

KING EDWARD TIMES

Vol. II - No. 7
Sept. 19, 1975

1) LATE REGISTRATION

I just feel something should be said about the tremendous student support the faculty displays during late registration when special cases require special permission to enter classes late. Without exception teachers approached agree to take on additional work in order to help. Thanks to the faculty, on behalf of students, from the Counselling Department.

G.N.

2) OFFICE EQUIPMENT

All enquiries regarding the purchase of office equipment should be directed to the Office Manager.

I am available for discussion on items that have come to your notice which you feel would be of benefit to our office.

D.M.

3) EVENING ADMINISTRATION

The Division Chairmen and Dean of Instruction will be on duty on the following evenings:

Monday	R. Cunningham
Tuesday	P. Wakefield
Wednesday	C. Casey
Thursday	R. Fussell

R. Cunningham will also "substitute" in the evenings when Division Chairmen are on vacation!

R.F.C.

4) REVISED HOURS FOR E.L.T. REGISTRATION

DAYS 11:00 a.m. - 3:00 p.m.
 EVENINGS 6:00 p.m. - 9:00 p.m.
CLOSED FRIDAY EVENINGS

5) WORKSHOP

The Inter-campus Curriculum Workshop originally scheduled for September 19 and 20 has been re-scheduled to October 3 and 4.

R.F.C.

6) POSITION OPENING

The Grande Prairie Regional College will be appointing a Senior Administrator. Competition for this position closes September 22. Please see notice posted on Faculty Bulletin Board.

L.B.M.

7) CHANGE IN OFFICE HOURS

Beginning Monday, September 22, the general office hours will be as follows:

Monday through Thursday - 8:00 a.m. - 9:00 p.m.
 Friday - 8:00 a.m. - 6:00 p.m.

The switchboard will be operated until 9:00 p.m. on Fridays. Please note change in hours for the Office Manager and Assistant Office Manager:

Office Manager 8:30 a.m. - 4:30 p.m.
 (Monday through Friday)
 Assistant Office Manager 9:00 a.m. - 5:00 p.m.
 (Monday through Friday)

8) NEW COUNSELLING HOURS

Monday through Thursday - 9:00 a.m. - 4:30 p.m. - 6:00 p.m. - 8:00 p.m.
 Friday - 9:00 a.m. - 4:00 p.m.

Students should see the receptionist by 4:00 p.m. and by 7:30 p.m.

9) CORRECTIONS IN STAFF PHONE DIRECTORY

B. Bowers	Office F
D. Brown	Office F
B. NicholSEN	Office 186
B. Pletcher	Office 186

D.M.

10) CHANGES IN STAFF DIRECTORY

The latest changes in the Staff Directory are available in the office. Please see the Assistant Office Manager.

M.G.

11) LIMERICK OF THE WEEK

The Dean of Instruction is Cunningham
 Classes, teachers and students, he's running 'em
 He's good at selection
 and thoughtful inspection
 And that Helen he picked out's a stunning 'un!

12) REMINDER:

Important meeting of V.I.A.
 Wednesday, September 24
 1:45 - 4:15 p.m.
 at the Plaza 500
 12th at Cambie

B.McD.

