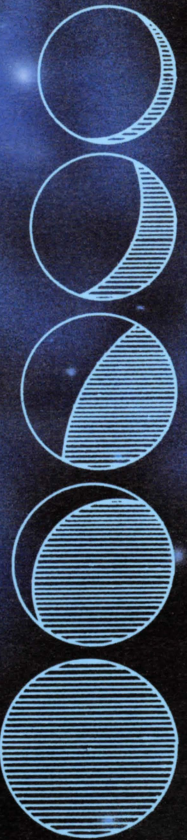# Capilano College
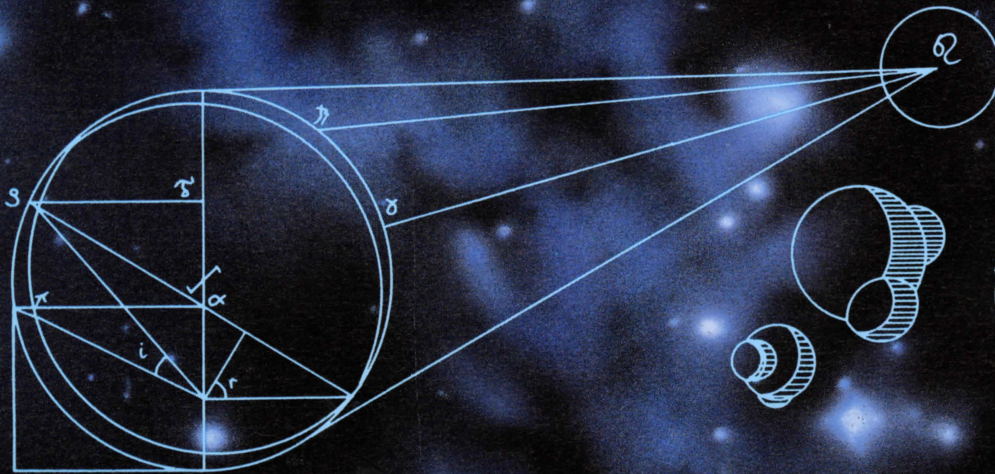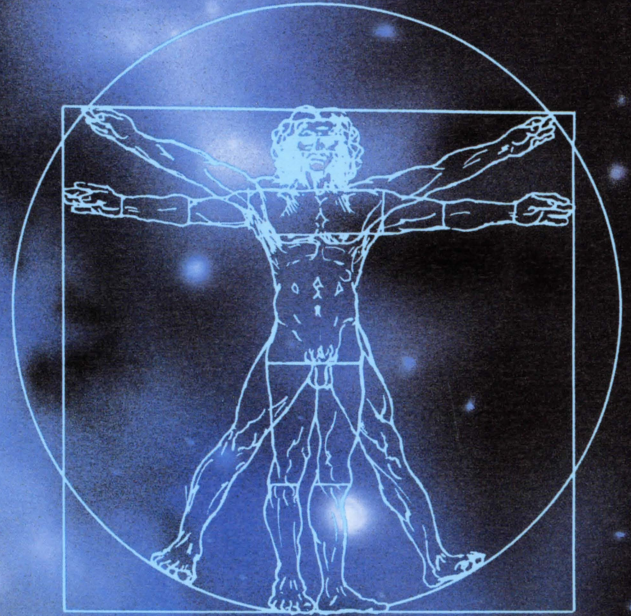
INFORMATION FOR FUTURE STUDENTS

GENERAL INTRODUCTION

Capilano College, the third largest of the 14 publicly funded community colleges in British Columbia, serves School Districts 44, 45, 46 and 48, or North and West Vancouver, Howe Sound, and the Sunshine Coast. The core of the college is the Lynnmour campus located in North Vancouver near the Second Narrows Bridge. Satellite campuses are located in Sechelt and Squamish, and courses are also offered in other locations such as Pemberton, Gibsons, and Mount Currie.

Generally, the courses that Capilano offers can be divided into four categories: Preparatory Programs, Academic/University Transfer (Arts and Sciences), Career/Vocational, and Special Needs Programs.

Capilano College welcomes all who have a mature desire to learn and are seeking a quality education. The small classes, tutorials, workshops and other methods of small group instruction help to make full time or part time students comfortable and successful in their studies. Two year Career programs offer intensive courses instructed by professionals who take time off from their careers in the fields they teach, and students graduate with excellent job opportunities. Academic students can take courses equivalent to the first two years of an Arts or Science degree, or the first year or two of most 'professional' university programs.
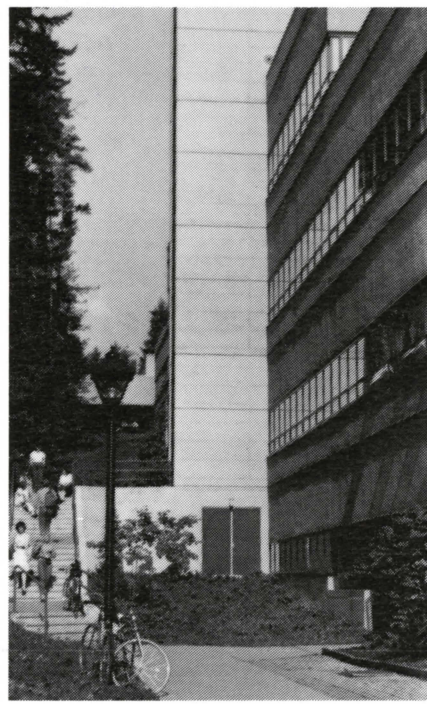
ADMISSIONS

Who is Eligible?

Any Canadian citizen or Landed Immigrant is eligible for admission if s/he is in at least one of the following categories:

1. Has a B.C. Secondary School graduation certificate or equivalent educational record.
2. Is 18 years of age or older and does not have a B.C. Secondary school graduation certificate or equivalent.
3. Is a secondary school student attending a school in the College Region and has the written recommendation of the school principal.
4. Is at least 16 years of age and can satisfy a College counsellor or advisor that s/he possesses an interest in, and an aptitude for a vocation for which the College provides instruction. S/he may be eligible to enter the related College Vocational program.

When to Apply for Admission

Generally, applications for admission may be made at any time during the year. However, early application deadlines have been established in relation to the formal In-Person registration priorities for each term. For Academic programs and courses the early application deadlines are generally May 31 for the Fall term which starts in September, October 31 for the Spring term which starts in January, and April 1 for the Summer term. For Career and Vocational programs and courses, application should generally be made before March 31.

How to Apply for Admission

1. Complete an 'Application for Admission Form' and forward it to the Registrar's office along with necessary education records such as high school or post-secondary transcripts and English Placement Test scores. If assistance is needed to complete the application form, an appointment can be made with an Academic Advisor.

2. Persons wishing to enter a Career/Vocational program must arrange an interview with the Program Coordinator prior to being admitted. Individuals not admitted to a particular Career program may still be eligible for admission to the College to enter an Academic or General Studies program. If in doubt, please contact the Registrar's Office or the Advising Centre.

3. Once the application and supporting documents have been received, the Registrar's Office will mail a Letter of Acceptance and a Permit to Register, and a student number will be assigned.

INFORMATION FOR FUTURE STUDENTS

Capilano College

REGISTRATION

Once a student has received the Letter of Acceptance and Permit to Register, courses may be selected. The College has instituted a system of priority registration based on early application, grade point average, and residency in the College Region. Students needing assistance in course planning should see an Academic Advisor to ensure that their choices will lead to university transfer or whatever other goals are planned.

TUITION FEES

Tuition fees may vary from year to year, but generally fees at Capilano are approximately half of those at the universities.

ENGLISH PROFICIENCY

Applicants are required to be functional in the English language. Students who wish to enroll in English and in some Career programs must submit the results of the B.C. government English Placement Test (EPT) with their registration forms or must take the Capilano College English Diagnostic Test (EDT) before registering.

GENERAL COURSE INFORMATION

The instructional year at Capilano College is divided into three four-month terms, Fall and Spring, and Summer. Students in the Academic area will generally attend a minimum of one course to a maximum of five courses. Most courses offered are three credit hours, normally requiring three class hours per week plus laboratories, seminars, and tutorials where specified. Career and Vocational students normally take the full complement of courses set for the specific program, although part-time study can be arranged if space permits.

STUDENT SERVICES

ADVISING CENTRE
The College Advising Centre provides students and potential students with educational planning and academic advice. An advisor can provide information on admissions policy, college programs, upgrading, and course planning to allow university transfer. For information call the "Hotline" at **986-0417.** Appointments can be made with an Advisor throughout the year.

COUNSELLING
The services of trained counsellors are available to assist students in career planning, educational planning, and with academic and personal problems.

FINANCIAL AID
The Financial Aid office provides information and assistance regarding the Canada Student Loan and B.C. Student Assistance Program, bursaries, scholarships, and loans. The Financial Aid advisor is available to provide budget counselling.

SCHOLARSHIPS AND AWARDS
Effective for Fall 1986, one scholarship will be awarded each year to a student from each of the high schools in Capilano's college region. Many other scholarships and bursaries are available through the Financial Aid office.

PLACEMENT CENTRE
This office aids students in locating part-time, summer, and full-time employment. Assistance is also given to students requesting volunteer work or work experience situations, and help is given with job search techniques.

MEDIA CENTRE/LIBRARY
Books, films, magazines, A/V equipment, and slides are provided by the Media Centre, and users are taught how to find and make the best use of these materials.

ACHIEVEMENT RESOURCE CENTRE (ARC)
Each term the ARC offers services to assist students to learn more efficiently. Tutorials can be arranged in most college subjects and the Centre provides computer, audiovisual programs, and other aids for learning.

INFORMATION FOR FUTURE STUDENTS

Capilano College

HOW TO FIND CAPILANO COLLEGE

SPECIAL NEEDS SERVICES

The Special Needs Advisor provides information and services for physically disabled students attending the college.

HEALTH SERVICES

A community health nurse and physician are available to provide medical care and counselling on health related issues, and for first aid.

WOMEN'S ACCESS CENTRE

The WAC offers a lounge area, a Community Resources File for the North Shore, extensive library materials, and short courses.

ATHLETICS

Capilano College "Blues" teams compete in basketball, volleyball, soccer, golf, curling, and rugby. The College's Fitness Centre offers both individual and group physical activities.

STUDENT SOCIETY

The executive of the Student Society is elected by the students and represents their interests within the college and externally. The Society also organizes social and entertainment activities on campus.

PARKING

Parking is available to all students, free of charge, on the north and south campus parking lots.

KEY:

A Building -
Information and Reception, Registrar's Office, Extension Programs and Services, Art Labs and Offices, Administrative Offices, Purchasing and Receiving, Personnel, Information Services.

H Building -
Music/Typing/Terminal/Health/Science Labs, Faculty Offices for: Music, Humanities, Social Sciences, Natural Sciences, Office Administration, Business Management, Retail Management, Labour Studies.

M Building -
Counselling, Health Services, Financial Aid, Admission Placement, Career Resource Centre, Advising Centre.
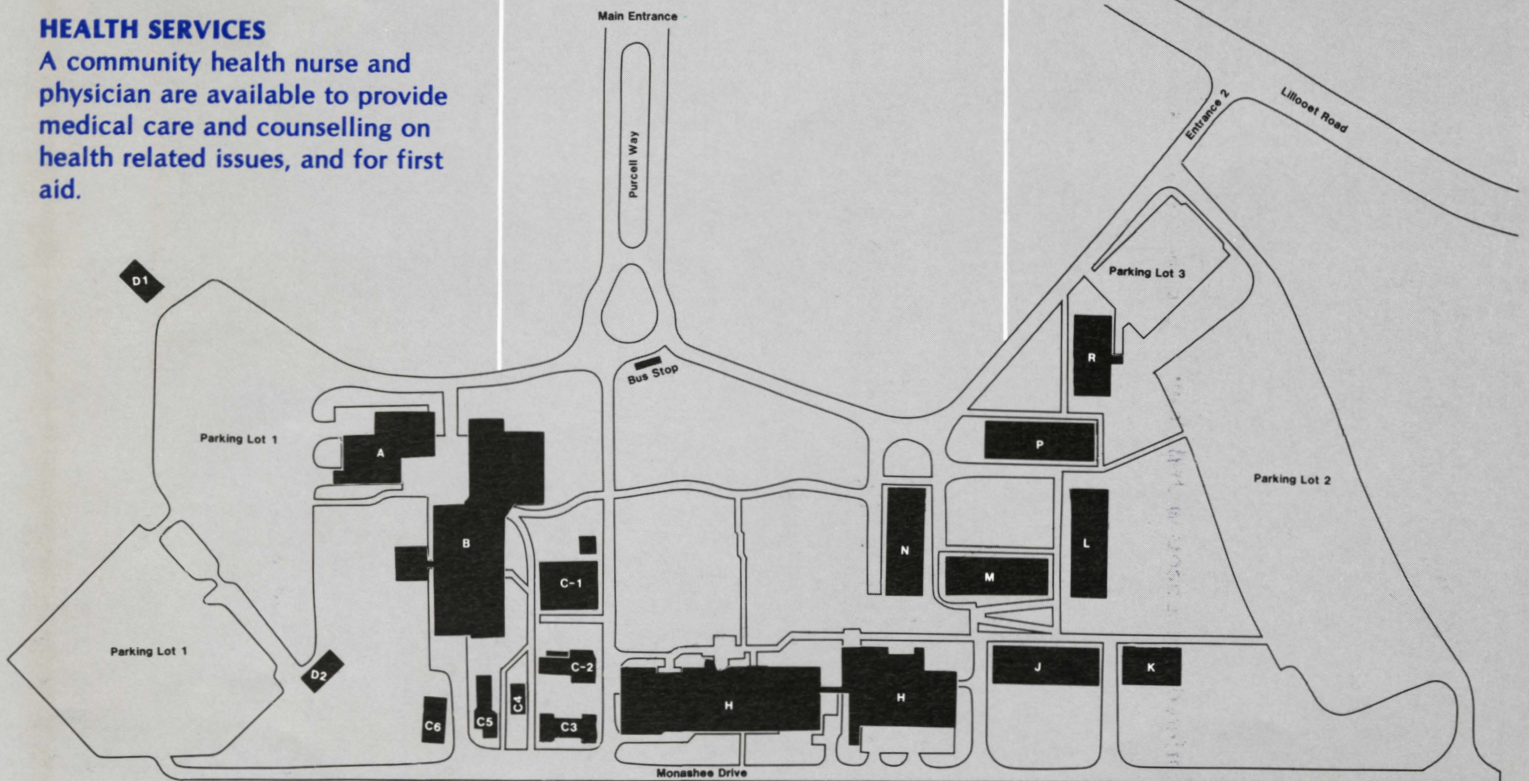
2055 Purcell Way • North Vancouver, B.C. • V7J 3H5 • Phone: 986-1911

INFORMATION FOR FUTURE STUDENTS

Capilano College

ACADEMIC STUDIES

Capilano College offers full programs of required and elective academic courses for students intending to transfer to a university or who simply wish to study for pleasure and interest on a full or part-time basis. Students can go directly into second or third year university in a Bachelor of Arts, Bachelor of Science, or "professional" program, receiving full credit for their college courses. Students may also be eligible to recieve an Associate in Arts and Science Diploma on completetion of two years of full time equivalent study. (See calendar for Diploma requirements.)

In the **ARTS** (which includes the Humanities and Social Sciences Divisions) students can take courses equivalent to the first year or two of most "professional" university programs in areas such as Education, Social Work, Criminology, Law, Architecture, general B.A. or Fine Arts degree. University transfer courses in the Humanities division include the following subjects:

English	Music
Fine Arts	Philosophy
French	Spanish
German	Theatre

University transfer courses in the Social Sciences division include:

Anthropology	Political Studies
Commerce	Psychology
Economics	Sociology
Geography	Women's Studies
History	

* A typical first year (30 semester hours) Arts

COMMERCE PROGRAM

The Capilano College Commerce transferring package consists of a Pre-Commerce year followed by admittance to "First year Commerce" at Capilano. Completion of these two years allows a student to transfer to UBC for the last three years of the program, or to SFU for the final two years of Business Administration.

SCIENTIFIC COMPUTING APPLICATIONS TECHNOLOGY (SCAT)

The goal of this two year program is to produce graduates employable in a technical environment where their academic and programming skills will enable them to solve problems of a scientific nature. Participants retain maximum flexibility as most courses in the program are university transferable, allowing for continuing studies in computing science or mathematical computing at university. Pre-requisites are Algebra 12 with a B or better, English 12, Physics 11 (Physics 12 preferred). Application to SCAT should be done before the middle of May on a special form available from Natural Sciences or the Registrar's office.

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* Because each university department or program has specific pre-requisites, students should consult with an Academic Advisor when choosing their courses to

In **NATURAL SCIENCES** a complete first and second year university transfer program is offered in Biology, Chemistry, Computing Science, Mathematics, and Physics. In addition, the Natural Science Division offers science transfer requirements for the following "professional" programs: pre-medicine, pre-dentistry, engineering, geology, geo-physics, physical geography, forestry, agriculture, pharmacy, home economics, rehabilitation medicine, and dental hygiene. University transfer courses for non-science majors are also available in each major discipline area. The division's new laboratories are furnished with modern equipment such as lasers, research and petrographic microscopes, gas chromatographs, atomic absorption, infra-red and ultra-violet visible spectrophotometers, stream simulators, microcomputers, and computer terminals linked to the college's mainframe computer.

University transfer courses in the Sciences include the following:

Biology
Chemistry
Computing Science
Geology
Mathematics
Physics

* A typical first year Science program (30

requirements of specific programs. *Students lacking specific requirements may upgrade through preparatory courses (see Special Programs).*

semester hours) might include:
– English
– Math
– Chemistry
– Physics
– Biology or an academic elective

CAREER AND VOCATIONAL PROGRAMS

Capilano College offers a variety of employment related programs. Admission is limited and applicants are considered on the criteria established for each program area.

PREREQUISITES
In general, Grade 12 standing is required for two year Diploma programs, although persons without grade 12 may be admitted on the basis of their experience and abilities. Students lacking specific requirements may upgrade through Preparatory courses (see Special Programs).

PART-TIME STUDENTS
Some full time programs will accept part-time students if there is space available in their courses. Contact individual departments for details. Additional courses for part-time students which do not lead to a diploma or certificate are also offered by some departments such as Media Resources and Business Management. For details contact the department.

APPLICATION DEADLINES
If students wish to ensure that they will be considered for an individual program, they must apply by the application deadline. Students who apply after the deadline may also be considered if the program has not yet been filled.

	Prerequisites			Program Information								Intake				Application		
	Grade 12 or equivalent required	Job experience in field required	Other prerequisites apply	Diploma Program — 2 years	Certificate Program — 1 year or less	P/T students accepted if space available	Program duration * = Completion time varies according to individual students' schedules)	Some evening sections	Some courses transfer to university	Offered at Lynnmour campus	Offered through satellite(s)	Annual intake only in Fall	Intake in Fall and Spring	Special Intake	Not offered every year	Interview required	Portfolio, audition, certif. or references required	Recommended to apply before:
Studio Art			•	F		•	2 YR	•	•			•				•	•	APR 30
Crafts Program			•	F		•	2 YR	•	•			•				•	•	APR 30
Commercial Art			•	F			2 YR	•	•	•						•	•	APR 30
Foundations Program			•		F		1 YR	•	•	•		•				•	•	APR 30
Art Institute			•		F		1 YR		•	•						•	•	APR 30
Crafts Instructor Program			•		P	N/A	1 YR	•					•			•		MAY 15
Administrative Management	•		•		F	•	2 YR	•	•	•	•	•				•		APR 1

ART

Category	Program		Type	Duration	Deadline
BUSINESS MANAGEMENT	Financial Management		F	2 YR	APR 1
	Marketing Management		F	2 YR	APR 1
	Computer Systems Management		F	2 YR	APR 1
	Retail Management		F	2 YR	APR 1
	Accelerated Administrative Management		F	10 MO	APR 1
	Accelerated Financial Management		F	10 MO	APR 1
	Accelerated Computer Systems Management		F	10 MO	APR 1
	Accelerated Marketing Management		F	10 MO	APR 1
	Business Administration Certificate		P N/A	*	
HEALTH & HUMAN	Early Childhood Education (E.C.E.)		F	10 MO	APR 1
	E.C.E. Under Three's Program		P N/A	*	
	E.C.E. Special Needs Program		P N/A	*	
	Long Term Care Aide Program		F	15 WK	
	Long Term Care Aide Upgrading		P N/A	12 WK	
	Long Term Care Aide/Homemaker Program		F	15 WK	
	Media Resources Program		F	2 YR	MAR 15
MUSIC	Music Transfer Program		F&P	2 YR	APR 30
	Music Therapy		F	2 YR	APR 30
	Commercial Music		F	2 YR	APR 30
OFFICE ADMINISTRATION	Business Office Training		F	8 MO	
	Business Office Training part-time courses		P N/A	*	
	Legal Assistant Program		F	2 YR	MAR 1
	Legal Assistant Option		P N/A	*	
	Legal Secretary Program		F	8 MO	MAR 1
	Medical Office Assistant Program		F	8 MO	APR 30
	Medical Office Assistant Upgrading		P N/A	*	
	Office Technology		F&P	4 MO	
	Word/Information Processing		F	4-8 MO	APR 30
	Word Processing Trainee		P N/A	7 WK	
RECREATION	Outdoor Recreation		F	2 YR	APR 30
	Wilderness Leadership Program		P N/A	2 YR	
	Fitness Leadership Program		P N/A	2 YR	
TECHNICAL	Hospitality programs		F	VARIES	
	Landscape Horticulture		F	6 MO	AUG 1
	Ski Technician Program		F	1 WK	

PREPARATORY PROGRAMS

ACADEMIC PREREQUISITES

For students who do not have some of the course prerequisites in the Academic Division, such as Algebra 11 or 12, the College offers upgrading courses and flexible self-study programs. There are also courses offered for students with little or no previous experience in Chemistry, Physics, French, English, and other subjects. For more information on these courses consult the College calendar.

ADULT BASIC EDUCATION (ABE)

The ABE/Foundations program gives students the chance to upgrade or refresh skills and increase their knowledge of English, Mathematics, Social Sciences, and the Sciences. Completion of the program helps students to obtain the qualifications to gain employment, to go on to vocational or career training programs, or to prepare for futher academic studies at the college. Registration primarily takes place in September, January, and May; however applications are accepted throughout the year.

ENGLISH AS A SECOND LANGUAGE (ESL)

For students with a first language other than English, the College offers a variety of courses to help them achieve the level of competency in English that they desire. All aspects of English are covered— speaking, reading and writing, at the Beginner, Intermediate and Advanced levels. To qualify a potential student should be either a Landed Immigrant or a Canadian citizen.

SPECIAL PROGRAMS

COLLEGE ACHIEVEMENT AND SUPPORT PROGRAM (CASP)

This is a one-year program offering core support courses to assist Native Indian students to attain their maximum academic potential. Counselling and support services enable students to make the transition from work or high school to academic life at Capilano College.

EXTENSION PROGRAMS AND SERVICES

The College offers a variety of cost recoverable credit-free and credit courses. There are no prerequisites for admission to these courses, but occasionally a certain level of proficiency may be recommended. Extension courses are advertised in newspapers, by direct mail and by seasonal brochures distributed throughout the College region.

ALTERNATIVE CAREER TRAINING (ACT)

ACT is an eight-month career awareness and exploration program that gives learning handicapped students competitive employment training and independent living skills development. This is a limited enrollment program.

CONTRACT EDUCATION

Organizations and societies are encouraged to co-sponsor their educational activities with Capilano College. Instructional design and delivery is available for any size student group in business, technology, communication, and post-industrial training in general. The College can provide facilities, program design, and administrative services and welcomes the opportunity to foster wider public understanding on social, business, artistic and technological issues.

LABOUR STUDIES

Short courses and workshops to help meet the education needs of B.C. workers, their organizations, and the labour movement in general are offered each fall and spring by the Labour Studies Program.

**Capilano College
2055 Purcell Way
North Vancouver, B.C.
V7J 3H5
Phone: 986-1911**

INFORMATION FOR FUTURE STUDENTS