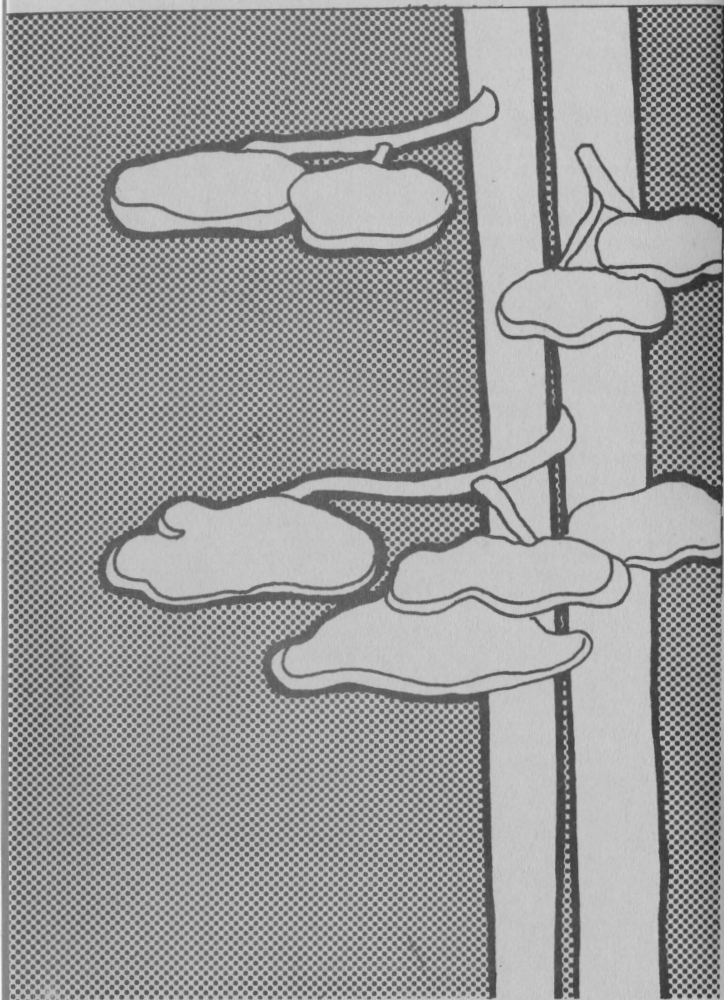


WHERE WHEN HOW  
HO WHAT  
WHAT WHERE WHEN HOW  
WHEN HOW WHO WHAT WHERE  
**HO WHAT WHERE WHEN HOW**  
WHERE WHEN HOW  
WHEN HOW WHO WHAT  
CAPILANO COLLEGE  
STUDENT HANDBOOK  
WHAT WHERE WHEN  
WHERE WHEN HOW WHO WHAT WHERE WHEN HOW WHO WHAT  
HOW WHAT WHERE  
**WHEN HOW WHO WHAT**  
HOW WHO WHAT  
WHO WHAT WHERE WHEN HOW WHO  
**WHAT WHERE**



## BACKGROUND

The Lynnmour Campus is now entering into its second year of operation, but as it stands, it is still insufficient to hold all of the courses and students registered. This is the reasoning behind the use of the satellite campuses.

Classes will be held in St. Catherine's Anglican Church, 1058 Ridgewood in North Vancouver; Highlands United Church, 3255 Edgemont Blvd. in North Vancouver; St. Davids United Church, 1525 Taylor Way in West Vancouver and Welch St., 1801 Welch St.

The use of the Welch St. Campus (Art Dept.) will be terminated when a new, proposed building is built at the Lynnmour site. But that is still far ahead in the future. A new building on 15th St., off Lonsdale will hopefully be finished in the near future and will house all those classes being held at the three churches up until that time.\*

\*Classes will probably move into the new building on short notice.

## PEOPLE TO KNOW



*Hersh Cramer: Assistant Registrar of Admissions.* Hersh can help you with admissions, financial aid, transfer credits. He also books rooms and puts together the college calendar.



*Dick Sinclair: Assistant Registrar of Records.* Dick organizes registration and is the computer liaison for the computerized student record system. He is also in charge of government statistics and transcripts.

*Shirley Newcombe: Admissions Clerk.* Shirley prepares applications for financial aid and processes new student files. *Doreen Cottrell: Records Clerk.* Doreen maintains all student record information and class lists. She also prepares the official college transcripts and is responsible for the correction of any errors in transcripts.

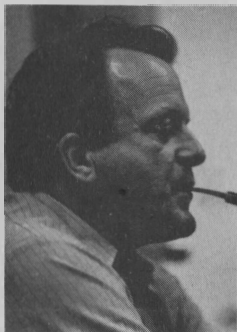


*Lynn Parkhurst: Clerk-Typist.* Lynn is the Student Services receptionist.

*Carol Heyl: Secretary to the Dean of Student Services.* Carol is the friendly liaison between Student Services and the students. She can give general information or direct you to someone who can give more specific information.



## PEOPLE TO KNOW



*Tim Hollick-Kenyon: Dean of Student Services, Registrar.* Co-ordinates Student Services, and can give assistance to anyone with questions or problems about admissions, courses, or committees set up for student help.



*Dave Jones: Advisor.* Dave works in therapeutic counselling and aptitude testing. If you have any problems which must be dealt with off-campus, Dave has a listing of Community Agencies.



*Bob Bagshaw: Advisor.* Bob is a general areas counsellor. He can be referred to for information on Student groups, athletics and Student Activity groups. One area of study he has led is "Sexuality and Communications".



*Gary Siegrist: Advisor.* Gary can give specific help to students on career programs. He works with and can give assistance on High School liaison, employment and housing.



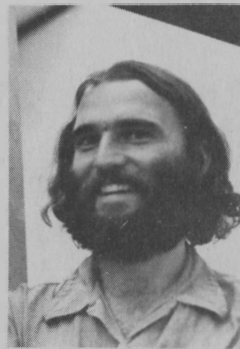
## PEOPLE TO KNOW



*Dr. Doug Jardine: Dean of Academic Programs.* Dr. Jardine deals with students under the University Transfer system. Anyone with special problems such as transfer ability, appeals, complaints or suggestions about the Academic portion of the college should see him.



*Harold Kirchner: Dean of Career Programs.* Harold Kirchner offers the same assistance to students of the career programs as does Dr. Jardine to the Academic students. He is responsible for all the Career Programs and will help students with special problems.



*Tom Kowall: Co-ordinator of the Learning Assistance Program.* Tom is a resource person who helps students with educational problems or those who have hit a plateau or are slightly confused. He has a lot of information on learning techniques and some of it might enlighten your school life.



*Cathy Stewart: Co-ordinator of Women's Studies Program.* Cathy helps women with complaints, suggestions, and problems. She can help to funnel these into groups where women meet other women with many of the same problems. She is easily accessible in the Humanities Division.

## PEOPLE TO KNOW



*Muriel Booth: Circulation Clerk.*  
*Sue Carter: Reference Librarian.*  
Sue is a resource liaison between students and the library and finds that meeting and talking with students is the most satisfying part of her job. Sue won't just help, she will teach you library skills so you can help yourself.



*Margaret MacNeill: Learning Assistant.* Margaret acts as liaison between faculty and students in the Social Sciences area. She co-ordinates presentations for students, faculty and speakers, co-ordinates fieldtrips, and gives access to audio-visual aides, print-outs, and books.  
*Dena Boonstra: Resource Island Clerk.*

*Karen Kjarsgaard: Learning Assistant.* Karen works in the Humanities area and besides doing time tabling, preparing the budget and looking after books in the Humanities, she helps students with problems. People who can't find instructors can get help through her. She also takes appointments.



*Ken Hughes, Asher Darton: Facilities Maintenance Men.* They do anything that needs doing in the way of maintaining the college facilities.



## FACILITIES

### Media Centre (Library) B125

Although the media materials are the most obvious facet of the Media Resource Centre, the reference staff are the important people behind it all. They are there to serve the students, faculty, staff, and community to the best of their ability and will go out of their way to assist anyone with a problem. A "suggestion" box is provided in the Media Centre for anyone with comments, constructive criticism, or suggestions.

All students, faculty and staff with current I.D. cards, can borrow media material. College district residents, students of other B.C. community colleges and B.C.I.T. may take out free memberships and borrow materials not in immediate demand by Capilano College students.

Facilities include study carrels and tables, listening stations for tapes and recordings. There are viewing stations for videotapes, slides, film strips and film loops. There are machines for reading and printing microfilm and a coin-operated Xerox machine making copies at the "revolutionary" price of 5c per copy.

The media centre has a book collection of over 40,000 volumes and a reference collection which includes bibliographies, indexes and catalogues of print and audio-visual materials. Current subscriptions to over 800 periodical and newspaper titles plus back issues of the periodicals either bound or unbound or in microfilm and microfiche. A Fine Art slide collection, collections of pamphlets, newspaper clippings and government publications are available for reference use in the media centre.

Materials in general circulation, with the exception of current issues periodicals, may be borrowed for one week and renewed once if not in demand by another borrower. Newspapers, dated periodicals, audio-cassettes, film strips, and loops may be borrowed for two days and renewed once. Video-tapes and 16mm. films may be used in the Media Centre or set up in

## INSIDE INFORMATION

### Student Society

Capilano College has had a Student Society since its conception in 1968. It developed its own constitution, incorporated under the Societies Act of 1970.

The Student Society receives approximately \$20,000 a year in student activities fees. This money funds activities ranging from noon-hour events to rugby matches.

Elections, according to the Student society constitution, must be held in September. Nomination forms are available in Room B109. Election day is September 26th and information on further procedures will be posted.

The only qualification for election is that you have the time to question your educational system. Don't bitch, get involved.

#### Clubs

A Student Society club is a means for a group of students to gain financial support for educational, recreational or cultural activities. Any kind of club is feasible. Student Society can give you more information.

#### Pub Club

The pub is open to any person in the college over 19 years of age. It is held in the Cafetheatre, Friday nights from four and has a variety of bands playing for listening or dancing. The pub is dependant upon students for organization and participation.

#### Activities

Activities in the college range from poetry readings, plays, noon hour concerts, etc. Anyone with new ideas for student activities should go and see Student Society.

## INSIDE INFORMATION

*The National Union of Students* is a bilingual-run organization, 30c of each student's fee goes into this organization. Right now, it's lobbying the federal government for increased tax exemptions for students, i.e. textbooks and living allowances. NUS is also involved in the investigation and research of post-secondary education.

*The British Columbia Association of Student Unions* is a more flexible organization. Although in the midst of re-structuring and evaluation, its members still lobby provincially and exchange information.

### **Community College Task Force**

The provincial Community College Task Force was established in November of 1973 with broadly based terms of reference. The composition of this committee is varied. Frances Long, last year's Student Society President, was the only student representative.

The Task Force has recommended that the 10 community colleges in B.C. break away from the public schools act and have their own. Of primary concern to students is the recommendation that college councils break away from school boards and have two students, two faculty and one staff member on this governing body. Another recommendation is that each college establish a democratic system of internal governance.

The final report will be presented to Eileen Dailey, Minister of Education, in June. The date of implementation remains a question mark.

## OUTSIDE INFORMATION

### **Health Facilities**

#### **North Vancouver**

Health Unit  
253 E. 14th, North Vancouver  
988-5231  
Lion's Gate Hospital  
230 E. 13th, North Vancouver  
988-3131  
Ambulance  
165-E. 13th, North Vancouver  
988-1188  
Family Planning Clinic  
133 E. 14th, North Vancouver  
988-7128

#### **West Vancouver**

Health Unit  
750 - 17th, West Vancouver  
922-9136  
Ambulance  
750-16th, West Vancouver  
922-9311 or 922-4141

#### **Vancouver**

Venereal Disease Centre  
828 W. 10th Ave., Vancouver  
874-2331 Local 220



## FACILITIES

### Social Science Resource Island A-105

This area was designed by the faculty and staff of the social sciences for maximum comfort and pleasant surroundings. The faculty gave up their office space for this area and have retained only one small office and one of three sunken pits for their own use. This leaves all of the rest of the area for students. The resource island has books and many of the required texts for the social sciences courses can be brought to this area from the library.

There are two study rooms for typing, or for the use of audio-visual equipment. Permission must be obtained from Margaret or Dena.

Posters, notices, articles or jokes can be posted on the cork boards and a good variety of Social Science magazines are available for use in this area. It is a very relaxing place for anyone to visit or study in. Margaret MacNeill or Dena Boonstra are there to help people with questions or to give assistance.

### Humanities Division A-130

The Humanities area contains offices for instructors of English Language, Philosophy and Fine Arts.

This area is relaxing in a peaceful way. A wide variety of magazines are stacked on shelves for browsing, the big comfortable chairs and sofas sometimes turn thinking into sleeping. The walls provide gallery space for the resident artists and the prices of the exhibits are usually available upon request. There is a silent study room off from the Humanities area which theoretically preserves silence.

Karen Kjarsgaard is the learning assistance person who will answer questions and give any assistance she is able to.

## FACILITIES

### Natural Science Division A-119

The Natural Science area is for those Science students finding the library too distracting. It is smaller than the other two resource areas, but good use has been made of the space. Offices line the walls and amid the plants, aquariums and magazines there are tables and chairs for work. No smoking, please.

### Business Offices 778 Premier St.

The Bursar, the Accounting Clerk and the Payroll Clerk work in these offices. They handle all college financial affairs and up until recently housed the print shop and College Council meetings. (Things are less crowded now.)

### Purchasing, Printing and Stores 255 Harbour Ave.

The college's offset press is located in this building. All college printing is done there. The Purchasing Agent, Storing and Delivery personnel also use this office.

### Media Production Centre 1328 Main St.

The Media Production Centre produces slides, photography and audio and video tapes for college use. A graphic artist does a majority of the graphic work for the college in the way of pamphlets and calendars. These very friendly people are willing to assist in any way possible with media productions you may be working on.

## FACILITIES

### Workshop 1412 Crown St.

All of the college carpentry and related repair jobs are done at this workshop. They make cabinets and shelves, some benches, doors and repair college furniture.

## FACILITIES

### Administration Office C-103

The four administrative secretaries and one assistant are located in this office. They include the Principal's secretary, the Dean of Academic's secretary, the Dean of Career's secretary, the Community Service's secretary and the Director of Physical Planning and Publicity's assistant. The Principal's office, the two dean's offices, the Community Services Office and the Administrative Assistant to the Principal office are just adjacent to the administrative office. The instructor's mail boxes are located just outside the door of this office. Messages can easily be placed in the boxes if there is no other way to get a hold of an instructor.



## FACILITIES

### Student Services

The Student Services area is the nucleus of student operations. The services include guidance, testing, housing, lost and found, placement, financial aid, athletics, extra curricular student activities, admissions, learning assistance program and the maintenance of school records, tests and papers.

*Tim Hollick-Kenyon*, the Dean of Student Services and the Registrar, is in charge of all student services. He organizes extra-curricular activities and serves as a very good resource person when needed.

There are two assistant registrars under him, Hersh Cramer and Dick Sinclair.

*Hersh Cramer* is responsible for admissions, the college timetable, room bookings, financial aid, course and program information, and preparation of the calendar. He will provide information about financial aid and evaluate transcripts for you.

*Dick Sinclair*, the registrar of records, is the computer liaison. He is in charge of registration, application, class change forms, etc. He has all records on microfilm and will correct any errors on your college transcript.

There are four Advisors in Student Services who function in various capacities. They are:

*Bob Bagshaw* — General areas counsellor.

*Dave Jones* — Clinical psychology, aptitude testing, etc.

*Gary Siegrist* — Careers advisor

*Marg Penn* — Academic and U.B.C. transfer advisor.

### Testing

David Jones, an advisor connected with Student Services, will conduct a large number of free tests for anyone who is interested. These tests include psychological tests and English language tests. High school equivalency tests are given four times a year and those students interested should contact him.

## FACILITIES

### Athletics

The college encourages students to participate in the intramural, extramural and recreational sports offered under the supervision of Neil Chester, the Athletic Director.

The program includes hockey, rugby, soccer, men's and women's basketball, non-competitive tennis, recreational and competitive badminton and swimming. Co-educational rowing may also be added to this growing list. A brochure will be made available in the fall and any further questions can be directed to Neil Chester in the first aid room.

### Admissions Advisor

A special advisor will be working at the college to help students with any questions about admission, specific programs, and courses. The advisor will also act as a liaison between the college and the college district high schools.

### Learning Assistance Program

Any persons wishing to improve their understanding of the learning process can go to this resource centre. With the assistance of Tom Kowall, students can improve their communication skills, analyze the circumstances of college education and evaluate their own educational projects. His office is located across the hall from the Cafetheatre.

## FACILITIES

### How To

#### How to get financial aid:

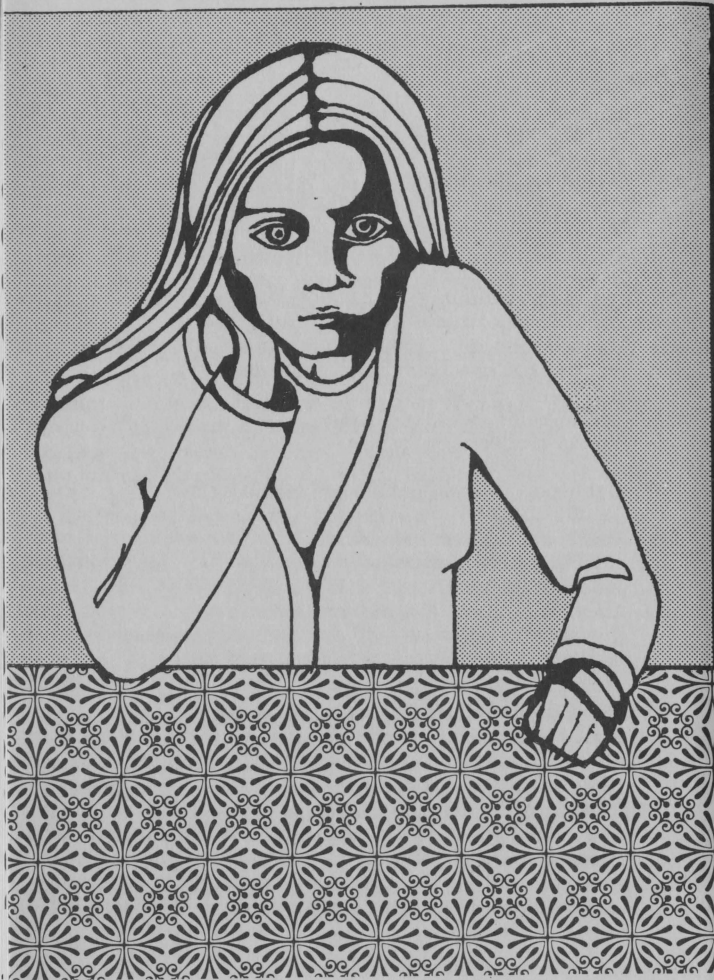
A special booklet on this subject is available in the Student Services area, and the person to see about getting financial aid is Hersh Cramer, Assistant Registrar of Admissions.

The booklet outlines the definitions, regulations and deadlines for restricted and general scholarships, bursaries, awards and loans.

The following is a brief description of the monies available to Capilano College students on a general level.

1. Capilano College Foundation Scholarships
  2. Capilano College Foundation Bursaries
  3. Province of British Columbia Bursaries
  4. Vancouver Foundation Bursary
  5. Canada Student Loans
- 
1. Capilano College Foundation Scholarships
    - (a) Six \$100 scholarships for first year full-time students based on first term standing.
    - (b) Two \$200 scholarships for second year full-time students based on first year standing.
  2. Capilano College Foundation Bursaries  
Twelve \$50 bursaries and four \$50 emergency bursaries, available to first year full-time students, based on first term standing and financial need.
  3. Province of British Columbia Bursaries  
These are funds provided annually by the Government of British Columbia. A rather long list of qualifications and regulations are set down in the Financial Aid booklet.
  4. Vancouver Foundation Bursary  
The Foundation has funds available to students who present evidence of sound academic achievement, well-defined educational objectives and financial need which cannot be satisfied through other sources. The deadline for





## FACILITIES

applications can be found in the Financial Aid booklet. A personal interview with a representative of the Foundation is also required.

### 5. Canada Student Loans And Bursaries

Changes have been made in the Canada Student Loans for post-secondary students in British Columbia. While the amount of a loan will remain unchanged (maximum \$700 per single semester), the amount of non-repayable grant money will be increased from \$100 to \$200 per educational year.

Many people do not realize that there are special criteria for married students, students living at home or a student who has had to face a personal or financial crisis. **ANY FULL-TIME STUDENT WHO NEEDS MONEY, CAN GET IT!!!**

It is absolutely essential to go to Hersh Cramer to find out the qualifications for this loan.

## How To

How to fill out a course change form  
to drop, add, audit or credit a course

1. Go to the receptionist in Student Services.
2. Ask her for a course change form.
3. Know the section and course numbers of the course you are dealing with.
4. Make sure that you don't create a course overload if adding a course of courses. If you do get a course overload you need special permission from Tim Hollick-Kenyon, Dean of Student Services, or an advisor.
5. A course change requires an Advisor's signature. After more than 5 days from the date classes commence, you must also get the instructor's signature.
6. Do not forget your own signature on the form.

## FACILITIES

7. Fill out the form accordingly — Print clearly and completely.
8. For those students dropping courses the refund deadlines are:
  - FALL
  - September 23/74 Last day to receive a refund of 80% tuition fees.
  - October 7/74 Last day to receive a refund of 50% tuition fees.
  - SPRING
  - January 27/75 Last day to receive a refund of 80% tuition fees.
  - February 10/75 Last day to receive a refund of 50% tuition fees.
  - SUMMER
  - May 19 Same as above - May 26 Same as above.

### How To

#### How to obtain transcripts

There is a form in the Student Services area which must be filled out before a student can receive his/her official transcript. It will take 2-4 days to process and the finished copies cost 50c each.

An official transcript is needed when a student transfers to another institution and is official only when it bears the college seal and has been laminated by Student Services.

#### How to obtain tests and/or papers

If any old papers or tests have not been picked up by a student, the instructor leaves them with Student Services, who file them away for safe keeping. Only the instructor can remove these papers from the files and it is his/her prerogative to return them.

## FACILITIES

### How To

#### How to correct errors on a college transcript

In the event that there is an error on a college transcript, a student should take it to the records department in Student Services. Make sure the error is corrected before an official transcript is ordered.

#### How to communicate with a bulletin board

Communication can be difficult when there is no P.A. system, but people have been and can make do with the numerous bulletin boards in the main lobby, social sciences resource island or individual class rooms. Special cards and forms for each category are available in the Student Services area or students can make up their own if they so prefer.

## INTERNAL ORGANIZATION CHART

### The College Council

The council is composed of twelve voting members as follows:

Two people from each of the three school districts making a total of six.

Six people appointed by the minister of education; and three nonvoting members as follows:

Our Principal makes recommendations and is responsible for reporting the goings on of the college to the council. Our Bursar makes up the agenda, makes financial reports, handles all official business and communicates to the media in connection with the college council business. He is also the official secretary of the council. His secretary takes the minutes of the meeting, documents them, etc.

These people get funds from the government for our Capital expenses such as extra buildings, new construction of facilities, purchasing of equipment, etc., and they approve our Operation budget which includes what money goes where, how much our teachers get paid, how much each program gets for expenses, etc.

In short, these people control us. There are no students on the college council and our principal, bursar, and his secretary do not have voting power.

The College's task force has recently drafted a College's Act, and has recommended that the College Council have student, faculty and staff representation. However, acceptance and initiation of the act is still far in the future.

The council meets every other Monday at 7:00 p.m. in the cafetheatre. Go and see your college council in action if you have nothing else to do.

## INTERNAL ORGANIZATION CHART

### Principal

Alf Glenesk has just stepped down from his post as Principal and at the time of printing, the new principal's name had not been released. The principal is responsible for the total operation of the college and is the overseer of three deans, the head librarian, the bursar, the director of planning and publicity, and the director of community services. These people tell him what's going on in the areas for which they are responsible. He also has the final say on everything within the college.

### Dean of Career Programs

Harold Kirchner is Dean of the career students in Capilano College. He is responsible for organizing, developing and promoting the career programs, both technical and vocational. He is also responsible for designing the curriculum, co-ordination facilities, equipment acquisition and faculty selection. He has the power to make decisions without consulting the principal, and is responsible only to the principal.

### Dean of Student Services

Tim Hollick-Kenyon is responsible for student services. This includes counselling services, admissions and registration. He co-ordinates the college calendar, timetables and other brochures for student services. He reports only to the principal and he is there to help the individual student.

### Dean of Academic Programs

Dr. D.K. Jardine deals with all university credit transfer people. His work is divided in three ways: Humanities, Natural Sciences and Social Sciences. He has a division chairman responsible for the first two areas; these are broken down and each section has a co-ordinator for the social sciences.

## INTERNAL ORGANIZATION CHART

### Bursar

Mr. Klaus Thiel is responsible to the principal for all the financial and business affairs which involves keeping track of all capital and operating funds and expenditures. He is also responsible for setting up pay rates and paying the non-teaching staff. He makes reports to the college council, and is their official secretary.

### Director of Physical Planning and Publicity

Alan Smith's work is divided into three categories: the external planning of facilities, the internal physical planning, and publicity.

External planning involves working with the architects, contractors and various levels of government pertaining to the planning and construction of all new college structures.

### Director of the Community Services Program

Allan Smith is also in charge of Community Services. He plans and implements the non-credit community services such as concerts, films, workshops, short courses, etc.

### Senior Co-Ordinator of Career Programs

Karin Vickars, Senior Co-ordinator of Career Programs is a good resource person for students of the Career Programs. She interviews students for Administrative Science and Office Technology and can answer questions.

## INSIDE INFORMATION

### Transportation

A reliable bus service has been in operation to and from the college for close to a year now. The buses leave ten minutes before the hour and twenty minutes after the hour, and arrive at Phibbs exchange within five to ten minutes. Bus schedules and maps are available at the receptionist desk in the main lobby.

Hitch-hiking is not too difficult at the bus stop, especially if it co-ordinated with the class dismissal times.

There is usually enough parking behind the campus for people who bring their cars but a word of warning about the access road in front of the campus. The holes in the road can ruin shocks or rip out the underside of a low car and during a wet winter many people have gotten stuck in the mud. Unless a person has an excess of good friends or a BCAA membership card it can be nearly impossible to get a sinking car out of the mud. And that is a sinking feeling.

For people who have received this handbook before ever coming up to the college and don't know how to get here remember that when on the highway, going either east or west, take the Lillooet Road up to Purcell Way and turn right.

The map at the back of the book may be of some assistance.

## INSIDE INFORMATION

### Community Services

Community Services is one of the many programs offered to students seeking post-secondary education.

This program is designed to bring the community and the college together in spontaneous enterprises aimed at enriching the cultural life of the community.

In past years, there have been many cultural events and activities, as well as information programs on subjects ranging from the generation gap to municipal affairs.

The program is expanding and becoming more diversified due to increasing response and participation from the community. A brochure containing all the events, activities and classes is available at the receptionist desk.

For further information, contact the Community Services office in the Administration building at Lynnmour.

### Daycare

The Daycare centre provides care for 25 children from different backgrounds, aged 3, 4, and 5. It is open from 8:00 a.m. to 6:00 p.m. for a full day program. The fees are based on family income as determined by the Provincial Government subsidy and can be discussed at the initial interview. For further information or an appointment call Mrs. Connie Ryder, 980-4115 or leave your name and telephone number at the switchboard. The priorities for acceptance are:

- Single parents
- Financial need
- Other Special needs

\*Capilano College students do not have special priorities unless they fit into one of the three categories.



## INSIDE INFORMATION

### Women's Studies Program

Cathy Stewart, the co-ordinator of this program, is in the midst of planning activities, groups and facilities for the women of Capilano College and the community.

There will be a general exploratory series with introductory lectures designed to help women know themselves better. Other possibilities are the "Opportunity to Change" program for women who want to get in touch with themselves, a developing program called "Survival for the Feminist" and a program for the exploration of careers. Cathy also wants to set up a legal aid clinic, a seminar for women in law, a health group, a communications workshop (which would work with Community 10), and plans to work with Transition House and the North Shore Women's Centre.

She'll be busy but accessible and can give more detailed information about these groups. Room A128.

### Awards

#### Governor General's Silver Medal

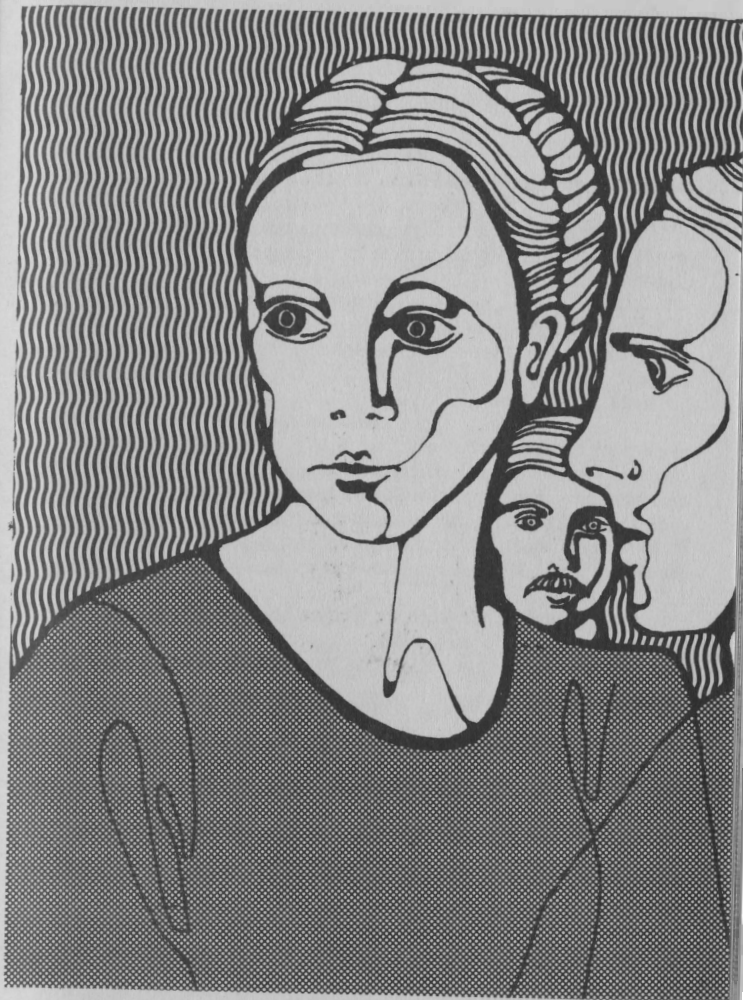
Each year this medal is awarded to the student with the best scholastic record in attaining his/her diploma at Capilano College.

#### Dean's List

Special recognition is given to those full time students who have received a 3.50 or higher G.P.A. during a term.

#### Merit List

Special recognition is given to those part-time students with a 3.50 or higher cumulative G.P.A. who have completed a minimum of 30 semester hours at Capilano College.



## INSIDE INFORMATION

### College Committees and Student Representation

Unfortunately, even though there is student representation on these committees, student participation is not high because many don't realize that they are free to offer their services.

Although serving on a committee may be an onerous task, this is where student representation is recognized at all levels of college activity.

If any student wishes to donate some time to the college, go to Student Services or Student Society Office. The experience one gains from these committees, in whatever form, is invaluable.

#### **Appeals Committee**

It is vitally important that students know about the committees set up to better serve their needs.

If any student feels that he/she has been unfairly graded by an instructor, the Appeals Committee is set up for them.

A letter of appeal must be written to the Dean of Student Services stating the grounds of appeal and the letter must be accompanied by a fee of \$5.00 for each course needing re-evaluation.

In the event that the student wishes to make a personal appearance before the committee, an automatic invitation is sent out to the instructor and vice versa if the instructor wishes to appear.

The deadlines for appeals are:

Fall Term — January 17, 1975

Spring Term — May 16, 1975

Summer Term — July 18, 1975.

The Appeals Committee is chaired by the Dean of Academic Instruction and a quorum consists of two students, two faculty members, the Dean of Student Services.

When the committee has come to a final decision, both the student and instructor are informed by mail.

Only if the mark is changed will the \$5.00 be refunded.

If you feel that you have been shafted, do not hesitate to do something about it.

## INSIDE INFORMATION

#### **Admissions Committee**

If any student applies for admission to the college and is not accepted, the application is automatically sent to the Admission Committee. If a student is on scholastic probation (when a term Grade Point Average is below 1.50 the student is asked to withdraw for one semester) but feels that he/she has valid reasons for returning, formal application must be made for review by this committee.

The committee is chaired by the Dean of Student Services and its quorum consists of at least two students and two faculty members.

This committee, like the Appeals Committee, is very important to any student at the college.

#### **The Student Services Committee**

This committee is set up to do just what it implies. It serves the students. It deals with transportation, e.g. hitch hiking posts; communications, bulletin boards, poster policy; and housing problems.

The committee consists of the Dean of Student Services, an advisor, two faculty members, five students and an elected chairman. It is the only college committee with student majority.

It is obvious that student participation is needed to make this committee work. If you are interested, go to Student Services or Student Society office for information on becoming a member of this committee.



## INSIDE INFORMATION

### Media Services Advisory Committee

This Committee assists the Head Librarian and the Coordinators of Media Production Services. They evaluate and extend Media services and interpret these services to the College and community.

The committee is made up of four students from Lynnmour, and one from each of the major satellites. There are also six faculty members, the Director of Learning Assistance, the Coordinator of Media Production Services and the Head Librarian who is the Chairman.

Any students interested in this committee should direct themselves to the Student Society office.

### Physical Planning Committee

This committee has an advisory capacity. They have planned the Phase 1 expansion to the immediate west of the present campus, which will hopefully be started this fall. They are now in the midst of planning Phase II which will be built across the access road a few years from now. This committee consists of the:

Principal	Two Students
Dean of Academics	Two Faculty Members
Dean of Careers	Two Staff Members
Dean of Student Services	Bursar
Head Librarian	Planning Director

This committee co-ordinates seven sub-committees. They are:

- Media Services
- Special Career/Vocational Program Spaces
- General Teaching Areas and Division (Faculty office) Spaces
- Special Science (lab) Spaces
- Student Services and General Social-Community Spaces (Student/Community)
- Administrative Spaces
- Theatre Arts

Each of these committees has any where from one to four students and any students interested can go either to Student Services of Student Society offices for more information about them.

## INSIDE INFORMATION

### The Music Building

The Music Faculty and students will be continuing their noon hour music recitals this year. These recitals give the students the chance to perform in front of people and to give them practice before they perform before larger groups of people in the cafetheatre. Times will be posted in the Music Building for people who like to listen to music.

### Media Resources Area

The Media Resources area across from the Coffee Shop is open to Students to look around. Equipment, however, is only open to use by students enrolled in full time or part time classes in this area.

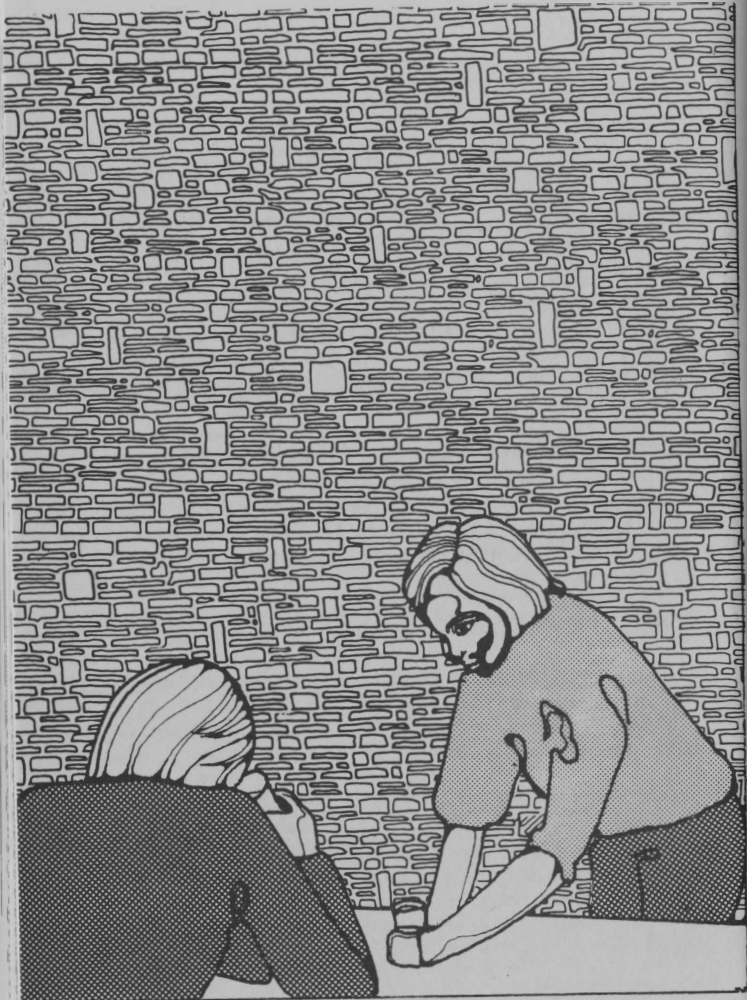
### Student Identification Cards

Student I.D. cards are issued every semester at registration and are needed to sign out material in the Media Centre. They are also used for admittance into dances or special functions held through the college.

### Student Directory

The Student Directory contains the names, addresses, and phone numbers of Capilano College students. The directory will be mailed to every registered student at Capilano College. If you lose your directory and want another one, you can buy it in the bookstore.





## FACILITIES

classrooms for class use. Students with overdue reserve materials, such as required reading for classes, will be fined.

The reference desk has information on an inter-library loan system operating with S.F.U. The Media Centre provides 24 hour delivery service of materials and equipment to and from all college campuses. Anyone wishing to request the purchase of a specific book for the Media Centre can fill out the necessary form at the circulation desk.

### Hours When Classes are in Session

**Monday — Thursday**  
8:30 A.M. — 10:00 P.M.  
**Friday**  
8:30 A.M. — 5:00 P.M.

## FACILITIES

**Saturday**  
10:00 A.M. - 5:00 P.M.  
**Sunday**  
1:00 P.M. — 5:00 P.M.  
**BETWEEN TERMS**  
**Monday to Friday**  
8:30 — 4:30 P.M.



## FACILITIES

### **Cafetheatre B118**

What can you say about a one year old room that died.

The Cafetheatre serves as combination cafeteria, student lounge, theatre, concert hall, lecture room, and pub. Much of the time the room is in use as a lecture hall, which means that students must use the coffee shop.

### **Coffee Shop B122**

The Coffee Shop is just big enough to handle the line-up's that occur when the Cafetheatre is in use.

### **Food Services**

Food will be served much like it was last year, with the coffee shop side open from 10:00 A.M. — 7:00 P.M. and the cafetheatre side open from 12:00 noon — 7:00 P.M.

Coffee, tea, juice, donuts, etc. will be available at 10:00 A.M. and at 12:00 noon there will be soup, sandwiches, hot food, etc. served until 7:00 P.M.

Vending machines, situated in the Coffee Shop, offer a variety of light snacks and beverages.

### **Bookstore**

The bookstore is in the white trailer outside the cafetheatre and caters to all Capilano College students and the community. It carries most of the required text books and some of the recommended ones, besides school supplies and various assorted items.

Second-hand books will also be sold at reduced prices and any students wishing to sell their old text books can do so on consignment. Bill Zienty runs the bookstore.

### **First Aid**

Student Services has a first aid kit but there is also a first aid room just next door to the bookstore. Hopefully the hours will coincide with your accident.

### **Parking**

Parking is available to all students behind the main building at the Lynnmoor Campus.



## OUTSIDE INFORMATION

### Insite:

Crisis Line 926-5481  
Business Line: 926-3920  
10:00 a.m. — 5:00 p.m.  
1538 Marine Drive, No. 2  
West Vancouver

### Legal Aid Society:

687-1831  
Downtown Vancouver

### Lower Lonsdale Information Centre

980-3494

### H.U.B.

988-4611

#### *H.U.B. and LOWER LONSDALE INFORMATION CENTRE*

They can give you information on housing, tenant rights, welfare, U.I.P., Legal Aid, Health Clinic, dental aid, status of women, drug problems, child care, family planning, mobile meals, problems of elderly, educational opportunities, transportation problems, provincial and federal grants, plus part time job referrals.

## OUTSIDE INFORMATION

**North Vancouver Recreation Centre** phone 988-6166

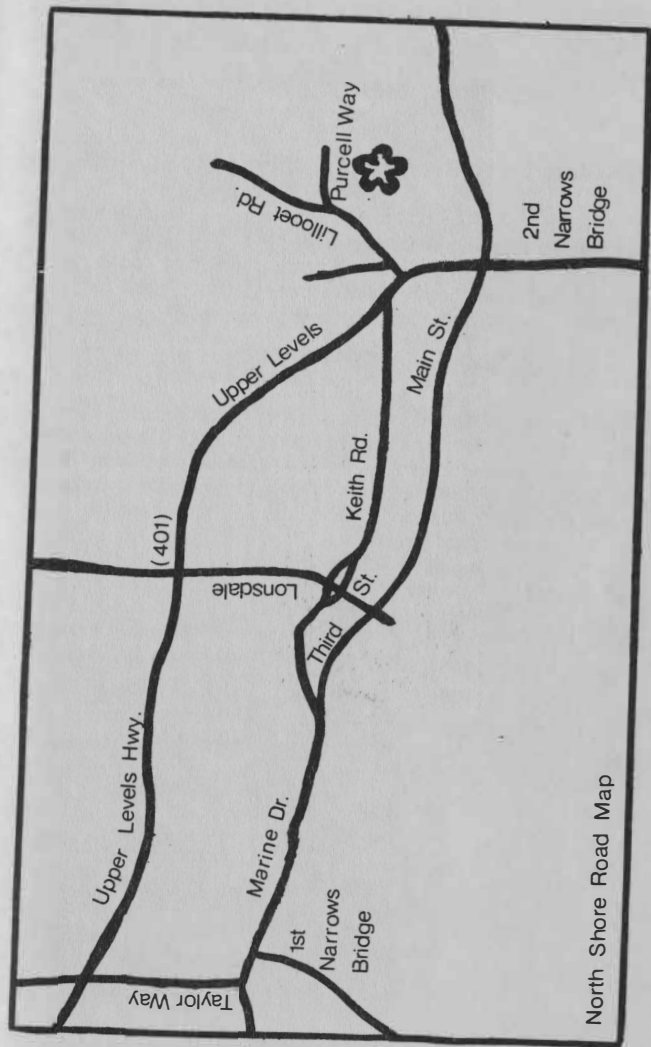
The North Van. Rec. Centre is located on Lonsdale a block south of the Upper Levels Highway.

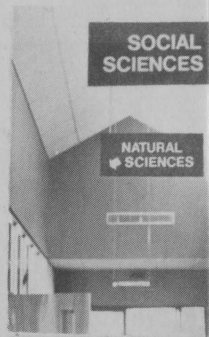
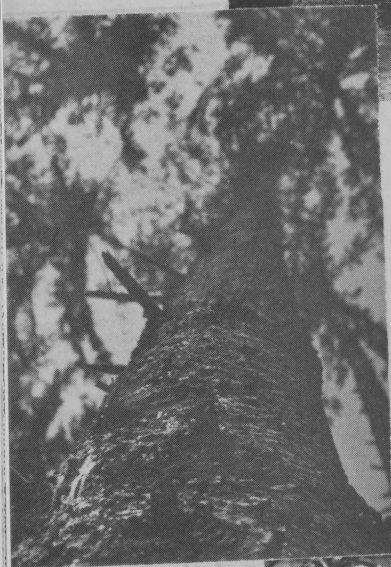
There is an ice arena, curling rink, community centre, gymnasium, playhouse theatre and swimming pool. These facilities are open to everyone.

### Lynn Canyon Park

The Lynnmour campus is fortunate to be located near a natural park. You can get into the park by taking a short drive up Lillooet Road, which forms the park's eastern boundry. Then hike along the various trails. Or drive to the main park entrance located off Lynn Valley Road about a half mile past the main Lynn Valley shopping area.

The local scouting associations have been doing a lot of work over the past few years constructing and maintaining a continuous semiwilderness trail which runs from Deep Cove to Horseshoe Bay. There are quite a few access points along the way, so you can hike as long or short a distance as you want.







## **ACKNOWLEDGEMENTS**

**Produced By  
Chris Hatfull  
Ginny Gibberd**

**Graphics by Kim Steer**

**Printed by the Capilano College Print Shop  
Sponsored by Student Services**

**Thanks to all the other people who helped in the  
production of this handbood.**

