

**FACULTY
HANDBOOK**



1973-74

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SECTION I -- THE COLLEGE YEAR

The 1973-74 College Year

The College year is divided into two terms of approximately fifteen weeks each. 1973-74 College Calendar is subject to revision in the event of delayed construction.

Fall Term 1973

August	27	Deadline for submission of petitions for re-admission to the 1973 Fall Term.
September	3	Labour Day. College closed.
	4-7	Registration and payment of fees for all students, daily from 2:00 p.m. to 5:00 p.m. and from 7:00 p.m. to 9:00 p.m.
	10	Classes commence. Late Registration fees in effect.
	14	Last day for course and section changes and Late Registration.
October	8	Thanksgiving Day. College closed.
	29	Deadline for mid-term procedure.
November	12	Remembrance Day. Official holiday. College closed.
	26	Spring Term Mail Registration begins.
December	10	Last day to withdraw officially from a course. Students will be admitted to a class with written permission of the Instructor after this date.
	14	Spring Term Mail Registration ends.
	19	Last day of classes.
	25	Christmas Day. College closed.
	26	Boxing Day. College closed.

31 Deadline for submission of petitions for re-admission for the 1974 Spring Term.

Spring Term 1974

January	1	New Year's Day. College closed.
	7-10	Last regular registration period for 1974 Spring Term.
	14	Classes commence. Late Registration fees in effect.
	18	Deadline for appealing 1973 Fall Term Grades.
	18	Deadline for submission of B.C. Government Scholarship applications.
	18	Last day for course and section changes and Late Registration.
March	4	Deadline for mid-term procedure.
April	1	Mail Registration for 1974 Summer and Fall Terms begins.
	6	Deadline for submission of petitions for re-admission to the 1974 Summer Term.
	12	Good Friday. College closed.
	15	Easter Monday. College closed.
	22	Last day to withdraw officially from a course.
	26	Last day of classes.
	30	Mail Registration for Summer Term ends.
May	17	Deadline for submission of B.C. Government Scholarship applications.
	17	Deadline for appealing 1974 Spring Term grades.
	30	Graduation ceremony.

Summer Term 1974

May	8-10	Registration for 1974 Summer and Fall Terms.
	13	Classes commence. Late Registration fees in effect.
	15	Last day for course and section changes and Late Registration.
	20	Victoria Day. College closed.
June	12	Last day to withdraw officially from a course.
	28	Last day of classes.
July	19	Deadline for appealing 1974 Summer Term grades.

You will note that for the 1973 Fall Term, there is no early registration in August (due to Lynnmour construction) and that registration is compressed into four days from September 4-7, with classes starting on September 10. Registration is on a first come-first served basis.

SECTION II -- ADMISSIONS POLICY

New Admission Policy

Capilano College will accept students who meet one of the following criteria:

1. (a) Persons with B.C. Secondary School graduation or its equivalent.
(b) Persons 18 years of age or over.
(c) Grade 12 students from B.C. Secondary schools who are within one or two courses of completion of B.C. Secondary School graduation.
(d) Secondary school students of the College District who are capable of profiting at the College level and who have the written recommendation of their school principal.
2. Non-Canadian students will be admitted if they are Landed Immigrants or if they fulfill residency requirements of the College District, and if they can demonstrate proficiency in the English language.

A College Admissions Committee of students and faculty will deal with special cases and with applications not accepted by the Registrar.

Residency Status

Residents of the College District are defined as follows:

1. A person who has lived in the College District for at least four months as of the first day of the term being applied for
OR
2. A person who has attended a Secondary School in the College District at some time
OR
3. A person who is currently paying school taxes in the College District, or whose parents or legal guardians are currently paying school taxes in the College District.

Admission Procedures Before and During Registration

Prior to registration, admission to the College will be handled in the Student Services Centre. As of September 4th, admissions will be done in the Registration Hall (Cafetheatre) itself. If you have any questions, contact Hersh Cramer, Assistant Registrar -- Admissions.

Admission Procedures -- Career Programs Application for Career Programs:

- 4 Due to physical limitations and job placement, acceptance in Career pro-

grams is by the selection of the Career Program Co-ordinator following a personal interview. Career program interviews are scheduled by Student Services personnel in time slots chosen by the co-ordinators. No interviews are scheduled in June and July.

NOTE: Auditions for the Music Program are no longer required.

Pre-Registration Interviews

All new students may request an interview with an Adviser in the Student Services Centre. These interviews are not mandatory but students are encouraged to consult with an Adviser or Instructor before applying for admission to any of the College courses.

Transfer Credit

Students request transfer credit by filling out the Transfer Credit Request section on the Application form. Hersh Cramer, Assistant Registrar -- Admissions, checks the student's transcript and requests the transfer credit for the student in a memo to the appropriate faculty. Once written consent has been received from the faculty member, all approved transfer credits are noted on the student's permanent student record. The transfer credits reduce the total number of credits which are required at Capilano College for a certificate or diploma. A transfer guide showing equivalent credits at UBC, Simon Fraser and U Vic. is available in the Student Services Centre.

Advanced Standing

Students' requests for advanced standing are channeled through Hersh Cramer, in writing, to the appropriate faculty. The faculty examine the applicant's previous work or ask him to take an examination to determine his course level. No credit is given for levels below the standing granted. No notation is made on the student's permanent student record.

Exemption Standing -- Career Students

Written faculty approval is necessary before students enrolling in a Career program may be exempted from certain courses within the program. Such exemption standing is noted on the permanent student record.

Such exemptions reduce the student's total course load by the number of exempted credit hours to the maximum of 2 courses or 6 credit hours per academic year. Exempted credit hours are not necessarily transferable to other institutions. Exemption standing forms are available in the Student Services Centre.

Pre-Requisite Waiver

Students may register only for those subjects in which they have passed the pre-requisite courses or their equivalent. In unusual cases a pre-requisite may be waived in writing by the co-ordinator of the subject field and the instructor concerned.

Registration in a course where a pre-requisite is required but has not been completed ('I' grade) will not be processed without the two signatures. Pre-requisite waiver forms are available in the Student Services Centre.

Course Overload

There are no required number of courses to be taken at Capilano College. A student may register for one or more courses.

A student may not take more than 16 credit hours of academic courses, or more than the full requirement of a Career Program without written permission from Tim Hollick-Kenyon or an Adviser (Marilyn Lamarre, Dave Jones, Gary Siegrist or Bob Bagshaw).

SECTION III -- REGISTRATION PROCEDURES

Eligibility to Register

Once the application has been processed, students will receive a Notice of Eligibility to Register, along with a Registration Booklet. They may then register in person in the Cafetheatre of the Lynnmour Campus, Purcell Way, North Vancouver between September 4th and 7th (Fall Term), January 7th and 19th (Spring Term) and May 8th and 19th (Summer Term). Consult your Registration booklet for detailed information about registration procedures and times.

Registration Policy

Additions, corrections, deletions, class quotas, and closing or opening sections in the Registration Hall can be accomplished only with the written permission of the appropriate Dean (Doug Jardine or Harold Kirchner). There are no exceptions. If the Dean is not present in the Registration Hall, someone should be appointed by him to act in his absence. Approved amendments are forwarded to Janet Macpherson who is responsible for making the changes.

Registration Days and Times

Location: College Cafetheatre, College Lobby, and assorted classrooms.

1973 Fall Term -- September 4th - 7th, 2:00 p.m. to 5:00 p.m.,
7:00 p.m. to 9:00 p.m.

1974 Spring Term -- January 7th - 10th.

1974 Summer Term -- May 8th - 10th.

Term Length

The College operates on a system of two four-month terms and a two-month term: Spring Term from January 1st - April 30th, Summer Term from May 1st - June 30th, and the Fall Term from September 1st - December 31st.

Late Registration

Late Registration will end five college teaching days after the first day of classes. Students wishing to enter a class after the last day of Late Registration may do so only with the written consent of the Instructor concerned, provided there is space in the classroom.

Registration Hall Forms

Outside agencies (except legal government requirements) submitting any forms for completion at Registration will be completed by students on a voluntary basis.

Registration Tallies

Since Registration is to be held in 4 days, registration staff will not be able to check course enrolments in the Registration Hall. Current enrolment tallies will be distributed each morning to the Deans. A copy will also be available in the Registration Hall for reference. Please do not ask the staff to look through the bin cards or look through them yourself.

Class Size and Reserve Cards

Each class section has a class size quota determined prior to registration by the appropriate Dean. The number of reserve cards allotted for each class section is 10% of the class size quota above the gross amount, unless otherwise specified by the Dean of the subject area. The Dean of Student Services and the advisers give written permission for the release of

reserve cards. Any extra seats beyond the class size quota and the reserve cards may be given out only with the written permission of the appropriate Dean.

Section sizes may be changed only with the written permission of the appropriate Dean.

Subject Tables in Registration Hall

Each division or career program should supply a faculty person for student counselling purposes.

A co-ordinator or his designate from each Career program should be available in the Registration Hall to accept students into his program.

A member of each department should be available in the Registration Hall to approve transfer credit, advanced standing or pre-requisite waivers.

In addition, these subject tables could be used as a place for going over outlines, showing how a course differs from Instructor to Instructor in terms of details of the outline. If such conferences are a part of the registration process, students will go into the classroom much better informed and there will be less switching around because the student had chosen amongst alternative methods.

Section Change

The student fills out the Section Change section of the Course Change Form available in the Student Services Centre. Only the student's signature is necessary.

Deadlines: September 14th January 18th May 15th

Adding or Changing a Course

The student completes the Course Change Form and has an Adviser sign it.

Deadlines: September 14th January 18th May 15th

Dropping a Course

Prior to the end of Late Registration, the student completes the Course Change Form and has an Adviser sign it. After Late Registration, the drop form must be signed by the Instructor and an Adviser.

Deadlines: December 10th April 22nd June 12th

Complete Withdrawal

Prior to the last day of Late Registration, the student completes the "Drop" portion and the "Notification of Complete Withdrawal" portion of the Course Change Form and has it signed by an Adviser. After Late Registration this form must be signed by each Instructor and an Adviser. Since most students will wait until the last minute of the final day to drop their courses, faculty should try to be available to sign drop forms.

Deadlines: December 10th April 22nd June 12th

Credit/Audit Changes

Prior to the end of Late Registration the student completes the "Credit/Audit" section of the Course Change Form and has an Adviser sign it. After Late Registration, the change needs approval of both the Instructor and an Adviser. An "Audit" to "Credit" change may be completed until the last day of Late Registration. A "Credit" or "Audit" change may be made until the last day to withdraw officially from the College.

Deadlines: December 10th April 22nd June 12th

Course and Section Switching

The period for switching courses and sections is five days from the date classes commence. Students wishing to switch courses or sections after this date may do so only with the written consent on the Course Change Form of the Instructor whose section(s) they wish to enter.

Cancellation of Sections

Initial cancellation of small sections will occur on the last day of regular registration in each term (September 7th, January 10th, May 10th). Final cancellation of "borderline" sections will occur on the third day of classes in each term (September 12th, January 16th, May 15th). In the event that a student's section has been cancelled and the student is unable to arrange a section switch before the deadline (i.e. five days after the beginning of classes) the passed deadline will be waived.

Visiting

A person may attend a class session as a visitor for a limited period of time, provided that he has advance permission from the Instructor. This privilege does not extend to science or language labs or courses requiring the use of machinery or materials. A visitor is not registered, does not sit examinations, does not receive credit, and attends less than three weeks during the term.

Auditing

An audit student pays the normal fees and may attend all meetings of the class without receiving credit. His acceptance is based on the space available, with preference given to credit students.

Fees

Tuition Fees: \$7.00 per credit hour to a maximum of \$100.00 per term.

Non-resident tuition fees are eliminated.

Student Society Fee: \$2.00 per course per term to a maximum of \$10.00. This fee does not apply to courses given at Howe Sound or to students registering in only one course.

Special Fees: Career Program courses have special supplyfees collected the first or second week of classes.

Late Fees: \$5.00 per course to a maximum of \$25.00. A late fee is not required for a course if a student has registered before Late Registration and wishes to add a course.

College Identification Cards

Students receive a Polaroid Identification Card at Registration to be used as a library card.

Provisional Standing

(a) A student is placed on provisional standing after he has attempted at least 15 credit hours with a term GPA of 1.50 or less. Provisional standing is noted on his permanent student record and he is advised of it by letter.

(b) Upon re-registration, the student is expected to achieve a term GPA of over 1.50. If this occurs, the student is no longer on provisional standing. If this does not occur, the student is required to withdraw for at least one term, unless he elects to switch to a different college program, i.e. academic to career, or vice versa.

(c) A student who is required to withdraw from the College as outlined in Section (b) may re-register after one term's absence from the College.

(d) If a student who has been required to withdraw wishes to re-enter the College without a term's absence and can demonstrate exceptional circumstances that caused his disqualification, he may petition

the Admissions Committee for consideration, by writing a letter to the Dean of Student Services outlining his exceptional circumstances.

SECTION IV -- DURING THE SEMESTER

Class Lists

Class lists originate in the Records Department. The first class list is put in each Instructor's mailbox during the first week of classes. Its purpose is to reflect the most current enrolment in his class. Four or five of these lists are issued each semester. Any discrepancies should be reported to Doreen Cottrell or Janet Macpherson.

The final class list is distributed about a week before the last day of classes. Any questions about students listed or not listed should be taken up with Doreen or Janet prior to marking the grades on the list. The computer assigns a grade of F to any student listed on a class list who was not assigned a grade by the Instructor. Once grades are marked on the class lists, they are given to the co-ordinator, then to the division chairman, and finally to Student Services.

Grades Schedule

The schedules for this fall and spring are:

Fall Term:	December 19		Last day of classes
	December 20	Noon	Grades to co-ordinators
	December 20	5:00 p.m.	Grades to Division Chairmen
	December 21	Noon	Grades to Student Services
	December 27	5:00 p.m.	Marks to computer
	December 31	5:00 p.m.	Marks back from computer
	January 3	5:00 p.m.	Marks mailed
	January 7		Marks received by student
	January 7-10		Spring Term Registra- tion
	January 18		Deadline for Government Scholarships
January 18		Deadline for appeals	
Spring Term:	April 26		Last day of classes
	April 29	Noon	Grades to Co-ordinators
	April 29	5:00 p.m.	Grades to Division Chairmen
	April 30	Noon	Grades to Student Services
	May 1	5:00 p.m.	Grades to computer
	May 3		Grades back from computer
May 7		Grades mailed	

'I' Grades

The College policy regarding 'I' grades is as follows:

1. An 'I' grade is given by the instructor at the end of a term when, at the judgement of the Instructor, the student would have a reasonable expectation of passing the course but has not yet handed all of the required work necessary for passing the course to the Instructor for making.
2. An 'I' grade is given only when there is an arrangement and an understanding between the Instructor and the student that the required work necessary to successfully complete the course will be completed by a specific date, which is then recorded on the final class list when the 'I' grade is assigned.
3. The 'I' grade, where it is granted in a pre-requisite course, should be converted on or before the first day of lectures in the following term in which the student wishes to return to register in a sequential course. If this is not accomplished, the student is not able to register in the sequential course unless a pre-requisite waiver has been obtained by written permission of the Instructor and the co-ordinator concerned.

Academic Difficulties -- ADC

This is a procedure to identify those students in academic difficulty. Academic difficulty forms are available in the Student Service Centre and in the faculty offices. An Instructor may fill out this form any time during the term and turn it in to Carol Heyl in Student Services. She will pass the form on to an Adviser who first contacts the Instructor and then does the follow-up work contacting the student.

SECTION V -- STUDENT SERVICES CENTRE

The Staff

Bagshaw, Bob	Adviser
Cramer, Hersh	Assistant Registrar -- Admissions
Chester, Neil	Athletic Director
Heyl, Carol	Secretary to the Dean
Hollick-Keyon, Tim	Dean and Registrar
Jones, Dave	Adviser
Lamarre, Marilyn	Adviser
Cottrell, Doreen	Records Clerk
Macpherson, Janet	Assistant Registrar -- Records
Harris, Sandra	Clerk Typist

Their Functions

Hersh Cramer: Assistant Registrar -- Admissions
Admissions
College calendar
Timetable
Financial Aid
Transfer Credit
Advertising

Janet Macpherson: Assistant Registrar -- Records
Registration
Computerized student record system
Government statistics
Transcripts

Doreen Cottrell: Records Clerk
Maintenance of all student record information
Class lists
Codes applications
Prepares mark sense cards
Prepares official transcripts

Shirley Newcombe: Admissions Clerk
Preparation of applications for financial aid
Typing college calendar
Processing of new student files

Carol Heyl: Secretary to the Dean of Student Services 13

Sandra Harris: Clerk Typist
Receptionist duties
Typing

Gary Siegrist: Adviser
Career programs
High school liaison
Employment
Housing

Bob Bagshaw: Adviser
Student groups
Athletics
Student activity groups
Sexuality and Communications

Dave Jones: Adviser
Testing
Therapeutic counselling
Community agency referrals

Marilyn Lamarre: Adviser
Academic advising
Foreign student group
Sexuality and Communications

Tim Hollick-Kenyon: Dean and Registrar

Neil Chester: Athletic Director
Will establish and administer athletic programs

