

1. FACULTY ADVISORS

Mr. Buckingham will be collecting lists, assigning students not yet registered, and returning lists of advisees to you, when complete.

2. LADIES' REST ROOM

Room 328 is now furnished with a cot and available as a ladies' rest room.

3. RE: STUDENTS LATE FOR CLASS

Because of the "no-bell" system, it is difficult to be aware of the end of the scheduled class time. Some instructors have commented that students are reporting late because of being detained in the previous class. Classes start on the half-hour and continue until 25 minutes past the hour. Please adhere to this schedule.

4. DUPLICATING SERVICES

Please channel all duplicating requests through the area stenographer, who will arrange for the work to be done. For urgent work, there is a spirit duplicator in the Math-Science office and the Humanities-Business office. These offices are open at 8:30 a.m.

5. VOCATIONAL SCHOOL CLASSES

Mr. Hindle, Principal of the Vocational School, has extended an invitation to Faculty to register for classes at the Vocational School. There is no fee for Malaspina College instructors.

6. PORTABLE CLASSROOMS

Authority has been given -- because of the transfer of our lease on 460 Wallace Street -- to lease two portable classrooms. These will be placed in the area between room 108 and Machleary Street. One of these will be the secretarial class; the other will be partitioned to provide a classroom (approximately 24' x 24') and a Board Room (approximately 12' x 24').

7. DISPLAY CASE

H.M. Brown

Any area wishing to use the new display case may do so by making arrangements with Doug Bridges.

8. NEW STAFF MEMBERS

Mr. Ken Rumsby will be joining the Learning Resources Centre Staff on October 1st. He will be handling the audio-visual area. Requests for equipment, films, etc., should be made with him. Come in and introduce yourself to him and make him feel welcome.

Working part-time (evenings) in the A-V area is Mrs. Joyce Fagan, whom we hope will be handling all film bookings, confirmations, et cetera.

D. Bridges

9. CAREER EXPLORATION:

Group sessions will start after October 1st. GET SET.

Will discuss some of the following topics:

1. TOTAL STUDENT DEVELOPMENT.
2. YOU HAVE A TALENT! -- FOR WHAT!
3. HOW TO CHOOSE A CAREER.
4. COLLEGE MAJORS and YOUR CAREER.
5. GUIDANCE TESTING & GUIDANCE MATERIALS
INTRODUCTION TO CAREER EXPLORATION KIT.

- 6. STUDENT SELF-ANALYSIS.
- 7. SELF-CONCEPT and ACHIEVEMENT.
- 8. DECISION-MAKING.

FACULTY ADVISORS

READ THE SIGNS and COME ON IN! Know thyself better.

M. Martin

10. STUDY SKILLS ADVISORY COMMITTEE

Meets this Tuesday, from 11:30 to 12 noon in room 221.

11. STUDY SKILLS CENTRE

The Study Skills Centre is open each day from 9 to 4 for tutorial help in many college subjects. Please check timetable or the bulletin board at the centre for the help you need.

12. WRITING IMPROVEMENT CLASSES are now scheduled for Study Skills Centre except at the following times:

Monday	12:30	Room 329
Wednesday	3:30	Room 329
Thursday	10:30	Room 317

D. Harrison

VOCATIONAL SCHOOL CLASSES

Mr. Huddle, Principal of the Vocational School, has extended an invitation to Faculty to register for classes at the Vocational School. There is no fee for Mississippi College instructors.

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Authority has been given -- because of the transfer of our lease on 400 Wallace Street -- to lease two portable classrooms. These will be placed in the area between room 108 and Machinery Street. One of these will be the secretarial class; the other will be partitioned to provide a classroom (approximately 24' x 24') and a board room (approximately 12' x 24').

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