

WELCOME

TO

WATERLOO

FALL QUARTER

1957

W E L C O M E T O W A T E R L O O !

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You who are enrolling in the Autumn Quarter of the Applied Science Course are the second group to embark upon this co-operative venture. Students in the Summer Quarter had the entire campus to themselves but had to contend with some hot weather. You will have the most pleasant season of the year to begin your studies, but you will find the campus rather crowded since some 450 students in Arts have arrived a week ahead of you.

We ask you to bear with us under these crowded conditions and temporary facilities until new accommodation is available (within a year, we hope). The essentials of a good education are present, however. The Faculty and the courses offered are the best that can be had.

On behalf of the Administration and the Faculty I extend to you a cordial welcome and hope that your first quarter on the Waterloo Campus will be a most pleasant one!

L. H. Schaus,
Dean.

OFFICERS OF ADMINISTRATION

President	Mr. J. G. Hagey
Dean of Arts and Science	Rev. L. H. Schaus
Principal of Applied Science	Mr. C. L. Emery
Registrar	Miss Nayda M. Schultz
Business Manager and Bursar	Mr. A. K. Adlington
Accountant	Mr. A. B. Gellatly
Co-ordinator	Mr. G. W. Dufault
Chaplain	Rev. A. B. Little
Librarian	Mrs. M. E. Lewis
Student Counsellor	Dr. W. H. Bexton
Director of Athletics	Mr. C. Totzke
Manager of Bookstore	Mrs. E. Fischer

MEMBERS OF THE FACULTY

Autumn Quarter, 1957

Dr. T. L. Batke	Chemical Techniques
Mr. R. Bowman	Applied Physics
Dr. J. H. Cowan	Physics
Mr. D. Irish	Chemistry
Mr. G. McPherson	Applied Physics
Mr. P. Meincke	Engineering Drawing
Dr. J. Mills	Chemical Techniques
Mr. J. Nicol	English
Mr. J. K. Oddson	Mathematics
Mr. G. Pearce	Electricity
Mr. P. Ponzio	Mathematics
Dr. R. G. Stanton	Mathematics
Mr. E. Wallingford	Electrical Techniques

SCHEDULE FOR THE FIRST WEEK

Saturday, September 28th: Registration - 9:00 a.m. - 4:00 p.m.
Rooms 202, 203, 204

Monday, September 30th: Lectures Begin - 8:00 a.m.

Lectures will proceed according to the timetable provided. The student body is divided into four sections and lectures and laboratory periods are scheduled by sections. Students must remain in the section to which they have been assigned and attend classes accordingly.

The rooms for lectures and labs. are designated on the timetable by the numbers in brackets after the subject. Rooms designated as A1, A2, are in the Annex Buildings behind Willison Hall. All others are in the College Building.

Wednesday, October 2nd: Student Assembly - 11:00 a.m.

All students are required to attend this general assembly which will be held in the Music Hall. This assembly will serve as an Orientation Period when explanations of numerous items concerning the Co-operative Applied Science course will be given.

BOOK STORE BULLETIN

BOOK STORE HOURS: Saturday, September 28th from 9:00 to 12:00 and from 1:30 to 4:00. Regular hours commence on September 30, 1957 from 9:30 to 11:30 a.m. and from 1:30 to 3:30 p.m. Monday through Friday.

THE REQUIRED BOOK LIST FOR ALL STUDENTS OF PRE-ENGINEERING IS AS FOLLOWS:

ENGLISH 10a

Writing for College - Barrett	3.50
The Story - Schorer	3.95
The American College Dictionary	5.75
	<u>13.20</u>

CHEMISTRY 10a

The Essentials of Chemistry - Graham & Cragg	4.25
Schaum's Outline Series in Chemistry	1.85
	<u>6.10</u>

APPLIED PHYSICS 19a

Introductory Applied Physics, Harris & Hemmerling	7.09
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PHYSICS 10 & 15

College Physics - Sears & Zemansky	9.00
How to Study Physics - Chapman	.50

MATHEMATICS 10a

Understanding College Algebra - Smith	4.25
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MATHEMATICS 18a

Elementary Trigonometry - Hall & Knight	1.90
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ENGINEERING DRAWING 21a

Engineering Drawing & Geometry - Hoelscher	8.00
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TOTAL COST OF BOOKS	<u>50.04</u>
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ENGINEERING SUPPLIES: All Engineering supplies are available at the College Book Store. See page 7 for details. Please note that the 10% discount is good only if the package unit purchase is obtained by October 11th. After that time the regular price goes into effect

Mrs. Elsie Fischer,
Book Store Manager.

BOOK STORE BULLETIN (continued)

The Following items are also available at the Book Store:

Hilroy Exercise Books	5 for	.69
Coil Exercise Books	5 for	.89
Student Stationery		.75
Duo Tang Covers for Lab Rep.		.20
Clip Boards		1.00
Lecture Pads		.40
3 ring refills		.25
Graph Paper		.25
File Folders		.03
Pencils		.10 or 3/25
Ball Points		.50 & 79
Esterbrook Pens complete		3.25 & 4.00
Pen Nibs for above		.65 & 1.40
Gold Bullion Crests		8.95
Cloth Crests		1.25
School Pins		1.65
Men's Rings		6.35
College Jackets		12.00
	&	13.35
Light Weight Jackets		8.50
Sweat Shirts		3.25
T Shirts		1.25
Penants		.75
Stickers		.05
Esterbrook Eversharps		3.95
Esterbrook Ball Points		3.95
Ink		.29
Maps		.50
Essay Paper		.01 per sheet
Brief Cases		13.95
	&	18.95
Olivetti Portable Typewriter		94.50

ENGINEERING DRAWING SUPPLIES

#11/66 Giant Bow Drafting Set	12.75
Ames Lettering Guide	1.00
#883/1 Engineer's Scale	2.75
#883/2 Architect's Scale	2.75
#9400 Mechanical Pencil	1.00
#9500 Mechanical Pencil	.75
Leads for above - box of 6 assorted	.60
#930 Diwa Slide Rule	16.50
#27 Alpha Jackknife Pen	3.50
6" 45/45 triangle	1.00
12" 30/60 triangle	2.00
Set of 3 French Curves	3.00
#712-8 8" Protractor	1.95
Erasing Shield	.25
Art Gum Eraser	.06
Pen nibs - Assorted	1.22
Pen Nib Holder	.10
Drawing Board Brush	1.50
Chin Chin B lack ink	.40
Chin Chin Blue ink	.40

53.48

If purchases in package unite before
 October 11th 10% discount will be
 allowed.

5.33

48.15

LIBRARY

The Library is located at the south end of the second floor of Willison Hall. To enter the Library use the south door of Willison Hall, (the door nearest the Dining Hall), climb stairs at the left and turn right on the second floor. The Library will be open Monday to Friday from 8:30 a.m. to 5:00 p.m. and from 7:00 p.m. to 10:00 p.m. (Note: Saturday, 9-12 a.m. Sunday, 7-10 p.m.)
1-5 p.m.

The Library may be used for study purposes.

LODGING

If you have not secured a room previous registration, you can obtain a list of available rooms from the Room Clerk in the main lobby. Several assistants are on hand to help you find accommodation.

MEALS

Students can obtain all their meals in the College Dining Hall. These meals will be served on a cafeteria basis, permitting a good selection of dishes. Payment will be made on a per meal basis.

The time schedule for meals in the Dining Hall is as follows:

Breakfast - Monday to Friday: 7:15 - 8:30 a.m.
Saturday and Sunday: 8:15 - 9:00 a.m.

Luncheon - Monday to Saturday: 11:30 a.m. - 1:15 p.m.
Sunday and Holidays: 12:30 - 1:30 p.m.

Dinner - Monday to Sunday: 5:00 - 5:45 p.m.

The Torque Room (snack bar) in the College building will be open Monday through Friday from 9:00 a.m. to 5:00 p.m. and from 7:30 to 10:45 p.m. Only light lunches, beverages, and confectionary items are served in the Torque Room.

CANADIAN OFFICERS' TRAINING CORPS

The Waterloo College Detachment, C.O.T.C., is one of the largest units in Canada in proportion to total College enrolment. At present there is no C.O.T.C. plan for Engineering students, but the Commanding Officer of the Detachment would be pleased to talk to students who might be interested.

See Major J. M. Clark, Room 211, at your convenience.

THE HEALTH CARE REIMBURSEMENT PLAN

Worry takes the edge off efficiency at all levels of work. No student can maintain top efficiency when he or she is worried about expenses caused by illness or accident. Students are equally concerned if it becomes necessary to postpone needed medical, surgical or hospital care.

For this reason the College has provided Expense Reimbursement benefits to all students. This is included in the Students' Tuition Fees and no further contributions to obtain these benefits are required.

A copy of the complete contract is available at the Business Office on request.

Accident and Sickness Benefits

<u>HOSPITAL</u>	\$7.50 per day, limit seventy days any one disability.
<u>SPECIAL HOSPITAL SERVICES</u>	Anaesthetics, Laboratory, Operating Room, X-ray, Special Medicines, Nurses' Board, Ambulance - limit \$75.00.
<u>SURGICAL</u>	Schedule of operations - limit \$200.00.
<u>MEDICAL</u>	Physician's or Osteopath's Fees for calls at HOME or HOSPITAL - First treatment \$3.00. Succeeding treatments \$2.00. Limit - one treatment per day (Maximum \$50.00). Office calls, only if approved by Dean of Men or Dean of Women.
<u>DENTAL TREATMENT</u>	If required as result of ACCIDENTAL INJURY only. Maximum \$50.00.

HOW TO REPORT CLAIMS

- (1) REPORT CLAIMS PROMPTLY. All injuries or illnesses must be reported to the Business Manager immediately they occur. The Officer in charge will supply necessary claim forms.
- (2) Make sure your claim form is filled in immediately, and that the Doctor, Hospital and College Official have completed their portion.
- (3) Make sure that all your bills, including any ambulance account, along with the claim form, are handed to the Business Manager without delay.
- (4) Your co-operation is necessary to insure the prompt and satisfactory payment of your claim.

REGULATIONS

Conduct:

Students are required to conduct themselves in an orderly manner both on and off campus.

No student will be registered in any quarter, or be allowed to continue in attendance after registration, if his presence is deemed inimical to the best of interests of the College.

The Dean may suspend any student until his case has been considered by the Judicial Committee.

Attendance at Lectures:

Regular attendance at lectures and laboratory periods is required of all students. A student who fails to attend eighty per cent of his classes may be denied the privilege of writing the final examinations.

Smoking:

Smoking is permitted only in the Recreation Area (first floor) of the College building and in the Dining Hall. Since the Annex is a temporary, non-fireproof building, students should be particularly careful not to smoke in or near this building.

Alcoholic Beverages:

There is to be no consumption of alcoholic beverages anywhere on the Waterloo Campus. Strong disciplinary action will be taken against offenders.

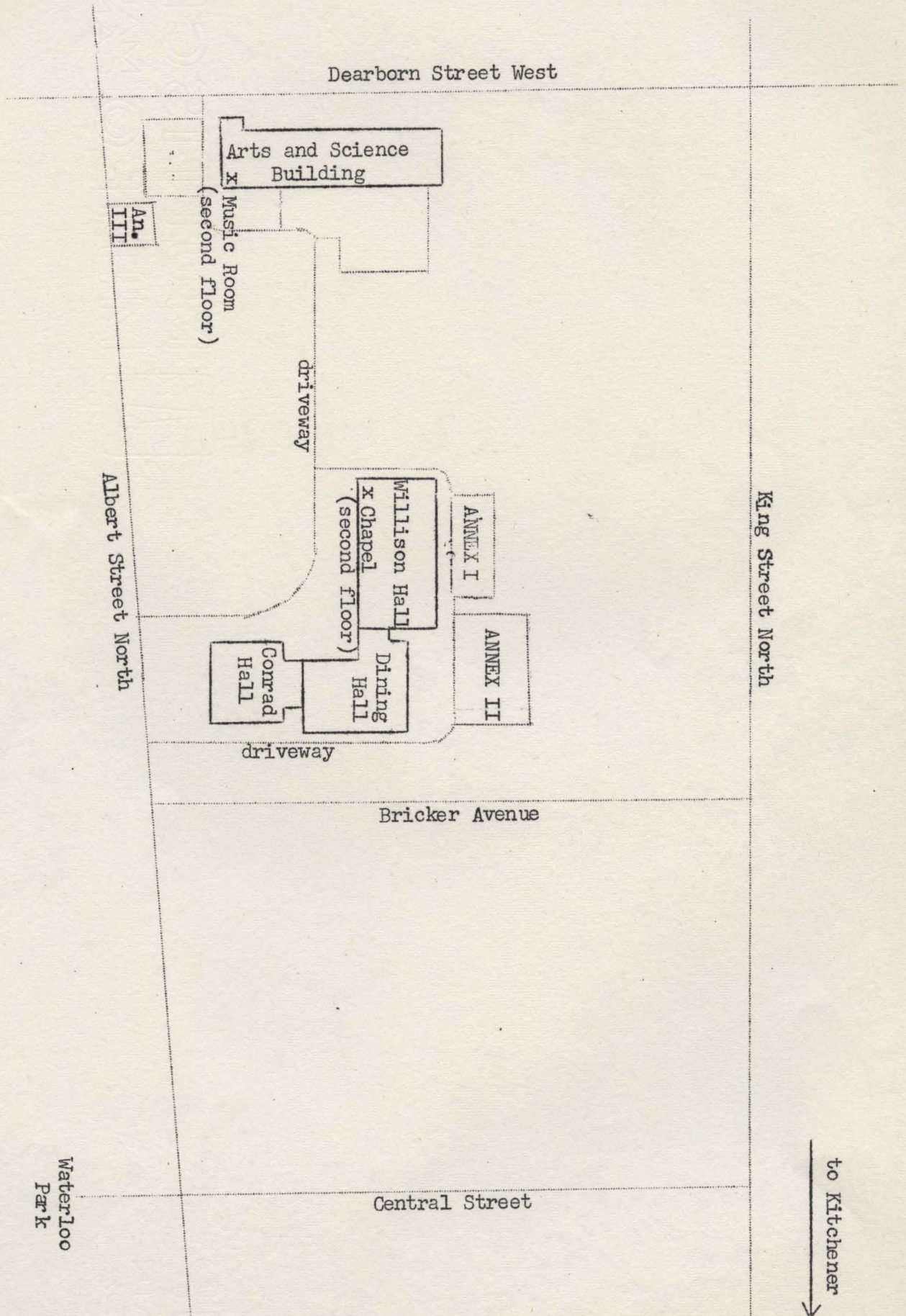
Dress:

Although there are no specific regulations concerning attire while attending classes, students are expected to dress in such a manner as to command respect whether on or off campus.

Part-time Work:

Academic duties must have first call upon the student's time. The Co-operative Applied Science Course is a heavy course requiring a student's full-time attention. Part-time work should not be undertaken, therefore, and if absolutely necessary, must have the approval of the Dean or Principal.

WATERLOO - Immediate College Vicinity



Dearborn Street West

Arts and Science Building

Music Room (second floor)

An. III

driveway

Willison Hall x Chapel (second floor)

ANNEX I

ANNEX II

Dining Hall

Conrad Hall

driveway

Albert Street North

King Street North

Bricker Avenue

Central Street

to Kitchener

Waterloo Park