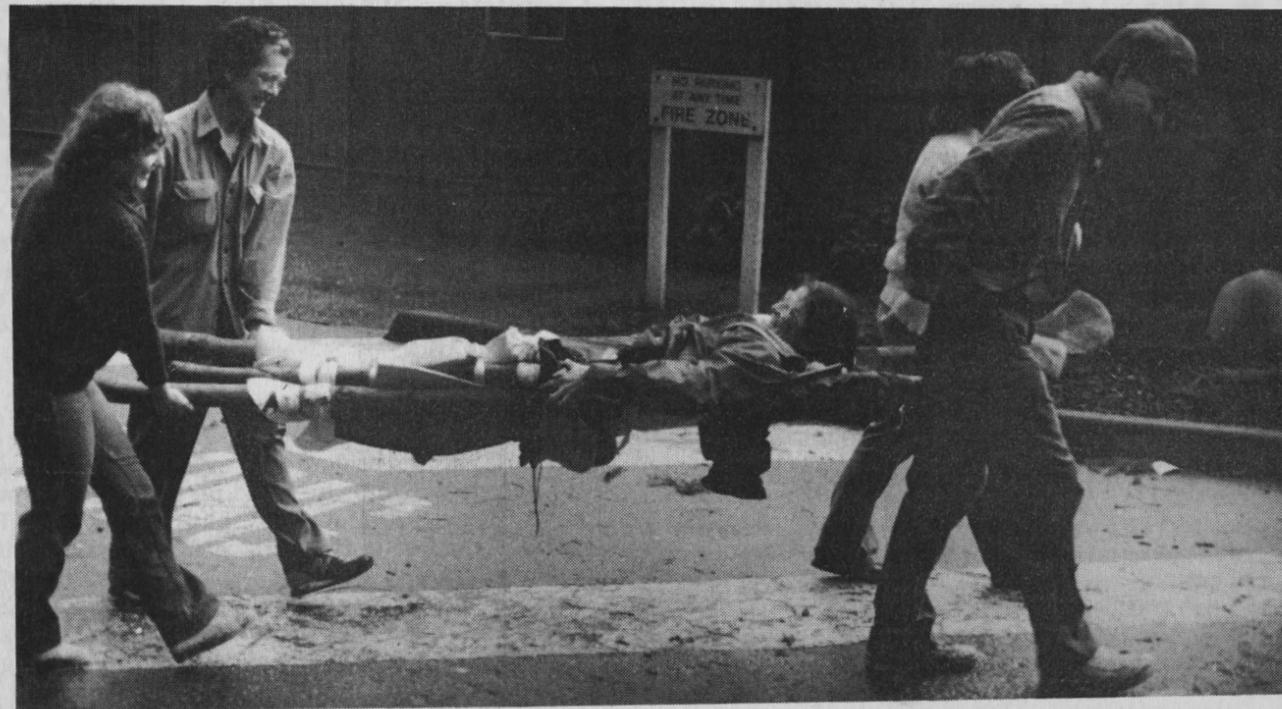
Dust at least weekly using dust cloths or clean, soft rags. Small amounts of furniture polish may be added to rags to pick up dust efficiently and to give furniture a shine.

Floors:

Sweep regularly. To mop floor, sweep before mopping. Mop with your favourite cleaning potion and water and rinse with plain water. When using a floor cleaner (most have to be diluted and don't need to be rinsed), apply and let dry.

An occasional application of floor wax makes cleaning the floor much easier and adds to its attractiveness. Several brands are available that require no polishing or buffing and can merely be applied and left to dry. Remember that the wax that is used for wooden floors is very different from the wax used for asphalt or vinyl tile. Be sure you get the right kind. Floors should always be mopped before waxing. A dust mop maintains bare wooden floors indefinitely.

Many landlords charge for the cleaning of stoves or refrigerators when you leave in May. Do it yourself



Insurance Protect Yourself.

Although a poor student with few possessions may not consider tenant insurance a top priority, the concept of getting some recompense when your \$200 ten-speed is stolen will appeal to most die-hard capitalists. For between \$40 to \$50 a year, your meagre but valuable belongings can be insured under what is known in insurance circles as a Tenant's Package Policy.

Most of these cover damages from fire, natural calamities and theft. Having something stolen off-premises is usually covered, but some companies are wary of what they call "mysterious theft". Listen for the sound of heavy traffic driving through loopholes when you shop around for insurance. And be sure your burglar leaves finger-prints.

Of course (hear those trucks?) insurance protection is often unavailable to those who need it most. Some neighbourhoods are considered bad risks, and some companies refuse to insure rooming houses or apartments above stores.

The word insurance usually conjures mental images of balding and paunchy salesmen, but the idea begins to make sense as the value of the things you own increases. If you are married and are combining both yours and your spouse's belongings under one policy, you'd probably be best advised to find out about life insurance as well. Mad dogs and terrorists may strike when you least expect them.



Food and Nutrition Alias Num-nums.

You may think that the fine art of eating is a simple one but, those of you who haven't had the joys of eating your own imaginative (?) creations will discover that this is not always so.

Those of you who are away from home for the first time, despair not. After hopping from one drinking establishment to another during frosh week, you will want to recover by supplying your body with some real nourishment. However, before you hit the local supermarket, check to see if you have the necessary equipment. An assortment of pots, pans, spoons, knives and forks, plates and glasses, accompanied by a stove and perhaps an oven, are essential. Once so supplied, head not to the local confectionary (home of stale bread and high prices) but to a large grocery store. If you are a complete novice, unskilled in anything more complex than instant coffee or Kraft Dinner (a major step up!), perhaps a simple cookbook would be in order. The bigger the print and simpler the words, the easier the recipes. If you are more

ambitious, try *The Joy Of Cooking* or some such monumental publication. How long does one bake baked potatoes?

Comparative shopping, at least among brands, is a good idea. Food is expensive and, generally, the more convenient it is, the less nutritious and more expensive it will be. Buying staples such as fresh fruit and vegetables, milk, whole grain bread, cereals, meat, poultry, fish, cheese, and eggs is your best bet. From these simple stocks, the most nutritious, tasty dishes can be made.

Cooking For Small Numbers

Most recipes make enough for four or more. Luckily, many casseroles of meat, cheese, or fish bases can be frozen. Making two smaller casseroles out of one recipe and freezing one for later is a good way to plan for a day when you may not have the time or desire to cook. Just be sure to decrease the cooking time.

Large pieces of meat are best cooked in three to four pound quantities for the best flavour. Leftover meat can always go into sandwiches, salads, casseroles and the ever easy foolproof pasta dishes. For more extensive meat advice, don't be afraid to ask the kind folks behind the meat counter for counselling.

Planning and Shopping

Once the first staples have been purchased, it is best to shop on a weekly (or regular) basis. Make a shopping list to avoid expensive impulse buying. Plan your week's menus more or less for the week and buy only those items needed to fulfill your needs.

The job of shopping can bring you back to the real world after a hard week with the books. If you have a roommate or two, there are two methods of planning, shopping and cooking.

1. Everyone can do their own planning, shopping and cooking. This might be called the refrigerator-



"There's a lot more food mixed with the additives in this one."

shelf method. Each occupant of the apartment stocks and eats from his own shelf of the refrigerator. Differences in tastes and schedules may make this system the only one that will work.

2. The second method for which the menus and shopping lists are constructed with two or three others can net you variety, substantial savings and sociability.

Ways to save in a grocery store are:

1. Find the store's own brand and compare the price and size of that can against a name brand of the same product.

2. Check the shelves near the floor for a can of the product you see at eye level. Often there is as much as 5¢ difference with the higher priced brand being placed at convenient eye level.

3. Grocery goods which are perishable are usually freshest at the back of the shelf.

4. Read and compare newspaper ads for best buys and specials.

5. Read labels to find out what is inside. Labels tell a great deal about what is in the package or can and often the number of servings in the package. The ingredients are listed on the label in the order of quantity. If beef stew has listed — water, potatoes, peas, beef and spices, you know that it has a lot of gravy and very little meat.

6. Buy perishable foods when they are plentiful, or 'in season'. In season fresh fruits and vegetables are usually more economical than canned ones. For example: late summer — peaches, tomatoes, string beans, grapes; fall and winter — white potatoes, squash, apples and oranges. Seasonal buys are not necessarily the best values for your money, but they do add variety. In the winter, frozen vegetables are cheaper than fresh and have comparable food value.

7. Learn established grade standards for food such as meats, eggs, etc. Buy food that is in good condition.

look for firm, fresh vegetables and fruit, sealed packages and solid frozen food. Meat, milk, margarine, fish, cheese and eggs must be refrigerated.

8. Make use of all leftovers. Avoid throwing your food dollar in the garbage can.

9. Remember, convenience foods such as TV dinners, prepared pizzas, canned mixes and frostings take extra money, because you are paying for work that has been done for you. Use your time to reduce costs.

Nutrition

Now that you are cooking for yourself, you are about to discover the joys of menu planning. It doesn't take much effort and can save you a lot of headaches, not to mention money and time.

The best way to ensure adequate nutrition in terms of vitamins and minerals is to use The Canada Food Guide. It tells you what and how much of the various food groups you should be eating. If you follow the guidelines it suggests, then vitamin supplements are not necessary, so forget them.

The last point is common sense, but outlines a trap that is very easy to fall into. Don't let yourself start skipping meals because you don't have time to eat. This is foolish and says something about your priorities. Breakfast is the meal most commonly skipped and the one you can least afford to miss. Your body has gone without food for around 12 hours when you get up, and the last thing it needs is a quick coffee and a donut in the cafeteria.

Give yourself time to eat a good breakfast and your entire day will go better. Most nutritionists don't care what you eat, so long as it isn't junk food. Even leftover pizza is better than coffee on an empty stomach!

If you follow The Canada Food Guide, get three meals a day, and take it easy on junk and fried foods, you should be able to avoid any of the unpleasant problems associated with malnutrition.



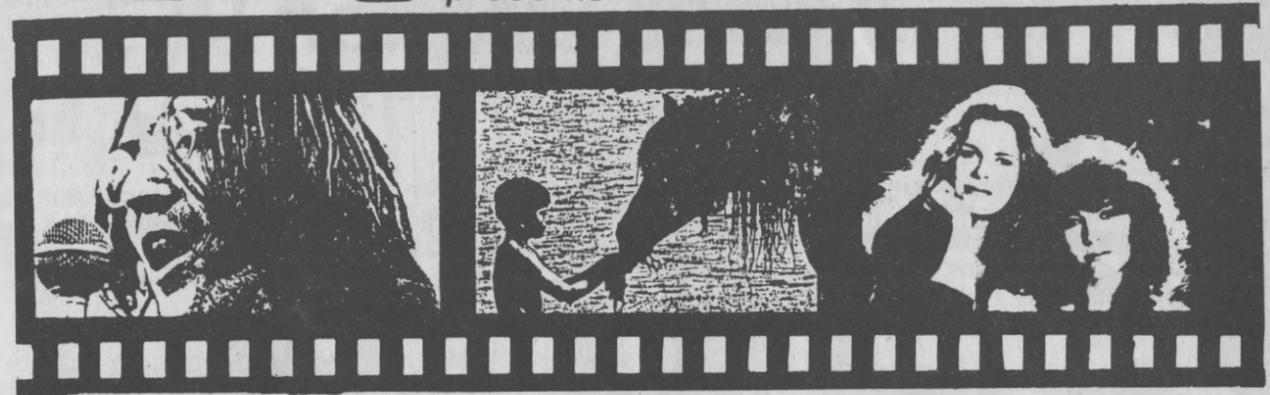
HOUSING FOR STUDENTS

The Capilano College Student Housing Registry requests assistance from the community in finding affordable accommodation for students enrolled in the fall semester '84.

If you have accommodation for a student please contact:

**HOUSING REGISTRY
STUDENTS UNION
CAPILANO COLLEGE 986 1911
Monday to Friday 11 - 3**

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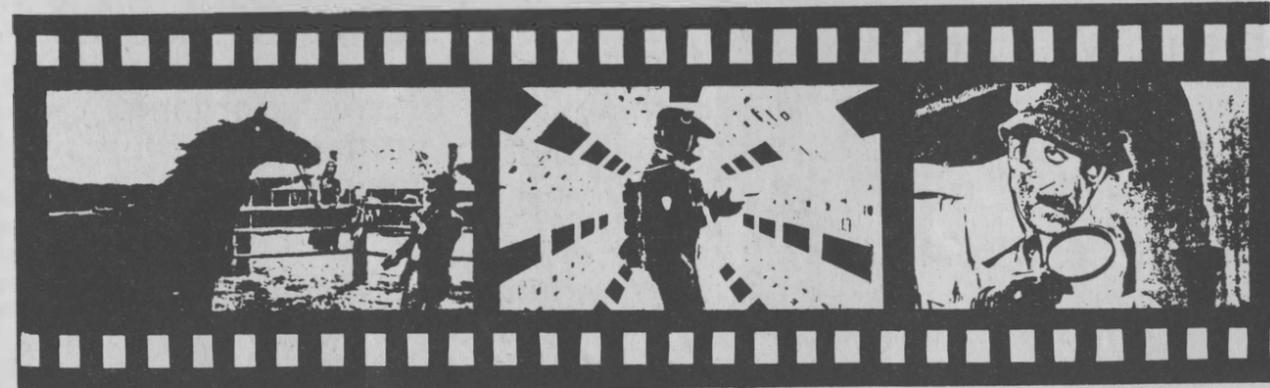
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See your CAPILANO COURIER under "cinema" for current listings



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Transportation

Getting here, there and everywhere.

Cap, being reasonably out in the boonies, has its share of transportation headaches. Getting to the college, and more important, away from it isn't quit the piece of cake it seems, especially when the bus drivers are on strike. Fortunately, there are at least seven ways to get here.

BUS

If you are a student that lacks wheels, chances are you take the bus everywhere you go. There is a bus that goes directly to Cap, the number 239 Crosstown. The great advantage to this bus is that, like its name implies, the route it covers goes across North Vancouver, all the way from Park Royal. If you are a West Van resident, catch a bus to Park Royal, hop on the Crosstown, and then snooze your way to classes.

A North Vancouver resident can catch the bus at a number of major exchange points, including Lonsdale Quay and Phibbs Exchange, two loops where most buses end up.

If you are coming from over town, or want to get there, Phibbs is your best bet for Burnaby or Downtown Vancouver, thanks to the Queens and Mountain Highway buses respectively.

Getting anywhere on the North Shore costs 85¢

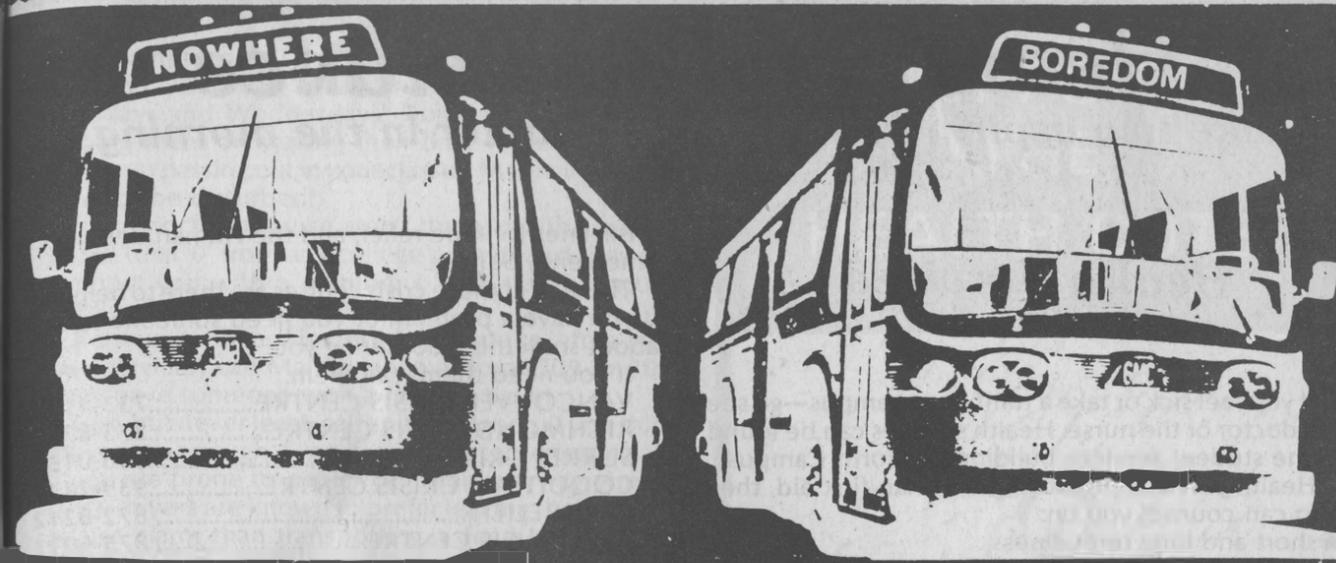
each way, over town they take you for \$1.00. And if you have to go to Richmond (gasp!) you'll have to cough up \$1.25. That is, at the time of this printing. By the time you read this, you may have to pay more.

CARS

If you have your own car, you don't have to wait for the bus on a cold rainy morning. You can just motor along, happy in the knowledge that you're paying a fortune for gas, tune-ups, etc. Actually, driving a fuel efficient car to classes from anywhere on the North Shore is usually cheaper than the bus even considering all the extras cars can add to your budget.

The only problem you may have is parking. If you are really unlucky, it could take as long to park as it would to take the bus to Cap. And, if you park in a tow-away zone, it could be more expensive than a taxi, since the towing company charges \$42.00 for the first day and \$7.00 for each additional day your car is left in their compound.

If your car has been towed, then phone Tritow at 685-8181 and make arrangements with the dispatcher to either have someone go down and open the unstaffed storage compound at 250 Lloyd Avenue, North Van, or to have the truck driver pick you up outside the "N" building cafeteria and take you down to the storage compound.



Payments can be made by Visa, Mastercard or cash. No cheques accepted. If you don't have the money, you won't get your car back.

CARPOOLS

People without cars do not always like taking the bus. People with cars do not always like paying the whole shot themselves. Nature saw this and invented that wonderful thing called carpools. (No, that's not a convertible in a cloud burst!)

If you're a pedestrian seeking a ride, the Student Society operates something of a car pool registry. You could also call the car pool registry in Vancouver (872-POOL) and see if there is anyone going from your neck of the woods up to Cap.

Carpools are also great for motorists, since they can have someone to talk to on the way to classes every morning. Great friendships have started from less.

CYCLING

Fitness fanatics find cycling to Cap to be an invigorating and stimulating experience. Those of us out of shape find it somewhat exhausting at first, but it does get easier.

By taking either the 3rd-Main Street route or the Keith Road route, you can get to Cap from Lonsdale in about 30 minutes, even faster if you are physically fit. Park Royal to Cap takes about an hour or more and is quite tiring if you haven't been doing it on a regular basis. Coming down Mountain Highway and then along Keith and Fern takes about 30 to 45 minutes coming her and somewhat more heading back. It beats a roller coaster six ways from zero, though!

Cap has a few bike racks located near "A" building, behind portable "C-4", and a few scattered around the North campus. If you are really desperate, you can lock your bike to the blue railings near the stairs next to "H" building (whew!). People do all the time.

HITCHHIKING

First of all, hitching is dangerous. No matter how many times may have done it before, it doesn't lessen the dangers involved. Then again, you probably already know that.

Hitching a ride from Cap is usually safer than trying to get one on the highway. You should try getting a ride from someone in your classes before going off to Cap's own "Hitchhiking Area."

Located on Lilloet, just near the bus stop, are three signs indicating various areas on the North Shore. If you stand by the sign displaying the area you would like a ride to, the odds of getting a lift are better. You might even try holding a home-made sign to let people know your exact destination. When coming up to Cap in the morning, holding a "Cap College" sign might even get you a regular ride with a fellow student.

TAXIS

Taxis are an alternative to missing important lectures or exams. If you wake up 15 minutes before you class starts, and you don't happen to live on Purcell Way, it would probably be a good idea to catch a cab, pronto. From central Lonsdale, it can take as little as ten minutes to get to Cap, and costs about \$7.00. From Park Royal, expect to pay about \$15.00 or a little less, and take close to 20 minutes.

WALKING

Walking to Cap has all the advantages of cycling, but is more relaxed. Not surprisingly, it also takes longer. Just double the cycling time and you'll have a pretty accurate estimate of how long it will take to get to Cap, and back home again afterwards.

Health and Assistance

Take two aspirin and read this chapter in the morning.

Health Services

If you feel sick or take a tumble on campus—go see the doctor or the nurse. Health services can be found in the student services building on North Campus.

Health services provides more than first aid, they also can counsel you on:

- ★short and long term illness
- ★preventative health care
- ★nutrition
- ★pre and post natal care
- ★communicable diseases
- ★immunization
- ★sexuality and birth control

A service that isn't well known is the Health Hazard Appraisal. In confidence you fill out a form, answering questions about your age, sex, medical history, lifestyle, etc., and form gets shunted off to UBC, run through a computer, and the results are sent back. It will tell you things like the 12 main causes of death for your age group and your chances of dying that way, how long you can (statistically) expect to live and how long you could (statistically) live if you change what you do. At about \$2.50 it's cheaper than getting your cards or tea leaves read, but a hell of a lot less fun.

Another service provided is physical health car including:

- ★first aid
- ★weight control
- ★blood pressure checks
- ★vision and hearing tests
- ★pregnancy tests
- ★skin caliper tests

There are also dozens of pamphlets on just about every aspect of health, free for the picking.

Crisis Centres

When you need to talk.

Depression is one of the most common ailments affecting people today. Everyone has periods when they feel out-of-touch and not part of the world anymore. Sometimes, these feelings get out of hand and you can't handle it alone. If this happens to you, recognize it as the emotional crisis it is and don't try to handle it alone; there is help available.

The Greater Vancouver area has four crisis centres with 24-hour distress lines. Additionally, there are

crisis lines for rape relief, and the Human Resources Emergency Service.

The staff at these crisis centres are there to help you if you have a problem or you need someone to talk about something bothering you.

If you need them, call them.

VANCOUVER CRISIS CENTRE.....	733-4111
RICHMOND CRISIS CENTRE.....	273-8701
SURREY CRISIS CENTRE.....	588-0188
COQUITLAM CRISIS CENTRE.....	939-2422
RAPE RELIEF.....	872-8212
RAPE CRISIS CENTRE.....	875-6011
HUMAN RESOURCE SERVICES.....	668-3111

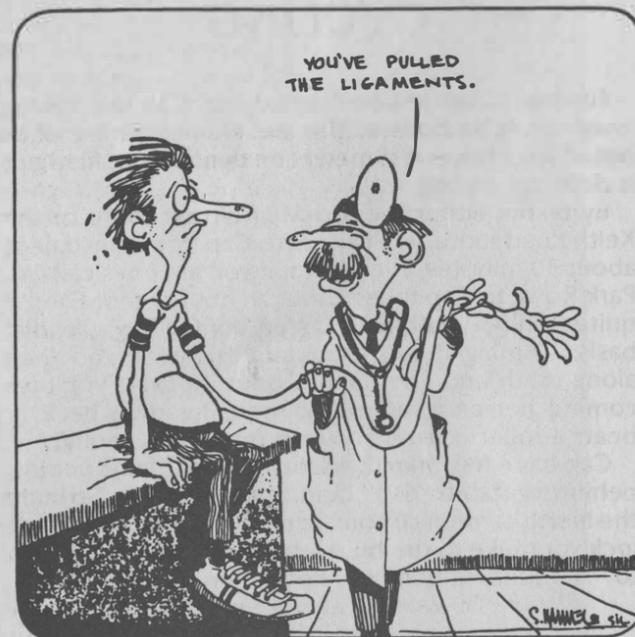
Emergencies & Accidents

When you need help fast!

The most important — and seemingly most idiotic — thing that everyone tells you to do in case of an emergency is "stay calm!" Dumb, idiotic and very, very true. Getting a little flustered is alright. Getting hysterical or going into shock is equally understandable, but only excusable providing you do it after dealing with the emergency to the best of your ability.

Number one: call someone who can help if the problem is beyond your abilities. If your chemistry lab goes up in flames and you want to play hero, do it with a fire alarm, not a fire extinguisher.

If one of your friends, classmates or sworn enemies drops into a dead faint at your feet and doesn't seem inclined to jump back up and yell "Fooled you!" it would be prudent to call Health Services at local 271, if



not an ambulance. There is a nurse on duty from 9 to 4, Monday through Friday, and a doctor on campus Tuesdays and Wednesdays. Don't worry about disturbing them or wasting their time merely because you keep passing out in your classes. Medical Services loves to be disturbed!

If the doctor or nurse aren't there, call the switchboard (dial '0' from any college phone) and they will connect you with a member of the staff or faculty holding a valid first aid ticket.

If the switchboard is closed, and you're left to your own devices, call Maintenance at local 209 or 309. They have someone with a first aid ticket.

Last, but not least, call an ambulance, if you think it's serious enough. Even if you're not sure (especially if you are prone to panic) call them anyway. Ambulance drivers are known to prefer leaving the scene of a false alarm than transporting a dead body. In the North Vancouver & West Vancouver area call 872-5151 for an ambulance. They should be here in a flash!

Number two: do what you can while you wait for qualified help to arrive. If you have had any first aid training, you know the basics. Do whatever you can to keep the injured party comfortable, alive, and safe from further harm. If you are really in the dark when it comes to first aid, you might consider taking a course available locally. In an emergency, you can always resort to the phone book. Every white pages has a section on first aid just prior to the actual phone listings.

In an accident, try to keep all the particulars straight and avoid any risk of further danger. Auto accident — move away from the cars if seriously damaged. Electrical accident — kill the main power fast. Keep yourself calm, remembering everything leading up to and causing the accident. You're going to have to fill in a report sometime, might as well start writing it then.

Number three: when help arrives, give them the particulars, but don't get in their way. If someone is extinguishing a fire, jumping up behind them and yelling "I didn't do it!" tends to annoy them. Tell the fire chief, paramedic, policemen everything you know about the incident and the person(s) involved.

After you've done all this and are recovering with a small (or large — it depends on the type of emergency) snifter of cognac, you have permission to go to pieces. But first, give yourself a pat on the back.

Medical Insurance

Stay healthy.

You can bet your life that at one point in time medical insurance is going to come in handy. So in the interests of your continued good health it's a good idea to make sure you're on some kind of medical plan.

If you are 25 years of age or under, it's possible to remain on your parents' B.C. Medical Services plan.

SUPPORT THE HEALTH CUTS



DON'T GET SICK!

Every year in August a letter is sent out to determine whether you will be continuing full time studies in the following school year. If you want to stay on your parents' plan make sure the letter is returned promptly. You may not be notified if you are removed from the plan, and it sure would be a nasty surprise to find out that you're no longer insured once you are already in the hospital. DON'T rely on your parents to reply to the letter. They might forget, in which case you would have to lead a very cautious life and take plenty of vitamins for the next twelve months.

If you're over 25, or you're only taking part time classes, you will have to apply for your own coverage. To do this just call the Medical Services Plan office at 669-4211, and ask them to send you out an application. Also be sure and ask them to include an application for the premium assistance plan.

Under the premium assistance plan your premiums are reduced to an almost trivial amount, provided that you meet the requirements. Actually, the requirements are not that hard to meet. If you don't make very much money, then you qualify. You simply tell MSP the amount of taxable income that you calculated on your previous year's tax return, and the lower the amount is, the larger proportion of your premium is paid by the government.

The figures change from year to year, but the very least you will have to pay for a year's coverage is \$19. A small price to pay for peace of mind, and for keeping your body in one piece.

Daycare Centre

For the first time in several years, Capilano College has some spaces available in its daycare centre. The centre, located on south campus, is a government licenced facility for 25 three to five year olds. The centre is normally booked as far back as the previous year for spaces, but this September, there are a few available.

The daycare centre is operated primarily to give Early Childhood Education students an opportunity to gain experience working with children in conjunction with their program of studies at Cap. In addition, the centre has four fully qualified staff members, and a cook to provide daily hot lunches for the children — an extra far too many daycares lack.

The children receive fantastic care in surroundings any child would love. In addition to standard indoor games and toys, the centre has a small outdoor playyard with various apparatus like swings and bikes.

The age range (3 to 5) and the class size (25) are both regulated by the government so six year olds need not apply!

The centre is not only for use by Cap students, but also by members of the immediate community. At least your kids will be exposed to other children whose mommys and daddys don't do homework.

If your thinking about entering Cap in January and are hoping there might be a place, don't hold your breath. There is a waiting list for December and January, even when there isn't for September. It doesn't hurt to place your name on the list, but look around for another daycare centre, too.

For the bottom line, to cope with the rising cost of just about everything, the daycare centre has had to hike its fees to \$320 per month starting September, compared to \$270 last year. Ministry of Human Resources still offers subsidies even in these times of restraint, if you qualify. If you're a poor student or a single parent, you probably qualify. Call any one of the four North Shore offices (listed in the blue pages under Government of B.C., Human Resources — Ministry of, District Offices) to find out more about subsidies.

If you're interested in using the daycare centre, call local 401 and make an appointment to go and see the centre. Tours are encouraged and the centre is open from 7:30 am to 6:00 pm, Monday to Friday.

Legal Aid

"Joy of joy, you're in trouble!" may not be what every lawyer yells out when you need help, but legal fees are often beyond the reach of the financially strapped student. Relax; if you have a legal problem you can get help without giving up your life savings,

two years indenture and your first born. All you have to do is qualify.

Legal aid has been experiencing cutbacks over the past year and, like many other social services, they have had to restrict full services only to those in serious trouble in need of legal help. If you need a lawyer, you must have a serious criminal charge facing you (like a second charge of impaired driving, B&E, etc) or be involved in a family case involving child kidnapping, spouse beating, etc. For the full legal services, you need also be in a low income group. Not a very hard qualification for students to meet, is it?

Despite the cutbacks, the Legal Services Society still offers a broad range of information services available to anyone. For complex matters, plan to visit their Vancouver law clinic/centre where a lawyer is available to offer "summary assistance." Simply put, they can tell you what you can or must do for a given set of circumstances.

For less complex matters such as landlord-tenant disputes, consumer law, and wills, the law students of U.B.C. offer counselling on the North Shore. Last year it was held at Queen Mary School on Tuesday nights and may be held there again this year.

For detailed information call the Law Services Society at 689-0741. They have specifically asked "Call us first!" so that they can refer you to the proper department depending on what services you need.

There is also the Vancouver People's Law School which offers courses on all facets of consumer law. Classes and workshops dealing with subjects as diverse as preparing your own will to preparing your own divorce are offered. There are even some semi-business courses taught, such as starting your own small business and how to incorporate a society. If you are interested in law, or tend to find yourself woefully ignorant in legal crises, call the school at 734-1126 and ask for their current calendar of workshops.



Lost and Found

At least once during their stay at Cap, every student loses something. (That's not what I meant!) Textbooks, I.D. cards, notebooks, umbrellas, etc. are among the items that find their way into the Lost and Found. Fortunately for both one-time losers and chronic forgetters, many lost items are eventually turned in and returned to their original owner. In fact, at the end of each year, there are still items that were turned in and no one has yet bothered to claim them.

If you've lost something, drop by the Info Centre, which doubles as our Lost and Found, and report your loss. First they will check to see if it has been turned in; if it hasn't, it will be kept on record and an ad will be automatically placed in the Capilano Courier's lost and found column.

If you have found something, turn it in at the Info Centre and the staff there will handle everything else, including putting it in the Courier's found column.

Counselling Services

Counsellors aren't just for changing courses anymore! Instead of seeing a counsellor to sign a course overload or tell you how to get out of that awful class with what's-his-name, you can use the counselling department to its fullest.

Counsellors can provide reams of information on procedures for applying to all courses at Cap or to other colleges, universities and post-secondary institutions in B.C. They can counsel you on the transferability of your program or courses to another institution. They can even tell you about all the services available at Cap and tons of useful and useless trivia that actually makes this handbook unnecessary. Boo-hoo!

Counsellors can also assist you in planning a career by gathering all the pertinent information. The counselling offices contain files on almost every career you could think of from judge or notary to pig breeder or writer.

They can administer and score aptitude, personality, temperament and interest tests that can be invaluable for choosing a career. And once you've decided what you want to be when you grow up, the counsellors can help you find out where you have to study, how long it's going to take you before you get recognized and out in the professional world, and (sob!) how much it's going to cost you.

If you have some personal problems, the counselling department can help you there, too. Counsellors at Cap are experienced in personal counselling and can help you in finding a solution to whatever ails you. If things just seem to be getting too heavy -- like



"HAPPY ANNIVERSARY! DINNER'S IN THE OVEN, I WENT TO COLLEGE. SEE YOU IN ABOUT FOUR YEARS."

during that four month period between January and March that we call February -- go and see a counsellor and try to get things back into manageable proportion.

To see a counsellor you can drop in to the counselling office in "M" building and make an appointment or wait for an available counsellor to see you immediately. You can also call local 298 and make an appointment for a day or evening counselling session.

Special Needs Services for handicapped students.

Students with physical disabilities don't want special treatment, they just want to get on with the job of studying, completing assignments, writing exams, and developing opportunities to socialize. Sometimes, though, a little assistance can go a long way. That's where Special Needs Services can play an important role.

Special Needs Services, a component of the



Achievement Resource Centre, provides the educational support services necessary for students with physical disabilities to take part in college programs. Some of these services are assistance with timetable scheduling, provision of taped texts and technical aids (Visualtek reading aids, talking calculators, etc.) and specialized exam arrangements.

Information and advice is available on access (to buildings, washrooms, etc.), financial assistance, transportation, and advocacy. In order to obtain special education services, contact the special needs advisor as far in advance of each registration as possible.

Special needs services - B102 - 986-1911 Local 356.

Women's Access Centre

Pull down the barriers.

Women often find themselves pushed into lifestyles not particularly suited to them. The traditional job market for women limits them at the best of times, and in bad times they are usually the ones to fall into the unemployed houseworker syndrome first.

Even education channels women into traditional

and uninspiring careers.

The Women's Access Centre was implemented, with help from the province, to encourage and help women break into non-traditional jobs, and help them out along the way. In doing so, the centre attempts to insure equal access to education for women.

Unfortunately, due to funding cutbacks in recent years, the centre is but a shadow of its former self. Even with the cutbacks though, the centre is a very interesting and informative place, and continues to provide invaluable assistance to both potential and current students.

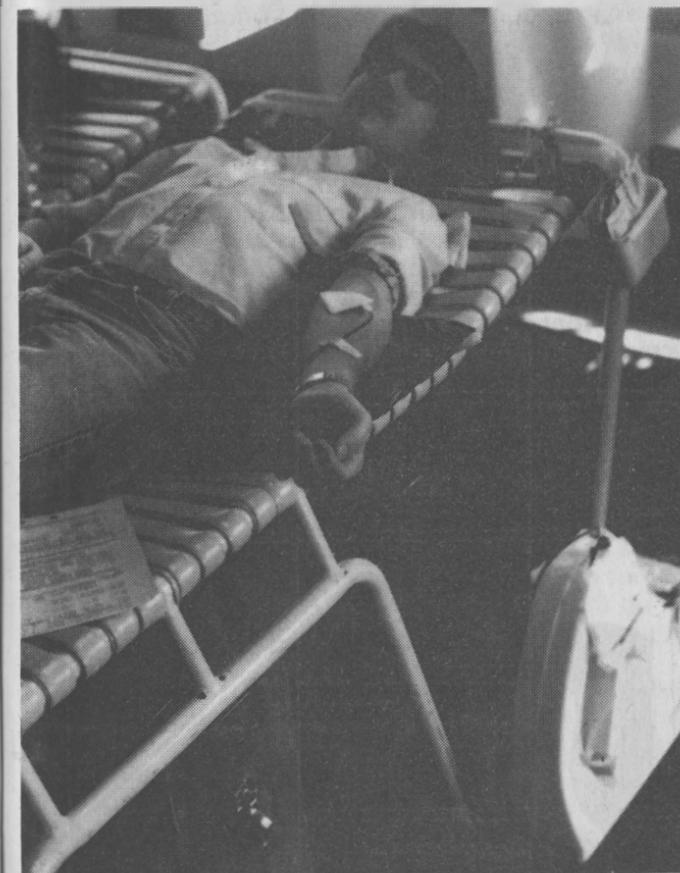
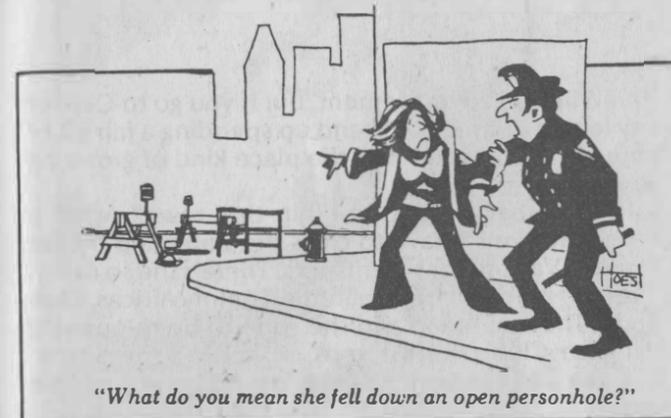
The centre offers a variety of services and courses from making friends with a computer, to Wen-do (women's self defense), to career decision making; if you need some help, they can provide it.

Also at the Women's Access Centre you can find a wide range of books, periodicals, and papers by and about women. They are also available to help with complaints, such as sexual harassment, which may present barriers to educational opportunities. The college specifically prohibits sexual harassment. If you need assistance call them at college local 279.

One final service provided by the centre is that it is available to faculty, staff, administration, and student to review policies, practices, and curriculum which

may present barriers to women.

The Women's Access Centre is located in the "B" building, and if you want to pick up their brochure, sign up for a course, or just talk to someone, just drop by, and pay them a visit.



Only the educated are free.

-EPICETUS

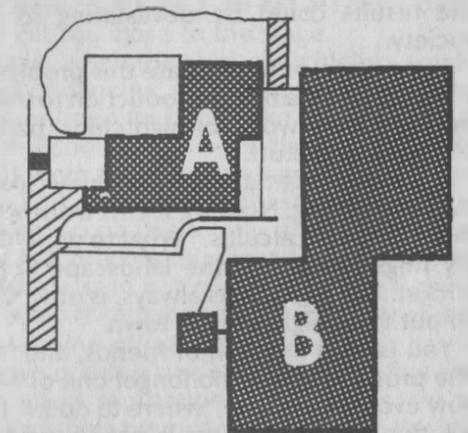
Cap Corner

THE STUDENTS STORE

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Many Other Items

Stepping Out

...and falling down!

Bars, Music and Dancing

It's a well documented fact that the average college student can think of nothing more relaxing and/or entertaining than spending a Friday or Saturday night at home hitting the books. Unfortunately, a series of in-depth studies completed over the course of several years by the Survival Guide editors have shown that too much studying is detrimental to your well-being (I know, that's really harsh news, but then nobody ever said that college was going to be a blissful two years of relentless studying).

It remains to be seen whether enough students will be able to stick to a regime based heavily on the three B's (boozing, bopping, and bands). If too large a percentage revert back to their old habits of 6 hours a day closeted away somewhere selfishly studying with nary a care about their own or anybody else's health, the results could be devastating to our Western society.

In an attempt to alleviate this problem somewhat, what follows is a brief introduction to that oppressive, but necessary world of nightclubs, bars, dancehalls, concerts, and stuff.

It's Friday night and a heavy gray cloak has settled over everything. Nothing seems worthwhile, not even three hours of calculus. "What to do, what to do?" The cry rings out across the landscape like a deranged cricket. The answer, as always, is obvious--it's time to go out for a night on the town.

You call up a bunch of friends, and they all agree. The problem is now no longer one of what to do, it's now evolved into the "where to do it?" problem. The solution to this problem is not always that simple.

If you want to stay on the North Shore, your options are limited at best. If you want to go dancing, you might as well call it a night and make plans for next weekend. On the other hand the North Shore has some great neighbourhood pubs. Starting in the West, there's The Troller, home of that world famous beverage Bay Ale, brewed right on the premises for your enjoyment. Heading East along Marine Drive, you come to The Squarerigger, hidden away in Ambleside Centre. In North Van you've got The Queen's Cross, and down on 1st and St. Georges, The Rusty Gull which every once in a while has live music. Rounding out the quintet is The Raven in Deep Cove.

(Before going any further, some mention has to be made of The Coach House, our very own watering hole at Cap. Located conveniently at the entrance to the college, The Coach House has a variety of things to offer, the main one being beer, a lot of it. This may

sound like an advertisement, but if you go to Cap for any length of time you'll end up spending a fair bit of time at "The Roach," and the place kind of grows on you).

If you really want to "hit the town" with a vengeance you'll have to cross the water and try out some of Vancouver's nightspots. There's the so called "trendy" clubs such as Confettis, Tommy Africas, Club Soda, The Luv Affair, and the soon to be re-opening Paradise Club. The list goes on, there's the Smilin' Buddha and the Gandydancer to name but a couple more.

For those of you who just want to have a good time and don't feel the need to be seen, there are a number of other options. Gastown has 2.5 good bars, with the Savoy and The Town Pump heading the list, and The Lamplighter rounding out the final .5. Also in Gastown you can find The Classical Joint, which along with La Quena on Commercial Drive make up Vancouver's "politically correct" coffee house circuit.

Before leaving Gastown you should also visit The Blarney Stone, and for a little relaxing jazz, amid piles of sculpted marble, The Ankor.

Honourable mention goes out to one or two other places like The Waterfront (which used to be The Waterfront Corral, but now there's not as many cowboy boots around), The Rose and Thorn and The Jolly Taxpayer, two of the better pubs downtown, and who could forget Champagne Charlies. I've never actually been in Champagne Charlies but it does



deserve "Honourable Mention" because before they brought in all the flashing lights and carpets, Champagne Charlies was known as The Brig, and The Brig has to rank right up there with The American Hotel as one of Vancouver's top beer parlors ever.

Another way to approach the "where do we go from here?" question is to not try and decide on a place merely on the basis of its own reputation, but by looking at the quality of the outside help. In other words, go where the good bands are playing.

Ah, but now you're asking yourself, "if I've never seen them before, how do I know which are the good bands and which are the uhhh...other bands?" Well, taste in music and the bands that play it is all a matter of opinion, so you really have to go out and see for yourself. However to aid you in your search for your favorite local band here are a few suggestions (as you can plainly see, no expense has been spared in the preparation of this valuable document).

Any list of good local bands has got to start out with DOA, if you haven't already seen them live, what are you waiting for? Check the newspaper and see where their next show will be.

DOA is by no means the only outstanding local talent that Vancouver music-lovers can see. One of the premier dance bands around is the b-sides, and if you can catch them at The Town Pump you need look no further for a solid evening's entertainment. If you like punk music, and who among us can say that they aren't just a little bit fascinated by this cultural mutation, then No means NO, and House of Commons are good bets. Just one word of caution, however redundant it may be: if you go to see one of these bands or even DOA, don't wear your designer

clothes and expect to take a fair bit of bodily punishment if you get too close to the stage.

Most people, when they visit a nightclub, want to do a little bit of dancing, and to this end you should keep your eyes open for bands like Maurice and the Cliches, The Actionauts, The Villians, and Rubber Biscuit. All of them are above average musically, and, even better, you can dance to these guys.

Before giving up on this totally, and letting you go back to your Macroeconomics text, I feel that I would be somewhat amiss in not mentioning The Commodore. Although in recent months, the number of really good acts stopping off at The Commodore has declined somewhat, this is one establishment that has a consistently good reputation. Their drinks are too expensive, and their bouncers are some of the least friendly ones around, but when you go over the roster of some of the bands that have played here you've got to be impressed. King Sunny Ade, Peter Tosh, Renaissance, Icehouse, Eric Burdon and the Animals, King Crimson, Steve Hackett, and Long John Baldry. Need I say more? There's also the annual Oktoberfest, an event that is also held at B.C. Place (to truly appreciate the Oktoberfest spirit you've really got to go to both the one at B.C. Place, and the one at the Commodore).

It's getting late, and I fear that I've done all that is within my power to save form your awful fate. Now it's time to say good-bye, and you know what I suddenly have this urge to study. I'd better summon all my willpower and drag myself off to one of those aforementioned oppressive and disgustingly goody-goody beverage house.

Cinema

Lights, camera...

Every once in a while, you get the craving to peruse the latest offerings from Hollywood. If you can't fight the urge, there are two cinemas on the North Shore -- both in affluent West Vancouver, where you need a permit to drive anything other than a BMW!

The Park Royal Cinema has three theatres and is a member of the Famous Players chain. It rarely takes in any films that haven't proven themselves a great success elsewhere, so don't look for any premiers here. Generally, they offer two teen-to-adult films and one film designed to pack in the ankle-biters on Saturday. Call them for film info at 922-9174.

The West Van Odeon is a little further West on Marine Drive in West Vancouver and is - surprise! - a member of the Odeon Theatre chain. It carries reasonably up-to-date movies in its two theatres, and is more grown-up oriented. Big films opening across Canada are likely to premier here. Call for films and times at 922-6343. Downtown has so many cinemas, it's difficult to list them all, so we won't. Just look in the entertainment section of your friendly neighbourhood newspaper and that should tell you what's playing where. Virtually any film can be found in Vancouver.

An alternative is the Ridge Theatre located at 3131 Arbutus, Vancouver. They often show artsy and interesting films and are really worth going to see. Some are better than the best Hollywood has to offer. Another advantage is that films at the Ridge are

cheaper than at regular commercial cinemas. Call for info at 738-6311.

Another alternative when you are in the mood for a film is renting a video machine and some movies. Some stores offer a great deal for rentals Sunday through Thursday. One store--A&D Video in North Vancouver--offers a machine and three movies for \$10 in these low demand times and \$20 on Friday and Saturdays. Movies suiting every taste from Bambi to Linda Lovelace can be found at these video stores and you can watch in the privacy of your own home, as many times as you want. Machines and movies usually have to be back before six the following night.

Theatre

Action!

Vancouver has to be the live theatre capital of Canada. Within the greater Vancouver area, there are literally dozens of theatre groups, both highly professional and talented amateur groups. If you like live theatre, this is where it's at; if you haven't been to much live theatre, you don't know what you're missing!

Fortunately, for impoverished students (an unnecessary modifier), many of the local theatres offer special reduced rates during hours considered "unpopular."

Seymour Arts Club (1181 Seymour Street, Vancouver) host great plays all year long. They also offer a



special 2 for 1 show on Thursday at 5:30 (you see what I meant by unpopular). For information and reservations, call the theatre at 687-1644.

Arts Club Granville Island (somewhere on that island!) also offers a 2 for 1 special, except on Wednesday nights. Same number as the Seymour Arts Club for information and reservations.

Tamahonus Theatre, which operates out of the Vancouver East Cultural Centre (1885 Venables Street), has "pay as you can" Saturday matinees as well as \$5 plays and events other times throughout the year. They're a fun and crazy bunch and can be reached for information and reservations at 254-9578.

Touchstone Theatre (280 E. Cordova) has 2 for 1 on Tuesdays and Sundays. Touchstone is often considered one of the better deals around with their already low ticket prices.

There are many other theatres in the Greater Vancouver area, most of which have special student discounts. Call for information and check the theatre listings in the Capilano Courier.

Presentation House Theatre (333 Chesterfield, North Van) is North Vancouver's answer to live theatre. It hosts many different theatre groups, including the Capilano College theatre students. Call 986-1351 for information and reservations.

The Vancouver Playhouse Theatre (519 West 7th, Vancouver) presents plays both locally produced, and large name road shows. For discount seekers, there is a subscription available to a series of plays offered by the Playhouse, and does save you some money. You really have to be into live theatre, though, and willing to commit yourself to evenings out several

months in advance.

The City Stage (842 Thurlow Street) offers both evening and some noon-hour plays. Reasonably priced with some discounts, call 688-1436 for information and reservations.

The Waterfront Theatre (1512 Anderson, Van) is another Vancouver stage not to be missed. Info and reservations at 685-6217.

And, of course, the Queen Elizabeth Theatre, where the brightest lights shine and all the stars come out. It isn't as expensive to see a play or musical at the QE as you might think. Tickets are almost always available for under \$20 each, and compared to several concerts, it's not bad. Call at 683-2311 or the CB0/VCT offices for ticket information.

Sports

There's nothing like a live sporting event to get the old adrenaline (and beer) flowing, and if adrenaline flow is something you are searching for, Vancouver has a number of sporting teams that can help you out. The big problem is cost. While the two major teams, the Lions and the Canucks, charge a pretty penny for the privilege of viewing them in action, you can avoid any major cash outlays by becoming a fan of one of the less popular Vancouver teams.

The Vancouver Whitecaps, our resident soccer (football if you're not of North American descent) team isn't that expensive a buy at \$14, \$12, and \$9 for sideline, corner, and endzone seats respectively.

That's only the tip of the iceberg though, if you really want a good deal, check out the Vancouver Burrards, who play Canada's national sport, lacrosse. The baseball playing Vancouver Canadians are also a good bargain. The most expensive tickets for either one of these teams is only \$5.00. That's right, it's not a misprint, it does only cost \$5.00 to attend a baseball or a lacrosse game in Vancouver. If you get out and support the Canadians you will also be helping in the ongoing effort to establish a major league baseball team in Vancouver.

Now for the bad news. If you want to watch the B.C. Lions in their drive to win the Grey Cup, or the Vancouver Canucks in their drive to avoid winning the Stanley Cup, it's going to cost you. The Lions charge \$19.00 for sideline seats, \$16.00 for seats in the corner, and \$10.00 for the endzone. The Vancouver Canucks charge slightly less, with reds going for \$17.85, greens costing \$14.70, and seats in the nose-bleed section (blues) going for \$11.55.

Now where can I buy these tickets you're asking yourself, and as the saying goes, "tickets are available at all VTC/CBO outlets in the lower mainland", which on the North Shore translates into Woodwards or Eatons at Park Royal. Tickets for Burrards or Canadians games can be purchased at the door, and that's the best place to buy them because these teams rarely, if ever, sell out.





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You should buy your Lions or Canucks tickets early, as these tickets can become rather scarce, depending on the time of year and the opposition. As for Whitecaps, tickets are not in that high demand, but you better get them while you can, because we may not have a professional soccer team in Vancouver that much longer.

Parks and Hikes

Enjoying the great outdoors.

For those of you who like to get out every once in a while and enjoy the great outdoors, the North Shore is one place where you should have no trouble at all finding a bit of greenery to explore. From Woodlands in the East, to Horseshoe Bay in the West, the North Shore has something to offer just about everyone. There are strenuous hikes for those who feel up to it, and short, flat, restful walks for those who just want to take it easy.

Believe it or not, at last count there were over 60 parks on the North Shore. And these are just areas that have been designated parks by the respective authorities. The list doesn't include "self made" parks like Echo Beach at the top of Lonsdale (don't bother trying to find it, last report had it submerged when the creek changed its course over the winter).

For those who like fairly long or difficult hikes, two of the best are the Baden-Powell Trail, and Black Mountain.

The Baden-Powell Trail runs just above the edge of the residential area of the North Shore. It starts in Deep Cove, and runs all the way to Horseshoe Bay (or vice versa). A good place to get on the trail is at the top of Mountain Highway. Just follow Mountain Highway until it turns to gravel. About 10 metres past that, the trail branches off to both the right and the left. The left hand branch is the one to take, because on the right, housing developments have started to encroach on the trail. If you follow the gravel version of Mountain Highway to its end, you will come out at the bottom of Blueberry (a ski run on Grouse Mountain for those non-skiers out there). The terrain up there gets pretty wild, and there are very few trails, but if you enjoy cross country bushwhacking, you can drive your car almost all the way up there and then set out on foot.

The hike up Black Mountain will give you one of the most spectacular views seen anywhere. The trail starts out by the works yard near the Eagleridge exit off the Upper Levels highway. Heading West on the Upper Levels, you take the exit and look for a place to park. The best place is on the other side of the highway because the city commandeered the parking lot that used to be available at the base of the trail. The trail itself starts right at the entrance to the works yard, and is well marked complete with a map, so you should have no trouble finding it.

It's about a 2.5 hour hike to get to Eagle Bluff (Elev. 3200 ft.) from which you can sit back and soak up the view, which extends from the city itself, right around Horseshoe Bay up towards Squamish.

From Eagle Bluff, you can pretty well go your own way. There are several marked trails, one of which extends the rest of the way up Black Mountain. There's some really beautiful scenery in this area, so you would be well advised to bring your camera.

Close to the College the best place for a stroll is Lynn Canyon Park. Just follow Lillooet Road right past the cemetery until you see a trail off to the left. If the trail has all kinds of "No Trespassing" signs, you are on the wrong trail. Turn around, get on the road again, and continue on till the next trail. This is the right one, it leads to Lynn Canyon Park, or at least the side of the park across the creek from the Ecology Centre.

This could go on forever, there are so many parks around that to list them all would take this entire guide. Alas, I fear that I must nevertheless forge onward towards the light at the end of the tunnel.

Speaking of lights, Lighthouse Park is a great spot for a "wilderness break" although it is a little bit out of the way for most people. Lighthouse Park is located way out on Marine Drive in West Van, but the drive is more than worth it. Complete with rocky terrain, stately woods, and grassy banks, Lighthouse Park is also one of the best places around for cliff jumping (into the water, that is). The best place is usually on the Southwest side of the park, although this area is sometimes crowded with nude sunbathers (Don't everybody rush there at once).

Once the snow hits, the North Shore also boasts some pretty decent skiing. Cypress Bowl in the West, Grouse Mountain in the middle, and Mount Seymour in the East are the three winter playgrounds of the Lower Mainland. All three have downhill skiing facilities with cross-country trails available at both Cypress and Seymour.

For those of you who can't afford designer ski equipment, Cypress Bowl has a number of toboggan runs where you can bash your head into the snow with the best of them.



MEDIA

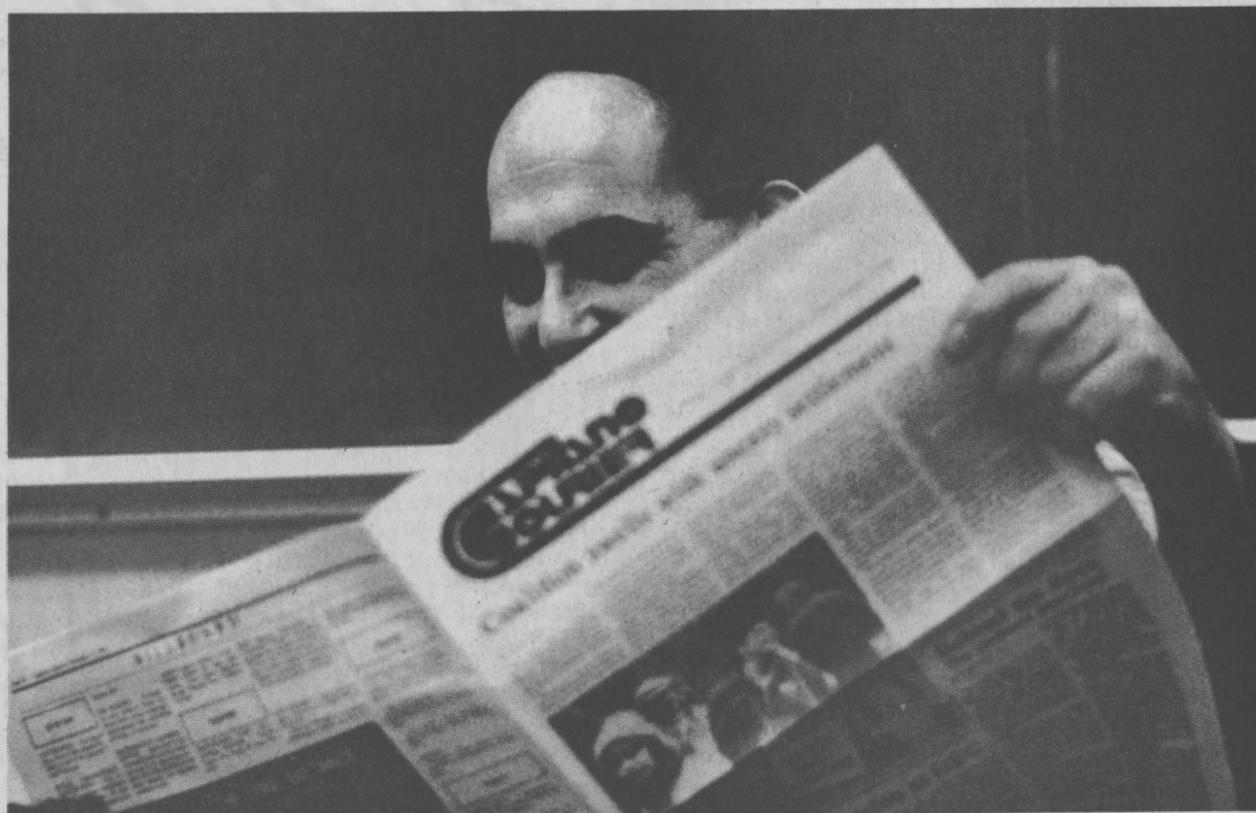
The power of the press belongs to those who run it.

Bulletin Boards

Cap has a powerful forum of communications that virtually covers the campus... in posters, that is. Bulletin boards at Cap help keep students informed of upcoming events, items for sale, contests, employment opportunities, housing and almost anything that can be committed to paper.

The bulletin boards, and the posting of any material on them, are under the control of the Info Centre staff and the Student Society. If you want to place an ad on a bulletin board, or on a series of boards, you must first clear it through the Info Centre. Without an authorization mark, your poster will be gently and rapidly pulled down.

Bulletin boards are located in just about every major hallway on Campus and frequently carry messages too late to go in the campus newspaper, the Capilano Courier. Read the boards for last minute updates and event changes, and don't say you weren't warned.



Capilano Review

If you have the desire to peruse chronicles of a more artistic and literary nature, you will be delighted to learn that Cap is the publisher of the widely recognized literary quarterly, The Capilano Review.

The Review carries high-calibre poetry, fiction, photography and interviews with personalities in the art and literary field.

The Review is currently edited by Fine Arts professor Anne Rosenberg with a staff of other faculty editors and their student associates.

Subscriptions can be ordered through the Review's offices located in H452. A one year subscription (four issues) costs \$9.00. For those who would like to read it, but aren't anxious to subscribe (yet), the library carries copies for your reading pleasure.

If you are creatively inclined, the Review does accept submissions for publication but cannot take responsibility for unsolicited manuscripts. They are pleased to accept submissions from artists they have not published previously, as well as those they have. Bear in mind, though, only high-calibre work appears in the pages of the Capilano Review.



Capilano Courier

Student newspapers began at Capilano College in 1968 with a journalism class paper called the Mountaineer, and continued its incarnation from 1969 to 1973 at the Id. 1974 saw the advent of the Capilano Courier. The Courier continues today, although not without its share of internal problems and changes.

The Courier is the students newspaper at Capilano College; its role is to facilitate and monitor happenings in the student movement and to present issues to students as they affect us. The Courier believes that people are getting screwed by the system and maybe we as students can do something about it. The Courier believes that the commercial press is duping its readers and maybe we can do something about that too.

The bottom line is that the Courier is part of a movement organizing for social change and is the variety of publication known as the alternate press. The Courier believes in collective staff democracy. You have a right to participate and a right to speak, on the newspaper and to the readers.

Principles

First, the Courier guarantees that staff membership is open to all students on campus with the exception of Student Society Executives and staff. Once you become a staffer you are entitled to a vote in the

collective membership of the paper.

Second, the Courier wishes to be both educative and active within the college and the community. The scope of the Courier, however, is not limited to either the college or the community.

Third, students are members of the college, the community, and society in general. Some people think news should be restricted to this campus alone; the Courier would like to think education is much more than that.

And lastly, because analytical news coverage is seldom ever found in the commercial press (try to find real criticism of the sacred government in the Sun), the Courier can be considered an alternate press. That is, news which you won't read in the daily newspapers can often be found in the Courier.

The Courier doesn't exist in a vacuum without principles or purpose, The newspaper publishes for specific reasons.

The Courier believes in the presentation of not only local news, but national and international news in a fair and accurate manner. And that is the primary basis for the publication of the Courier. If you want to know more about education, the college and the community, and about how you fit into the whole scheme, the Courier is a pretty good place to start.

The Courier is a member of Canadian University Press (CUP), a national co-operative organization of about fifty Canadian student newspapers. Each year the Courier remits membership fees to CUP, and in turn receives benefits such as technical help from a regional fieldworker or bureau chief, a weekly news/features/graphics package from student papers across the country and access to national advertising through the CUP ad cooperative. The Courier also

participates in three regional and one national conference each year to obtain technical info and take part in running CUP. CUP has contributed physically, principally and morally to the growth of the Courier and conversely, the Courier contributes to the only student newspaper cooperative of its kind in the world.

The Courier receives its operative gudget indirectly from students. Of the \$6 per course you pay the Student Union, approximately 15% goes toward the production and operation of the paper.

At present the Courier and the Student Union are negotiating a funding contract for this school year.

Last summer the Courier achieved legal autonomy form the Student Union and formed a publishing society. It now has complete control of both the business and editorial policy of the paper. The business affairs are coordinated by a board of directors who meet regularly. It falls on them to arrange funding. But the day to day writing and producing is still accomplished by a dedicated group of students.

Membership is open to any student interested in the paper. All you to do is sign our membership book. Once you are a member you can take an active role by joining the staff or a more passive role by voting and attending the general meetings. To join the staff, just show up and start working!

The Informer

Smut, smut!

For those who enjoy reading about the news and gossip on campus from a faculty and staff point of view, the information services department publishes the Informer.

Directed to the staff and faculty, copies of the Informer can occasionally be spied lying on tables and desks and can be snarfed accordingly.

Faculty gossip, upcoming events, awards granted and inside news can be found in the Informer.

So, if you want to know what your profs are whispering and giggling about, pick up a copy of the informer (even if you have to snarf a copy from them) and giggle along.

Enlighten the people generally, and tyranny and oppressions of both the body and the mind will vanish like evil spirits at the dawn of day.

-THOMAS JEFFERSON



The foundation of every state is the education of its youth.

-DIOGENES

This will never be a civilized country until we expend more money for books than we do for chewing gum.

-ELBERT HUBBARD

Education is the cheap defence of nations.

-EDMUND BURKE

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To accommodate the common lunch hour, Beaver Foods introduces the following special services:

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Bon Appetit!



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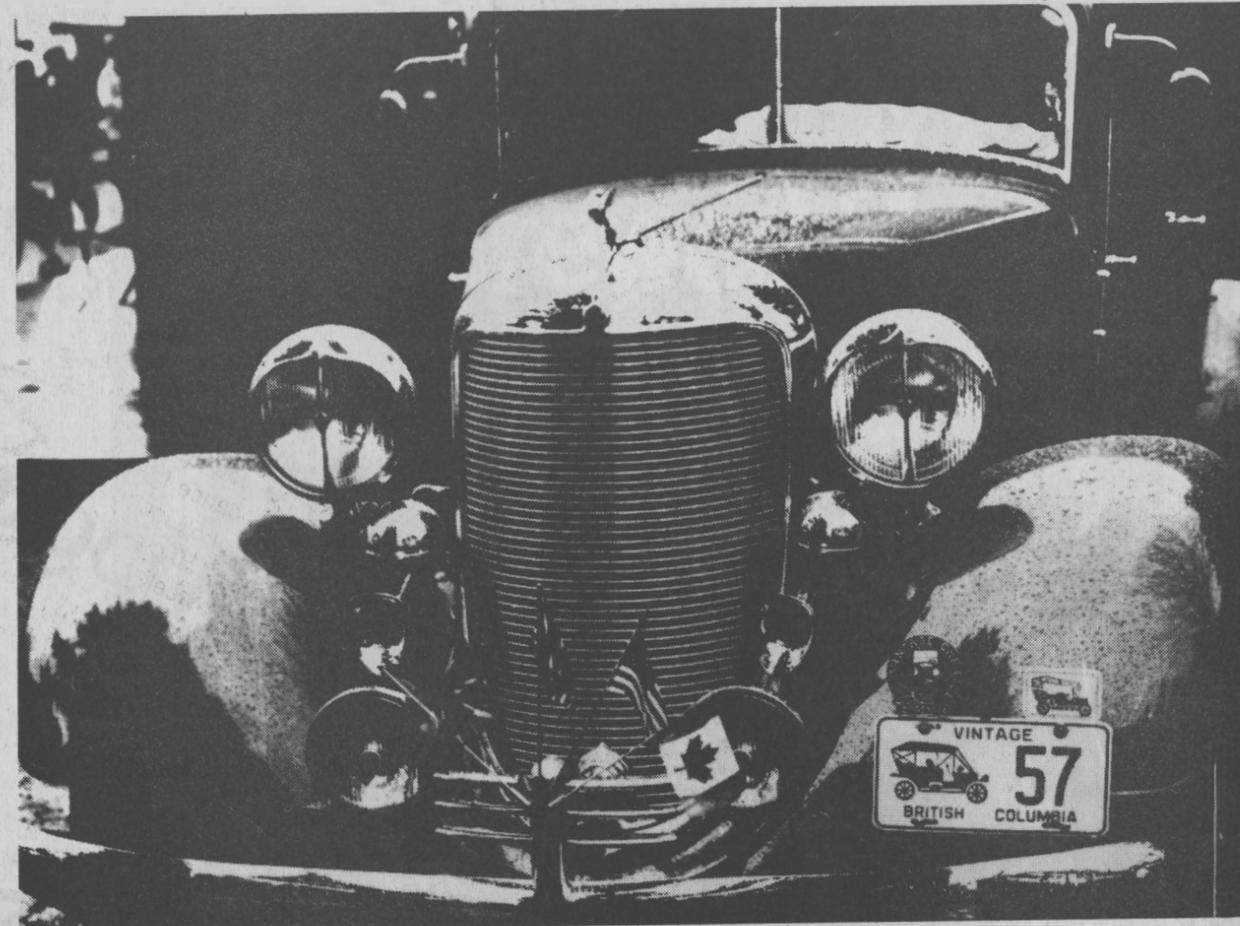
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**CAPILANO COLLEGE STUDENT UNION
 NOMINATION FORM**

WE, the undersigned members of the Capilano College Student Union, hereby nominate

for the position of _____

1. CAMPAIGN CHAIRMAN _____
 STUDENT NUMBER _____
 SIGNATURE _____
 PHONE NO. _____

	STUDENT'S NAME (PRINT)	NUMBER	SIGNATURE
2.	_____	_____	_____
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15.	_____	_____	_____

I, the above nominee, accept the nomination for the aforesaid position on the Capilano College Student Union Executive. I am aware of the rules and regulations as provided in the Student Union Constitution and By-Laws and outlined in the Campaigning Information sheet and will abide by these rules and regulations.

NOMINEE _____
 STUDENT NUMBER _____
 SIGNATURE _____
 PHONE NO. _____

DECLARATION OF A CANADIAN STUDENT

Education is a contributive social process, the essence of which is an expanding awareness of man's social and natural environment through dialogue and cooperative intellectual effort. The principal goal of education is to serve society by developing the full potential of all citizens as free, creative, thinking and acting human beings therefore to serve society by helping to achieve equality of the essential conditions of human living. The student must discover, examine and assimilate the knowledge of her/his environment and must develop the ability to cope with and transform it.

The Canadian Student has the right and duty to improve herself/himself as a social being and to contribute to the development of society by:

a) expanding knowledge through research and the objective analysis of existing hypotheses and ideas and the formulation of others;

b) learning by sharing her/his perceptions and thoughts with her/his fellow citizens and constructively criticizing theirs;

c) engaging in fundamental action, as an individual or in a group, to confront society with discoveries and to promote consequent action to bring reforms into practice;

d) playing a full part in the life of the community as a citizen.

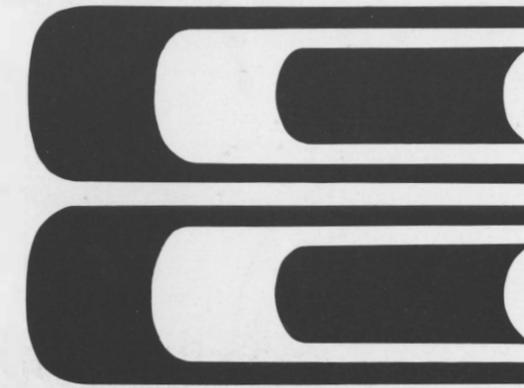
The Canadian Student has the right to establish democratic, representative student associations. Realizing that educational reform will not come in a vacuum or without a continuous examination and possible transformation of societal values and institutional arrangements, the associations must be free to ally themselves with other groups in society which have similar aims.

The Canadian Student is a member of a global society, with the right and duty to be concerned about her/his fellow citizens, and with the responsibility to promote human rights and mutual understanding.

The Canadian Student, as a full member of the academic community and society, has the right and duty to participate in shaping an environment conducive to the accomplishment of these aims and to make basic decisions about the conditions and nature of his intellectual activity and the goals served by educational institutions. The student has the duty to assure that the educational system is accessible and democratic so that it will serve the interests of the whole society. The Canadian Student has the right to be free and to continue his education without any material, economic, social or psychological barriers, created by the absence of real equality of essential conditions.



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