

# KING EDWARD TIMES

VOLUME X, No. 19

August 16, 1984

## COPYING SURVEY

We will be surveying all copying for two weeks commencing August 20. We want to provide you with the right equipment where needed. Please help by filling in the logs.

In each area one person has been delegated to look after the survey, should that person not be available & you have a problem regarding the completion of the log, please call me at local 736.

D. Moutter

## GUIDELINES FOR TRAVEL ARRANGEMENTS

Banner Travel is the agent for all business related to travel requirements of V.C.C. personnel and paid for by the College.

'Request for Leave from Duty' forms must be completed and processed in the established manner.

The campus contact agent (Vi McKinnon, Joan Rippel, or Fanny Yip) will require the following information from users:

Name of the person travelling  
Account number to charge  
Applicable 'in transit' dates

The campus contact agent will confirm costs and arrangements with Banner Travel and advise V.C.C. Accounts Payable. The campus contact agent will receive documentation (tickets, etc.) from Banner Travel.

Banner Travel will send travel arrangement invoices directly to V.C.C. Accounts Payable.

In the event that Banner Travel is unable to accommodate travel needs, the campus contact agent will be able to make alternate arrangements.

R.N.G.



COLLEGE FOUNDATIONS INSTRUCTORS PLEASE NOTE:

A new Refund Policy has been put into effect for the September Semester. The length of time for refunds has been drastically reduced. Please inform your students. Schedules will be posted at the Cashier's wicket and throughout the Campus in September. Impress on them that it is up to them to be aware of the last date for Refunds.

SCHEDULE OF REFUNDS, FALL TERM, 1984 - COLLEGE FOUNDATIONS DIVISION

WITHDRAWAL DATES:

REFUND DUE:

	SINGLE COURSE FEE OF \$60.00	ENGLISH 098, 099 NIGHTS, 4 MONTHS FEE OF \$100.00	ENGLISH 059 NIGHTS, 4 MONTHS FEE OF \$145.00
SEPT. 5	\$45.00	\$75.00	\$108.75
SEPT. 6 - 17	\$30.00	\$50.00	\$72.50
AFTER SEPT. 17	NIL	NIL	NIL

	ENGLISH 098, 099, 059 DAYS, 2 MONTHS SEPT. & OCT. FEE OF \$150.00	ENGLISH 098, 099 DAYS, 2 MONTHS NOV. & DEC. FEE OF \$150.00
SEPT. 5	\$112.50	OCT. 24 \$112.50
SEPT. 6 - 11	\$75.00	OCT. 25 - 30 \$75.00
AFTER SEPT. 11	NIL	AFTER OCT. 30 NIL

	COMPLETE DOUBLE BLOCK FEE OF \$120.00	SECOND COURSE OF DOUBLE BLOCK FEE OF \$60.00
SEPT. 5	\$105.00	OCT. 24 \$45.00
SEPT. 6 - 17	\$90.00	OCT. 25 - 30 \$30.00
AFTER SEPT. 17	\$60.00	AFTER OCT. 30 NIL

LAST DAY FOR OFFICIAL WITHDRAWALS: SINGLE BLOCK COURSE - NOVEMBER 5, 1984  
FIRST COURSE OF DOUBLE BLOCK - OCTOBER 2, 1984  
SECOND COURSE OF DOUBLE BLOCK - NOVEMBER 19, 1984

PLEASE NOTE THE FOLLOWING:

1. STUDENTS WHO HAVE REGISTERED AND PAID THEIR TUITION FEES IN ADVANCE, WILL RECEIVE A FULL REFUND LESS A \$20.00 REGISTRATION FEE IF THEY WITHDRAW PRIOR TO THE FIRST DAY OF CLASS.
2. THE STUDENT ACTIVITY FEE IS NON-REFUNDABLE AFTER THE FIRST DAY OF CLASS, UNLESS THE SINGLE COURSE FOR WHICH A STUDENT HAS REGISTERED IS CANCELLED THEN A COMPLETE REFUND IS ISSUED.
3. LATE REGISTRATION FEE, MATERIALS FEE AND STUDENT CARD FEE ARE NON-REFUNDABLE.
4. FULL REFUNDS OF TUITION FEES WILL ONLY BE GRANTED IN THE CASE OF A COUNSELLING OR PLACEMENT ERROR, WITH A NOTE FROM A COUNSELLOR, AND FOR SPECIAL CIRCUMSTANCES APPROVED BY AN ADMINISTRATOR.
5. REFUNDS TO THE STUDENTS ARE PAID BY CHEQUE AND ISSUED AFTER A WAITING PERIOD OF TWO WEEKS. IF TUITION FEES WERE PAID BY CHEQUE, THERE WILL BE A WAITING PERIOD OF ONE MONTH. WHERE THE REFUND AMOUNT IS OVER \$300.00 THE CHEQUE WILL HAVE TO BE ISSUED BY OUR REGIONAL OFFICE.
6. NO REFUNDS ISSUED WITHOUT THE STUDENTS FEE RECEIPT. DUPLICATE RECEIPTS CAN BE OBTAINED FROM STUDENT RECORDS IN THE MAIN OFFICE FOR \$1.00 PER COPY.



FROM MINISTRY OF EDUCATION - "LIQUID PAPER"

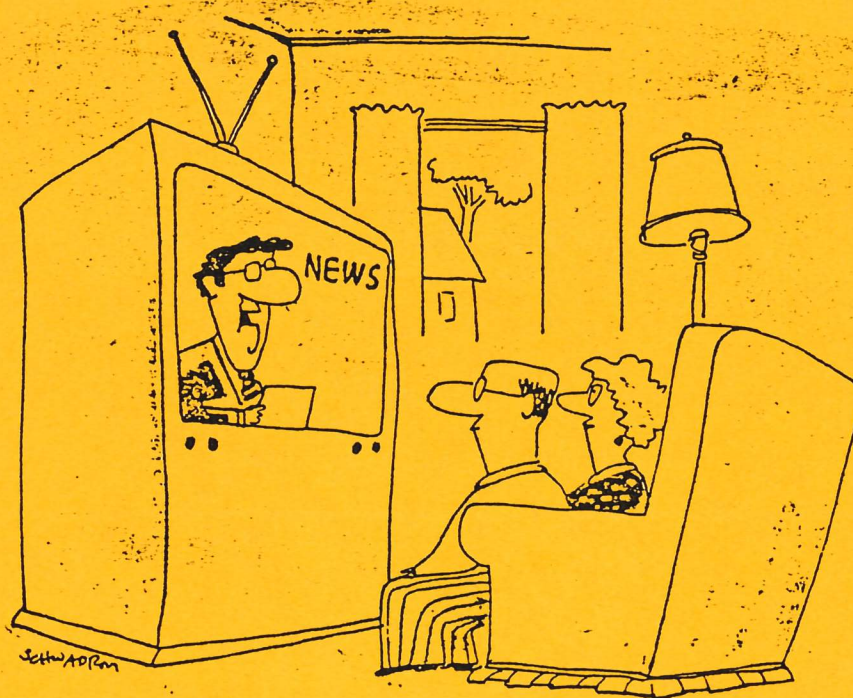
An official of the St. Paul's Drug and Poison Information Center in Vancouver has made the following comments concerning "Liquid Paper":

- (1) Liquid paper is considered dangerous - contains 50 to 60% trichloroethane as a solvent.
- (2) Approximately 30 deaths have been reported from accidental exposure to high concentrations or inhalation.
- (3) Symptoms differ if the liquid paper is:
  - (a) inhaled - headache, grogginess and central nervous system depression.
  - (b) ingested - nausea and vomiting in addition to the above.
- (4) Concentrated inhalation when used improperly in poorly-ventilated areas can cause blood pressure to fall, shock and death.

The Center advises that "Liquid Paper" should not be freely available to school children. The product "Mistake Out" which has a water base is preferred.

Any enquiries concerning this subject should be directed to:

Miss Gillian Willis  
Poison Information Coordinator  
B.C. Drug and Poison Center  
St. Paul's Hospital  
1081 Burrard Street  
Vancouver, B.C.  
V6Z 1Y6 Telephone: 682-2344, local 2126



*"In an effort to put a lid on inflation, Congress today voted to move the decimal point one digit to the left."*



#### A CHANGE OF STAFF IN THE COUNSELLING DEPARTMENT

Christina Lee has replaced Steve Sigmond in the Counselling Department, and will assume Steve's responsibilities.

In addition to her regular counselling duties, Christina will be the liaison counsellor to Basic Education and I.E.P.A. special needs programs.

Christina has a Doctorate of Education in Counselling Psychology, a Master of Education in Counselling Psychology, and a B.A.

Christina's experience includes work as a clinic coordinator and staff trainer in Alcohol and Drug Programs, and work as a Psychometrist in a Forensic Service and Psychiatric setting. She also has worked as a training resource and instructor with adult women, and has extensive counselling experience in working with ethnic minorities.

Christina will be on staff until the end of December, 1984.

If you have the opportunity, come by and meet Christina.

L.H.

#### PARKING LOT LIGHTING

Lights flooding the north side parking lot will be turned off at 10:30 p.m. effective this week. This action will be taken in the interest of promoting and maintaining harmonious relations with our neighbours.

R.N.G.

#### ON VACATION

I will be on holiday from 1984 August 16 until 1984 September 4. In my absence, please direct matters to Dean Sylvester.

R.N. Gauthier





# ASSESSMENT SCHEDULE

To accommodate the College Foundations Registration for 84/3, the following assessment schedule will be in effect from mid-August to mid-September:

## ASSESSMENT SCHEDULE --- Aug. 21/84 to Sept. 13/84

DATE	WRITING Rm. 4027	READING Rm. 4027	MATHEMATICS Rm. 4027	E.L.A. Rm. 4034
Aug. 21 (T.)	6:00 p.m.	7:00 p.m.	8:00 p.m.	
Aug. 22 (W.)	10:00 a.m.	11:00 a.m.	12:00 noon	6:45 p.m.
Aug. 23 (Th.)	2:00 p.m.	3:00 p.m.	4:00 p.m.	
* Aug. 24 (F.)	10:00 a.m.	11:00 a.m.	12:00 noon	
* Aug. 27 (M.)	6:00 p.m.	7:00 p.m.	8:00 p.m.	
Aug. 28 (T.)	6:00 p.m.	7:00 p.m.	8:00 p.m.	
Aug. 29 (W.)	10:00 a.m.	11:00 a.m.	12:00 noon	8:45 a.m.
Aug. 30 (Th.)	2:00 p.m.	3:00 p.m.	4:00 p.m.	
* Aug. 31 (F.)	2:00 p.m.	3:00 p.m.	4:00 p.m.	
Sept. 3 (M.)	H O L I D A Y (L A B O R D A Y)			
* Sept. 4 (T.)	2:00 p.m. 6:00 p.m.	3:00 p.m. 7:00 p.m.	4:00 p.m. 8:00 p.m.	
Sept. 5 (W.)	10:00 a.m.	11:00 a.m.	12:00 noon	6:45 p.m.
Sept. 6 (Th.)	2:00 p.m.	3:00 p.m.	4:00 p.m.	
* Sept. 7 (F.)	10:00 a.m.	11:00 a.m.	12:00 noon	
* Sept. 10 (M.)	10:00 a.m.	11:00 a.m.	12:00 noon	
Sept. 11 (T.)	6:00 p.m.	7:00 p.m.	8:00 p.m.	
Sept. 12 (W.)	10:00 a.m.	11:00 a.m.	12:00 noon	8:45 a.m.
Sept. 13 (Th.)	2:00 p.m.	3:00 p.m.	4:00 p.m.	

The regular assessment schedule will resume on Tuesday, September 18th, 1984. The asterisks (\*) indicate the extra sessions.



KEC FACULTY/STAFF ACTIVITIES

Ron Fussell	Association business	Aug. 22-24
Maria J. Brown	Attend Jean Houston Seminar	Aug. 23-27
Helen Cunningham	Preview curriculum resource books. Reading regarding learning disabilities and teaching reading.	Aug. 23-31

M.R.

PROVINCIAL EXAMINATIONS

The August Provincial Examinations will take place in the auditorium (and other rooms where required) at KEC from August 20 to 24. Six hundred and twenty-six students will be writing examinations during these four days.

R.F.C.

POSITION OPENINGS

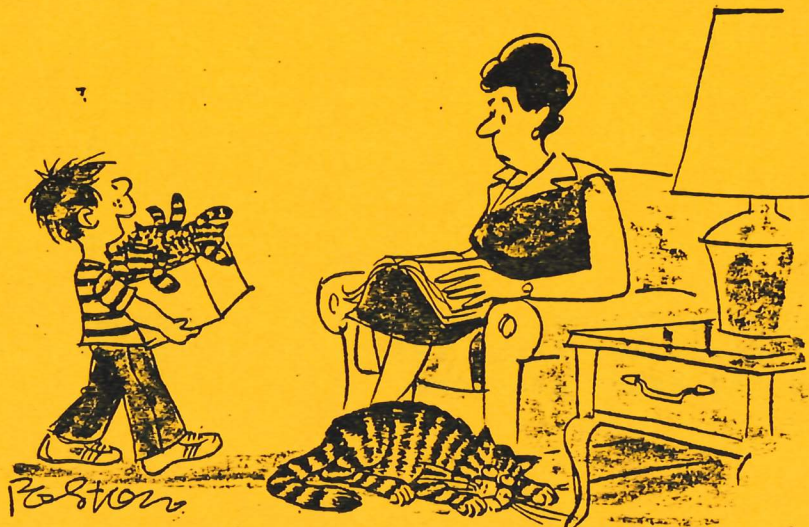
V.C.C./V.V.I. requires a Clerk Typist II for the Nursing Department. Closing date for applications is August 16th.

V.C.C./Central Administration requires a confidential secretary. The closing date for applications for this position is August 22nd.

V.C.C./Central Administration requires a Secretary I for Public Relations and Advertising Services. Closing date for applications is August 21st.

For further information on the above positions, please see bulletin boards.

H.E.P.



"Guess what! Mrs. Murdock's cat had  
eight kittens and she said they were all ours!"