



**CAPILANO
COLLEGE**

1968

1969

Capetans College,

1770 Mathers Ave.,

West Vancouver, B.C.

A/c - 604 - 926-4367.

WORK SHEET FOR STUDENT SCHEDULE

9:00				
	Mr. A. Blenski.			
7:30				
	Mr. L. Brooks.			
5:30				
4:00				

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

CAPILANO COLLEGE CATALOGUE

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CAPILANO COLLEGE

1770 Mathers Avenue, West Vancouver, B.C.

Established 1968

Serving the School Districts of
Howe Sound, North Vancouver, West Vancouver

College Council

C. Peter Jones, Chairman; John F. Ellis, W. E. Lucas,
W. V. Manson, T. J. MacDonald, W. J. Wallace.

A. H. Glenesk, Principal
L. D. G. Brooks, Dean of Instruction

The College will occupy the campus and facilities of the West Vancouver Senior Secondary School, on an extended day program Monday through Thursday. Classes will be in session from 4:00 p.m. to 10:30 p.m. The College will have a faculty-administrative area and a student common room and counselling centre. A separate College Library building will be located adjacent to suitable study areas in the main building.

COLLEGE CALENDAR

1968 — FALL TERM

August	1 Thursday) to) 14 Wednesday)	Pre-admission counselling
September	1 Sunday 2 Monday 3 Tuesday) 4 Wednesday) 5 Thursday 11 Wednesday 12 Thursday	First day of Fall term Labour day, College closed Registration and payment of all fees Classes begin, Opening Ceremony Last day for late registration Last day for course changes
October	4 Friday 14 Monday	Last day for refunds Thanksgiving Day, College closed
November	4 Monday 11 Monday 20 Wednesday	Pre-registration counselling for Spring term begins Remembrance Day, College closed Last day to withdraw from courses with "W" grade
December	16 Monday 17 Tuesday 25 Wednesday 26 Thursday 31 Tuesday	Last day of classes First day of examinations Christmas Day, College closed Boxing Day, College closed Last day of Fall term

AIMS AND PURPOSES

Capilano College is a comprehensive community college designed to offer a varied curriculum appropriate to the districts it serves.

The College will offer:

Academic transfer program in arts and science approved by the major universities in the Province.

One and two year career diploma courses leading to employment.

Technological courses leading to graduation from the B. C. Institute of Technology.

A general education program providing two years of academic studies leading to a College diploma.

A community service program designed to meet the needs of the community through short courses, seminars, lectures and workshops.

(Note: Students wishing to complete Grade XII standing may enrol in courses offered by the Adult Education Program sponsored by the School Boards of North and West Vancouver. These will be given in the same facilities as the College.)

HISTORY

On March 9, 1964, the School Boards of North and West Vancouver established a liaison committee to study the concepts of a regional college and to determine if there existed a genuine need for such an institution on the North Shore. Their concern was primarily for unmet student needs, typically those of grade 12 graduates who needed post-secondary training, either technical or academic, and those of adults in the community who wished to upgrade or enrich their educational status.

In February, 1965, Dr. Walter Hardwick of the University of British Columbia and Prof. Ronald Baker of Simon Fraser University were commissioned to make a feasibility survey of the North Shore, to determine need and make suggestions about curriculum and site. This survey, completed on September 1, 1965, recommended the establishment of a regional college on the North Shore by September, 1968. Following publication of the survey in November, the School Boards of Howe Sound and Sechelt joined the project to make it a joint proposal of the four boards.

In January 1966 permission was sought from the Council of Public Instruction to hold a plebiscite in the four school districts upon the question of the establishment of a college. Representations in support of this proposal were made to the Minister of Education and to the Academic Board for Higher Education in British Columbia.

Later, an alternative proposal was submitted to the Minister of Education whereby the College would operate in its initial years in the facilities of the West Vancouver Sr. Secondary School. This proposal was accepted, and permission for a plebiscite granted.

On March 7 the plebiscite succeeded in the school districts of West Vancouver, North Vancouver and Howe Sound. On April 22 the Council of Public Instruction gave permission to the three school boards concerned to establish, operate, and maintain a regional college, and a College Council was duly appointed under the Chairmanship of Mr. C. Peter Jones.

At its initial meeting the Capilano College Council selected the name of the College and determined that it should open in September, 1968.

ADMISSION

Residence Requirements

Capilano College is operated primarily for residents of the three School Districts of Howe Sound, West Vancouver, and North Vancouver, which comprise the College District.

A resident is defined as:

- (1) Any person under 21 years of age on the first day of the current term who is a dependent of parents or legal guardians who have resided in the College District for at least four months.
- (2) Any person under 21 years of age on the first day of the current term whose parents or legal guardians are taxpayers on real property in the College District in respect of which gross real property taxes during the preceding calendar year amounted to at least \$500.00.
- (3) Any person 19 years of age or over on the first day of the current term who has been a resident of the College District for at least four months.

Students not able to qualify as residents as defined above are classified as non-residents.

Non-residents may be admitted to the College pursuant to an arrangement made between the College Council and the appropriate authority in the area from which the student comes. Non-resident students with respect to whom no such arrangement has been made will be expected to pay an increased fee.

Residents have priority of admission to all College classes.

The residence status of a student is established at registration. The responsibility for registering under correct resident status, and for reporting all changes in residence status, is the responsibility of the student.

Academic Requirements

An eligible student is one who:

- (a) has graduated from a British Columbia secondary school, or
- (b) has completed equivalent standing in another school system, or
- (c) if under 19 years of age on the first day of the current term, is not deficient in more than two

- courses required for minimum secondary school graduation, or
- (d) is 19 years of age on the first day of the College term, or
 - (e) is accepted by special arrangement in view of the candidate's particular experience, maturity, or ability.

A College Admissions Committee will deal with special cases.

A student may register for a full program of 15 semester hours' credit, or for less. Normally, he may register only for those subjects in which he has taken the prerequisite courses.

COUNSELLING AND REGISTRATION

To enrol at Capilano College – Fall Term 1968

1. Seek pre-admission counselling at the College office, August 1-14, Monday to Thursday, 9:00 a.m. to 5:00 p.m., and 6:00 p.m. to 8:00 p.m.
 - (a) *Obtain:* A proposed educational program.
A Permanent Registration Number which will act as a priority number for admission to Registration, September 3 and 4 (See Admission to Registration Schedule, September 3, 4)
 - (b) *Submit:* Educational documents at this time.
2. Report for Scheduling and Payment of Fees, September 3, 4 at time specified.

On these dates students will be able to register for class sections and pay full term fees.

Students who have not reported to Counsellors before registration dates will be required to have their admission approved, resident status checked, and educational program verified by a counsellor at this time.

3. While every effort will be made to accommodate students' requests for courses, the College reserves the right to restrict enrolment in certain classes for good reason.

Admission to Registration – September 3, 4

Students who have met with a counsellor will have been given a *Permanent Registration Number*. This admission slip is to be used for a priority admission sequence to the Registration area for choice of courses and payment of fees. The schedule outlined below will assist students in their arrival at the College on September 3, 4.

Tuesday, September 3

6830001 to 6830050	4:15 p.m.
6830051 to 6830100	4:45 p.m.
6830101 to 6830150	6:00 p.m.
6830151 to 6830200	6:30 p.m.
6830201 to 6830250	7:00 p.m.
6830251 to 6830300	7:30 p.m.

Wednesday, September 4

6830301 to 6830350	4:15 p.m.
6830351 to 6830400	4:45 p.m.
6830401 to 6830450	6:00 p.m.
6830451 to 6830500	7:30 p.m.
6830501 and above	8:00 p.m.

REGISTRATION

A College Registration period is designated on two days at the beginning of each term. Each student will be required to deposit educational documents with a counsellor prior to Registration or during Registration in order to fulfill admission requirements. (See the College Calendar for the dates.) Students who report for pre-admission counselling in August will be given a *Permanent Registration Number*.

The permanent registration number assigned at the first counselling interview controls student records, grade reports, library loans and other statistical data. The registration number becomes an identification for students while attending the College.

FEES AND REFUNDS

Tuition Fees (Credit or Audit)

The tuition fees are based on a term of four months:
Academic Program – \$20.00 per course,
Maximum fee – \$100.00

- Technological Program (B.C.I.T.)
 - \$100.00 per program
- Career Programs, Vocational-Technical
 - \$100.00

Non-resident students are required to pay the following additional tuition fee:

- Full program – \$175.00 per term
- Partial program – \$ 35.00 per course per term

Student fees:

- Activity fee – \$5.00 per term
(4 or more college courses)
 - \$2.00 per term
(all students registered in any college course)

Late registration:

- \$2.00 per course per term to a maximum of \$10.00

Special fees:

Vocational-technical courses may require an assessment for supplies or special activity. Students will be notified of such requirements.

All term fees are payable in full at registration.

Students whose fees will be paid by agencies (other than Government scholarships) are required to present a letter to this effect at registration.

Fees pertaining to Grade XII courses are the responsibility of the Adult Education program of the North and West Vancouver School Boards.

Refunds

A refund may be granted to students on the basis of complete or partial withdrawal from the courses in which they are registered.

Scale of Refunds:

Withdrawal within 10 days of the beginning of instruction – 80% of the tuition fee.

Withdrawal from the 11th to 20th day of instruction 50% of the tuition fee.

Withdrawal after the 20th day of instruction – no refund.

Student Activity fees are not refundable.

GENERAL INFORMATION

Responsibility of Students

The College offers to all students opportunities to develop and demonstrate their sense of responsibility towards people with whom they will relate within the College and people outside the jurisdiction of the College.

The College staff will make every effort to provide students with a maximum educational opportunity. In return students have a responsibility to maintain good relationships with:

1. *Other students* – in keeping with the dignity and respect due to their fellows, whatever their race or religion.
2. *Students and staff of the West Vancouver Senior Secondary School* – because Capilano College, being permitted to use the facilities of the secondary school, has an obligation to encroach as little as possible upon its program and to show at all times consideration for the personnel and activities of the secondary school.
3. *The Faculty* – remembering the contribution they bring to the learning experience and the enrichment to be enjoyed by a mutually-satisfactory student-faculty relationship.
4. *The College* – accepting the responsibilities of a citizen of the College community to maintain reasonable standards of conduct, and dress. It is hoped that students will regard enrolment at the College as a privilege, and that their actions will always reflect credit upon the College.
5. *The Community* – remembering that Capilano College is a public college, maintained at the expense of the community, but dependent for its acceptance upon students, proving their worth as citizens of the College while preparing to be informed citizens of the community.

Status of Students

A. According to number of courses

Full-time College students – A full-time college student is one who is enrolled in at least five courses, four of which are college courses.

Partial students — A partial college student is one who does not meet the requirements of a full-time college student.

B. According to academic status

Regular students — A regular student is one who has high school graduation or equivalent standing, and is eligible to be enrolled in all College-level courses.

Probationary students —

- (a) A student who is deficient in one or two high school level courses for high school graduation.
- (b) A mature-entry student whose formal education has been interrupted for a number of years but who, in the opinion of the admissions committee, gives evidence of mastery in subject fields, academic ability, or demonstrated competence for admission to a College-level program.

Attendance

Students are expected to attend all classes in which they are registered. Irregular attendance can result in exclusion from a class. Excessive absences may also result in exclusion from a class.

Evaluation of a students' progress is based on class assignments and examinations. Regular attendance is therefore essential for success in any course.

A medical certificate may be required in the case of repeated or prolonged absenteeism.

COURSE AND PROGRAM INFORMATION **Certificates and Diplomas**

The academic year is divided into three, four-month terms: Fall, Spring and Summer. (A summer term will not be offered in 1969.) Any two terms constitute an academic year.

College Certificate — Vocational-Technical students who complete two terms of such a program will receive a certificate showing the specific program in which the student has studied.

College Diploma — Students who successfully complete the third and fourth terms of an approved College program receive a College Diploma. Courses for Diploma standing will be given in September, 1969.

Credit Hours

A credit hour represents one hour per week of classroom work per term. Most courses offered constitute three credits of work, but may require additional hours of work for laboratories, seminars, or tutorials.

Grading

Capilano College uses the following categories of grading and recording:

Letter

<i>Grade</i>	<i>Meaning</i>	<i>Points per Credit</i>
A	Superior	4
B	Above Average	3
C	Average	2 (Terminal in a course
D	Below Average	1—(sequence, not recom-
F	Failed	0 (mended for Univer-
I	Incomplete	0 (sity transfer.
W	Withdrawal	0
X	Audit	0
WP	Passing at the time of withdrawal	0
WF	Failing at the time of withdrawal	0

Withdrawals

Students may withdraw officially by reporting to the Student Services Centre before the last day for course withdrawals. (See the College Calendar.) A student who withdraws by following this procedure will receive a "W" but failure to withdraw through the proper channels will result in an "F" or "I" grade.

Auditing

Students may enrol in any course for no credit provided space is available and upon payment of the course fees. An auditor is exempt from examinations and does not receive credit. An auditor's participation in class work is at the discretion of the instructor.

A student may not change from "credit" to "audit" or from "audit" to "credit" after the first week of classes.

Repeating a Course

Courses in which a grade lower than a "C" has been received may be repeated for the purpose of raising grades and grade points. Duplicate credits will not be granted.

Change of Courses

The choice of courses is determined by the student, with guidance from the counsellor. All applications for course changes must be made to the student services centre by the "Last Date for Course Changes" (see the College Calendar). If approved, and if space is available, students may be accepted in a different course provided prerequisites have been met.

STUDENT SERVICES

Counselling and Guidance

Counselling and guidance are important aspects of the College program. Although the function of advisement, and guidance is the responsibility of every staff member, the Student Services Co-ordinator and Counsellors work closely with students on specific problems, vocational guidance, personal and social adjustment, and educational planning.

A major objective of the guidance program is to help students to become better learners and well adjusted people, working toward the vocational goals for which they are best suited.

Pre-admission counselling is available to all students and is mandatory for new students before registration. It is the responsibility of the student to supply documentation of previous school or college experience at that time.

Learning Resources Centre

The College regards a Learning Resources Centre as an integral facility to the instructional program. It is here that the student carries forward activities initiated by his instructors, gains access to materials reserved for his use, and gets assistance in locating reference data pertinent to his assignments.

For the perceptive student this centre is not only a source of academic information but also a storehouse

of cultural treasure. Library and media resources, though somewhat limited in September, will be expanded as rapidly as circumstances permit.

The resources of the centre are available to students in the Adult Education Program, who possess identification cards, or by special arrangement with the librarian.

Bookstore

During the 1968-69 year the College will not operate a book store. Arrangements have been made with Eatons Park Royal to stock text-books and supplies required for College courses.

Student Centre

The ground floor of the College building has been set aside primarily for students. It includes:

- (a) A large common room where students may study, relax and obtain snacks.
- (b) A counselling and career centre under the direction of the Co-ordinator of Student Services where students may obtain assistance regarding student activities, individual programs, or personal problems.

Student Activities

All College students will have the opportunity to participate in activities related to an extra-curricular College program. It is anticipated that students will indicate their interest in those clubs and activities which can be carried out within the somewhat limited facilities and time at their disposal. The Co-ordinator of Student Services will serve as an advisor to groups interested in promoting extra-curricular activities.

Parking

Parking on the campus of the West Vancouver Senior Secondary School is restricted to College faculty and guests of the College.

All student parking is therefore street parking.

Students are urged to respect the access rights of neighboring homes and reminded that they are personally responsible for any traffic violations that may occur.

SCHOLARSHIPS, BURSARIES, LOANS

SCHOLARSHIPS

Government of British Columbia Scholarships

To be eligible a student must have completed secondary school graduation and be enrolled in five College level courses or a full Vocational-Technical program.

Awards are based on current term results and will be applied to the fees in the subsequent term or year at Capilano College, the University of British Columbia, or Simon Fraser University. Applications may be filled each term and **MUST** be submitted prior to the writing of the final term examinations.

First-class Scholarships (representing three-quarters of tuition fees), Upper Second-class Scholarships (representing one-half of tuition fees), and Lower Second-class Scholarships (representing one-third of tuition fees) are awarded on the basis of a Grade Point Average (GPA).

BURSARIES

Government of British Columbia Bursaries (Awards made primarily on the basis of demonstrated financial need)

To be eligible a student must have completed secondary school graduation with an average not lower than 65%, must be enrolled in five College level courses or a full Technical program at Capilano College and must undertake to attend for two continuous terms.

Normally, assistance is in the range of \$75.00 to \$150.00 per academic year. Larger amounts may be authorized in exceptional cases. Applications must be submitted to the British Columbia Department of Education by August 5 of each year.

LOANS

Canada Student Loans

To be eligible a student must:

(a) have completed secondary school graduation (any program) and be enrolled in a College Vocational-Technical program

OR have completed secondary school graduation on an Academic or Academic-Technical program and be enrolled in a College Academic or General Education program;

- (b) be enrolled in five College level courses or in a full College Vocational-Technical program;
- (c) undertake to attend for two continuous terms at the same institution.

Loans of up to \$1,000 are available each academic year (two continuous terms) to a maximum of five years and are interest-free until six months after completion of full-time post-secondary studies directed towards a degree or diploma.

A loan will be granted only after the student is formally enrolled in a full-time program. Students thus must have sufficient funds to pay for fees and books at registration.

Canada Student Loans are made for educational purposes only and the amount granted will be based upon demonstrated financial need.

College Hours

The College office will be open 9:00 a.m. to 5:00 p.m. Monday to Friday. Office hours will be extended to 10:00 p.m., Monday to Thursday as the service is required.

The College facilities will be open to College students for counselling and for book loans in the College Library as follows:

Student Services Area — 9:00 a.m. to 10:00 p.m.
Library — 9:00 a.m. to 9:15 p.m.

Detailed times will be posted in each of the above mentioned areas.

Class hours are:

4:00 — 5:25 p.m.
5:30 — 6:55 p.m.
7:30 — 8:55 p.m.
9:00 — 10:25 p.m.

COLLEGE CURRICULUM AND DESCRIPTION OF COURSES

Academic Program:

A description of the courses will be available in a later announcement. However, prospective students

should know that the Arts and Science program consist of courses which are acceptable for credit at the universities. Transfer courses will be offered in the following subject areas:

English	Physics
Mathematics	Chemistry
History	Biology
Psychology	French
Geography	Spanish
Fine Arts	German
	Economics

Other courses may be offered as demand develops. The College reserves the right to cancel any course for good reason. College courses will be numbered to indicate transferability status.

TRANSFER FROM CAPILANO COLLEGE

The following is a statement from the Registrar and Secretary of Senate of The University of British Columbia:

“The University will accept students on transfer from Capilano College on the same basis as students transferring from the University of Victoria, Simon Fraser University or any other recognized college. Students who in the past would have sought admission following Grade 13 may now seek admission following two semesters of study at Capilano College and will be considered on standing shown on transcripts of record issued by the College. A student who chooses courses at the College that are appropriate to his academic objective at University and who obtains adequate standing in them will be accepted for further studies at the University under the same conditions that apply to a student who has taken all his post-secondary studies at the University.

“The situation is similar for students transferring to the University following four semesters at the College.”

Admission Officers from the University of Victoria and Simon Fraser University have given similar assurances that students will be accepted on transfer from Capilano College under the same conditions that apply to those who have taken all of their post-secondary studies at the universities, provided that they have obtained adequate academic standing.

VOCATIONAL-TECHNICAL PROGRAM

Industrial Technology Specialty:

A two-year program with specifics in welding, machine shop, electronics or electricity, fitting and layout. The core of academic subjects include English, Mathematics, Physics, Chemistry, Merchandising and Metallurgy.

Business Administration:

Two programs are offered as one-year certificate or two-year diploma courses. The Accounting course includes business English, economics, mathematics, accounting, business law and fundamentals of finance.

The Executive Secretary course includes business English, mathematics, business machines, typing and shorthand.

Early Childhood Education:

This course at the college level prepares a well-trained staff for playschools, nursery schools and day-care centres. This is a field that is just opening up and will grow rapidly. Courses include English, psychology of early childhood learning, sociology, foundations of education for young children, typing and field experience with children.

Art:

Courses include drawing, painting, print-making, sculpture, ceramics, and applied design in first year. Core activities will be supplemented through a series of workshops conducted by visiting lecturers.

TECHNOLOGICAL PROGRAM (B.C. Institute of Technology)

B.C. Institute of Technology is offering six programs of related technologies of which one year will be given at Capilano College. Students graduating on one of these programs will be accepted at the Institute for the second year and have a choice of eleven different options leading to a nationally recognized diploma of technology.

Administrative Management:

This course trains students in modern business practices and prepares them for positions of responsibility in a wide range of businesses and industries or in government.

Courses in the first year include business writing, business mathematics, management in industry, economics, accounting, data processing, marketing, office systems and equipment, tutorial and library and research.

In term two of first year, psychology and administrative practices are substituted for management in industry and data processing.

Marketing Management:

B.C.I.T. makes extensive use of the most modern methods of instruction in this course. Guest lecturers from industry will instruct on their specialty. There will be field trips, group projects and seminars.

Two options following completion of first year are marketing management or retail marketing. The former prepares students for careers in sales and sales management, advertising and sales promotion and marketing research.

The latter is a preparation for a career in retailing.

First year subjects parallel those for administrative management.

Hotel, Motel, Restaurant Management:

A two-year program where students get theoretical and practical training in general business procedures and every aspect of hotel or restaurant operations.

Courses include front office and housekeeping; accounting and controls; purchasing, receiving and storing of hotel supplies; preparation and serving of food and beverages; maintenance and engineering; planning and design; advertising and promotion and human relations.

There is three months of added practical experience in a hotel, motel or restaurant between first and second years.

After a few years experience at the front desk or in the general office, the graduate should be able to handle such positions as front office manager, catering manager or assistant manager of a smaller hotel.

Female graduates could expect positions as executive housekeeper or management positions.

First term academic subjects parallel those in administrative management.

Electrical and Electronics:

Objective of the two year program is to provide sufficient training for the graduate to enter industry at the para-professional level as an engineering assistant or technologist.

A broad training in fundamentals and industrial practices enables the graduate to enter a variety of fields in industry.

Graduates from this program are employed in research, development, production, sales, installation and service in both commercial companies and government agencies.

Subject in term one and two include writing and contemporary thought, mathematics, general physics, electrical circuits, electrical components, draughting and library and research.

Broadcast Communications:

Students are given a complete electronics program coupled with extensive practical training in the maintenance and repair of all radio and television broadcasting equipment in both studio and transmitter operations.

Students must have a real interest for this demanding field and be competent in both mathematics and physics.

Subjects in the first term parallel those for electrician and electronics program.

WORK SHEET FOR STUDENT SCHEDULE

4:00 5:30 7:30 9:00

MONDAY

TUESDAY

WEDNESDAY

THURSDAY