

1. STUDENT TRANSCRIPTS

Will be available at the Registrar's Office during the Christmas break. Students can pick up transcripts December 31, January 2, 5, and 6th.

EXAMINATIONS

Just a reminder that exams begin on Saturday, December 13th. Exam timetables are posted around the campus - please check times and places of exams. When it's all over, have a HAPPY HOLIDAY!!

John
Maxine
Carolynne
Diane
(Registrar's Office)

2. ARTS I

Would any instructors interested in teaching in Arts I next year (1976-77) please let Dean Bauslaugh know by the first week of January.

G. Bauslaugh.

3. LOST! BLUE RAINCOAT!

Dave has lost his blue (British) raincoat. May possibly contain worthless cheque book. Modest reward offered. If found, please bring to Room 230.

David Harrison.

4. CHEQUES PREPARED MANUALLY

In the past cheques have been prepared manually on Tuesdays and Thursdays of each week but, in view of the current budget restraints, we find it necessary to allocate our employees' work as efficiently as possible and therefore request the support of all faculty and staff in implementing the following:

EFFECTIVE JANUARY 2, 1976, CHEQUES WILL BE ISSUED ONCE A WEEK BY COMPUTER. REQUESTS FOR CHEQUES MUST BE IN BURSAR'S OFFICE BY NOON MONDAY AND THE CHEQUE WILL THEN BE AVAILABLE FRIDAY.

All we ask is please PLAN in ADVANCE.

5. TEXTBOOKS FOR JANUARY

Follow ups on textbook orders for next semester (January) have indicated most shipments will arrive later than expected - probably late December & early January. The deluge of extra freight ordinarily sent by mail has created delays. A book list will be posted in the faculty lounge indicating stock as it arrives. Instructors will be notified directly of problems in obtaining particular titles.

Sharon Dolan.

6. I.V.C.F. - At the organisational meeting held on December 1, 1975, it was decided that the I.C.V.F. meetings for the spring semester will take the form of discussions on 1st and 2nd Peter.

An executive was elected as follows:

President	-	Donna Sheardown
Treasurer	-	Robert Randal.

"Glory to God in the highest; and on earth peace, good will toward men."

Luke 2:14

MERRY CHRISTMAS!

Donna Sheardown.