

# UNIVERSITY SERVICES AND DEPARTMENTS

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## UNIVERSITY SERVICES AND DEPARTMENTS

The following is a brief listing of some university services and departments students may interact with on a regular basis during their time at Trinity Western University. Hours of operation, telephone, and e-mail addresses are listed following each department description. Please note that the hours of operation were those at the time of printing. For the most current information, contact the department prior to making arrangements.

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### Alumni Relations and TWUAA

*Paul Perschon, Executive Director of Alumni Relations*

The TWU Alumni Association (TWUAA) serves as the University's official representative of its graduates. The Association's mission is to act as a bridge between TWU and its alumni, positively communicating the needs of each group to one another and encouraging active participation by all concerned to discover and implement solutions for those needs.

The Association works with a number of different stakeholders throughout campus. These stakeholders take the form of the alumni, current students, the University, and the Association's affinity partners. During the year, alumni are kept informed as to campus happenings via the University magazine and alumni web site.

TWU alumni membership has its privileges. Discounts have been negotiated at our bookstore, cafeteria, and library. Off-campus savings come in the form of long-distance calling as well as home, auto, life, and small business insurance discounts. New affinity partners are being considered on a regular basis to provide our alumni with first-class savings.

During the year, TWUAA hosts numerous on-campus and regional events for its members including reunions, regional events, and a special reception for graduands and their families during Graduation Weekend.

The University is thankful for the investment that TWU alumni continue to make in Trinity Western. Some invest their time as guest lecturers or committee advisors. Others act as online mentors or host students at their place of employment. Many invest financially through bursaries, scholarships, and campus improvements. Through these relationships, students observe faith-applied learning in the marketplace.

Hours: 8:30 a.m. to 4:30 p.m.,  
Monday - Friday

Reimer Student Centre

Tel: 604.513.2049  
Alumni Toll Free: 1.800.463.5419  
Fax: 604.513.2061

E-mail: [alumni@twu.ca](mailto:alumni@twu.ca)  
Web site: [www.twu.ca/alumni](http://www.twu.ca/alumni)

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## Challenge Course

*Daryl Page, Manager*

Located in the 27-acre forest beside Trinity Western University's main campus, the Challenge Course takes people away from the business of life while still providing access to the University's modern campus amenities. It is the perfect setting to challenge one's social, mental, and physical dexterity. TWU's highly trained professionals will guide men and women (it is open to the public) through activities on the course, consisting of low and high elevation elements and experiential games. While groups form a "safety net" below, participants challenge themselves by working together and balancing on cables a few feet off the ground. High elements involve activities 30 to 75 feet high using a harness and rope system. Participants always have the choice of how much or how little of the challenge they wish to accept.

Communication, leadership, teamwork, trust, and fear are integral parts of daily life. One's ability to reach his or her goals and make a difference depends on how well he or she handles each life skill. The Trinity Western University Challenge Course offers a dynamic learning approach to help people acquire effective skills they won't learn in the classroom. It's an approach we customize to meet an organization's particular needs. Personal experience is the best teacher! The TWU Challenge Course uses hands-on, character-testing activities that build awareness of one's strengths and limitations and help people move beyond them. As a result, people increase their self-confidence and better prepare themselves for risk-taking, problem-solving, and life skill development.

Students have the opportunity to experience the Challenge Course through their student leadership positions or as a group. They can also work as facilitators for the Challenge Course.

Contact TWU Challenge Course Manager for bookings and further information.

David E. Enarson Gymnasium

Tel: 604.513.2119

Fax: 604.513.2149

E-mail: [dpage@twu.ca](mailto:dpage@twu.ca)

Web site: [www.twu.ca/teamwork](http://www.twu.ca/teamwork)

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## Computing Services

All students, upon arrival, will be issued a username and password for access to the Computer Labs and their e-mail account. Students living on campus have the opportunity of connecting their personal computers to the campus network and have access to the Internet via the University's 10 MB connection. For those students without a personal computer or for students who live off campus, there are several public e-mail kiosks from which they may check their e-mail.

A student's username and password are to be kept secure at all times. It is the sole responsibility of the student to ensure that his or her password is not given to others. Misuse of computing resources will be reported to Student Life for disciplinary action. Students must read and agree to the University's acceptable use policy, which is at [www.ucs.twu.ca/aup.html](http://www.ucs.twu.ca/aup.html).

Computer Services will assist students if they need or lose their e-mail password, or if they suspect a bad network connection in their residence. Students can come to the Computing Services Help Desk in the Mattson Centre, Lower Floor. For security reasons, students are required to present their student ID card or valid pictured driver's licence to obtain their e-mail and logon credentials.

## Computer Labs

### Main Drop-in Lab

*Neufeld Science Centre*

This lab is equipped with 30 Pentium machines running Windows NT 4.0 workstation and ten PowerPC Macintoshes with MacOS 8 offering the Microsoft Office suite of programs as well as various other class-specific programs.

### Geography Lab

*Robert N. Thompson Building*

The Geography Computer Lab is used by (authorized) Geography majors and minors to undertake Geography projects that require specialized spatial information software. This type of software is referred to as Geographic Information Systems (GIS). Arc/Info and IDRISI are the two GIS programs which are on every computer in the lab. There are also other programs, such as Excel, SPSS, Paint, and Word, which are integrated into lab assignments and projects. Internet access for project research is also available. The courses which are serviced by this lab on an unrestricted basis are GIS, Cartography, and Quantitative Methods for Geography. And on a controlled access basis, they are GEOG 101 and 102 (Introduction to Geography), Urban Environments, Economic Geography, and Field Methods.

The ten Pentium Windows 2000 workstations are equipped with a digitizing tablet and puck for GIS data input. Each station is also networked to a HP4V printer and a HP650C colour plotter for cartographic output.

### Instructional Lab

*Neufeld Science Centre*

An interactive classroom consisting of 25 Windows NT 4.0 workstations where live demonstrations by professors are given to students while the students learn hands on.

### Writing Centre Lab

*Douglas Centre*

A series of word processing workstations for the preparation of papers with faculty members, who are available for consultation. (See also Writing Centre in this section.)

### Multimedia Lab

*Vernon Strombeck Centre*

A video editing workstation running Adobe Premiere for creating multimedia presentations.

### Business Computing Lab

*Northwest Building*

This workstation can be used by Business students to research and create presentations.

## Senior Computing Lab

*Neufeld Science Centre*

Four NT and three PPC workstations with better hardware and more software than main drop-in lab. Reserved for fourth year Computing Science students to complete programming projects and experiment with various platforms and applications.

## Graduate Computing Lab

*Northwest Building*

Reserved for graduate students to do research and/or type papers. Uses SPSS for statistical analysis, etc.

## Library Computing Resources

The Library has 18 public access terminals that can search the catalogues of the Norma Marion Alloway Library, two Internet research stations for web-based research, and eight on-line resource stations.

## Public E-mail Kiosks

Available for student e-mail and Intranet browsing, these kiosks are situated in the following locations: Stephen Larsen Atrium (two), Robert N. Thompson Building (two), Commuter Lounge in Douglas Hall (two), Neufeld Science Centre (two).

## Personal Computers in Residence Rooms

Students may bring any type of computer with any available operating system they wish. However, Computing Services recommends a minimum operating system of Microsoft Windows 2000 and Microsoft Office 2000 or Mac OS 8.0 and up with MacOffice. This will allow for the best compatibility with TWU systems. To connect a computer in the resident rooms, students must have a 10baseT network card and provide an Ethernet RJ45 patch cable (minimum 6 ft.). These are available at any electronics store. New PCs may already have a network card installed.

## Computer Troubles

For resolving computer troubles, students can contact the help ministry called SHOUT. This student volunteer group can verify room connections and help with many computer issues. For more serious computer issues, students may need to contact their computer manufacturer for support. SHOUT volunteers can be reached by calling 604.888.7511 ext. 3777 or by visiting them in Douglas Centre.

Computing Services  
Mattson Centre

Tel: 604.888.7511, ext. 3284

Fax: 604.513.2038

Web site: [www.ucs.twu.ca](http://www.ucs.twu.ca)

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## Development Department

*Paul Weme, Director of Development, Canada*  
*Ron Hendricks, Director of Development, U.S.*

Trinity Western University's success in accomplishing its mission of developing Christian leaders for the marketplace is clearly reflected in the growth, development, and education of each student. To continue providing the quality of education and student life that has been the Trinity Western tradition, the University relies on fundraising to generate the necessary revenue to bridge the gap between the income from student tuition and the cost of running and growing the University. Additional funding is raised for student scholarships, capital initiatives, and operational funds. TWU acknowledges that there has, and continues to be, a strong commitment on the part of individuals, churches, businesses, and corporations to give generously to the institution.

The Development Department coordinates all fundraising for the University and student groups and is available during the week to discuss your fundraising goals.

Hours: 8 a.m. to 5 p.m., Monday - Friday

Reimer Student Centre

Tel: 604.513.2033

Fax: 604.513.2061

E-mail: [development@twu.ca](mailto:development@twu.ca)

Web site: [www.twu.ca](http://www.twu.ca)

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## Dining Services

*Brad Wallbank, Manager, The Front Desk*

All students, faculty, staff, and guests are welcome at all campus food outlets. The main dining room is located in the Reimer Student Centre. The Douglas Centre's food outlet is the Lower Caf, which provides snacks and lighter fare. All resident students living in dorm-style housing have access to the Reimer Student Centre Dining Room and Lower Caf through their meal plan or cash. Commuters and those not living in dorm-style housing may purchase a meal plan through Enrolment Services or pay cash.

### Meal Plan

The Meal Plan came into being as a result of student surveys conducted over the last few years. The survey findings were then combined with information obtained from several similar institutions to determine the meal plan size, hours of operation, selection of meal choice options, and other aspects. The plan is accessed conveniently through the student ID card. The Meal Plan is the board portion of the semester room and board fee for living on campus. The ID card is activated with the predetermined value at the beginning of each academic semester that can be used at all dining facilities within the University. Every time the ID card is used, the choice value is deducted from the total semester value in the individual's food account. The entire value amount must be used during the semester of purchase, with limited roll-

over privileges. A statement of account transactions is supplied three times per semester.

Purchasing this Meal Plan means eating "a la carte," offering students the opportunity to eat what they wish, when they wish, and where they want to eat on campus. The Canadian government has made a provision for the University to provide the Residence Meal Plan value free of Goods and Services Tax, which is a savings of seven per cent on each transaction. Please request the brochure entitled Questions about the TWU Meal Plan for more details.

Reimer Student Centre

Tel: 604.513.2032

Fax: 604.513.2013

E-mail: [frontdesk@twu.ca](mailto:frontdesk@twu.ca)

Web site: [www.twu.ca/housing](http://www.twu.ca/housing)

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## Ecosystem Study Area

*Christopher Hall, Manager*

Encompassing all undeveloped natural areas of the Trinity Western University main campus, as well as 57 acres across Glover Road, the Ecosystem Study Area is a beautiful example of God's creation, providing areas for recreation, relaxation, and outdoor education. While specific university course work and research projects make use of virtually all of the 85+ acres, the two main trail loops—one through the best woodlands of the ESA and one through the front pond and Salmon River area—are the primary areas open to the campus community and public.

The purpose of the Ecosystem Study Area is threefold: 1) to serve as an area open to all for recreation and appreciation of nature; 2) to serve as a living "outdoor laboratory" for university course work and public education; and 3) to serve as a creation stewardship site for protection of plant and wildlife species.

Hundreds of species, including a number of rare and endangered species, have been catalogued in the ESA and ongoing research efforts continue to add to this total. Splendid examples of mature Pacific Northwest temperate rainforest species exist in some portions of the ESA, with highly productive salmon-bearing streams throughout. While of obvious value to Biology, Environmental Studies, and other science departments, the ESA is also of interest to non-science departments as an historic area, a fitness course, and an inspirational area for literary and fine arts students.

In the interest of serving the multiple uses of the ESA, certain areas have been set aside for general public use, while other areas are left in a completely natural state, accessed for research of special projects only by permission from the campus Ecological Stewardship Committee. It is intended that this division of public and restricted areas strikes a balance between heavy impact use and conservation/education use. To that end, the following set of rules has been developed for the Ecosystem Study Area:

- Stay on designated trails
- Leave all vegetation and animals in place

- No motorized vehicles, bicycles, horseback riding, or pets

A group of volunteer stewards conducts patrols, research projects, and maintenance projects in the ESA throughout the year. For information about stewarding opportunities, to arrange a group tour, or simply to learn more about the ESA, contact the ESA manager or visit the Ecosystem Study Area pages of the TWU web site.

Tel: 604.888.7511 ext. 2979

Fax: 604.513.2018

E-mail: christopher.hall@twu.ca

Web site: www.twu.ca

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## Human Resources

*Kristen Corrigan, Executive Director*

The mission of Human Resources, as providers of professional human resource services, is to support the people of the TWU community in fulfilling God's call in their lives.

Human Resources does this by:

- offering supportive programs for employees and their families;
- recognizing the value and contribution of each individual;
- equipping TWU's people to serve with excellence;
- fostering a meaningful and productive work environment.

Hours: 8 a.m. to 5 p.m., Monday - Friday

Reimer Student Centre

Tel: 604.888.7511

Fax: 604.513.2061

E-mail: hr@twu.ca

Web site: www.twu.ca/hr

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## Mail Services (Mail Centre)

*Dick Sather, Manager*

Mail and courier services include sales of Canadian and U.S. stamps, couriers at discounted rates, printing, laminating, and fax sending and receiving.

A mailbox is assigned and keys are issued to a student upon enrolment and registration and usually remain with the student for the duration of their enrolment (there are some exceptions). Upon conclusion of enrolment, the student is responsible to return his or her mailbox key to the Mail Centre. The Mail Centre CANNOT forward mail.

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## Student Mailing Address (Canadian):

(Student Name)

TWU # \_\_\_\_\_ (Your TWU Mailbox number)

PO Box 900

Langley BC V3A 8R7

## Student Mailing Address (U.S. Lettermail Only):

(Student Name)

TWU # \_\_\_\_\_ (Your TWU Mailbox number)

PO Box 1409

Blaine WA 98231-1409

## U.S. Mail Service

There is **lettermail service only** to and from the U.S. on Tuesdays and Fridays.

## Parcels and Customs Issues

Due to Canada Customs regulations, TWU is not allowed to bring parcels and magazines across the U.S. border. Therefore, parcels and magazines from the U.S. must be addressed to the student's Canadian address (listed above).

To reduce problems in receiving parcels from the U.S., parcels should be sent via the U.S. Postal Service to the Langley address. A Customs declaration (available at any U.S. post office) must be affixed to the parcel. Gifts of a \$60 (Cdn) value or less are duty and GST free.

*Note: Parcels sent via courier will be subject to brokerage charges and may be subject to duty and GST depending on value.*

Hours: 9 a.m. to 5 p.m., Monday - Friday  
(Sept. - April)

Douglas Centre

Tel: 604.513.2140

Fax: 604.513.2011

E-mail: mailcentre@twu.ca

Web site: www.twu.ca

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## Norma Marion Alloway Library

*Ted Goshulak, Acting Director*

The Norma Marion Alloway Library plays a key role in students' educational experience. It serves as an extension of the classroom by providing resources and services for research projects, term papers, presentations, and personal growth.

The Library, providing nearly 39,000 square feet of floor space, is located near the centre of campus. It seats more than 350 students and houses a collection of over 180,000 print volumes and houses an additional 49,000 microform volume equivalents.

The Library provides a variety of resources, including books, periodicals, documents, microfilms, audio-visual materials, and curriculum text books. University Archives and Special Collections, also housed in the Library, are available for research. Students and faculty also have electronic access to full text data bases, indexes, reference sources, and catalogues of other libraries. To help students make more effective use of its collections, the Library provides the following facilities and services: research assistance, bibliographic instruction, interlibrary loans, 30 public computers, access to the Internet, electronic databases, listening/viewing stations, photocopiers, and individual/group study rooms.

COPPUL membership allows graduate and undergraduate students borrowing privileges at Western Canada university libraries. Other libraries in the Lower Mainland such as Regent College, Columbia Bible College, and Western Pentecostal Bible College have reciprocal borrowing privileges. The Norma Marion Alloway Library is open to the public for on-site use. Arrangements can be made for external borrowing privileges.

The University Archives are located on the upper level of the Norma Marion Alloway Library. The mandate of the University Archives is to preserve and provide access to the unique institutional history of the University. To this end, the Archives acquires, organizes, and preserves archival materials which document the mission, characteristics, decisions, and activities of the TWU community.

At present, the Archives' holdings consist of approximately 80 metres of paper records and 8,000 photographs, as well as video and audio cassettes and several artifacts.

The archivist also selects materials of archival value accumulated by individuals and corporate bodies whose relationship to the University is significant. The Robert N. Thompson Collection and Mel Smith Papers are two such collections.

Tel: 604.513.2023  
 Fax: 604.513.2063  
 E-mail: library@twu.ca  
 Web site: www.twu.ca/library

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## Parent Relations

*Heather Thomson, Director*

Parent Relations, a division of Trinity Western Alumni Association, provides a liaison between the University and parents of current and past students. All current parents receive Trinity Western, the University's magazine. Events include an orientation day for parents of first year students, Parents Weekend, special graduation events, and parent prayer partners. These activities provide an opportunity for parents to interact with faculty, staff, and other parents.

Touch of Home is another unique aspect of the program, where parents can be assured that their student receives some tender, loving care on special occasions, or just because mom and dad care. Call 604.513.2049 or e-mail alumni@twu.ca.

Hours: 8 a.m. to 5 p.m., Monday - Friday  
 Reimer Student Centre  
 Tel: 604.513.2033  
 Fax: 604.513.2061  
 E-mail: thomson@twu.ca  
 Web site: www.twu.ca/parents

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## Parking Services

Parking information is found in the Campus Parking Policy section of the University Policies chapter of this Calendar, and in the Campus Parking Guidelines brochure. Parking regulations are enforced campus-wide year round. The RCMP, in cooperation with Parking Services, enforces the

B.C. Motor Vehicle Act on campus. All parking on campus is by permit or by meter only. Overflow parking is available at Fosmark Centre.

Hours: 8 a.m. to 4:30 p.m., Monday - Friday  
 Parking Services  
 Facility Services Building  
 Tel: 604.513.2121, ext. 3032  
 Fax: 604.513.2040  
 E-mail: parking@twu.ca

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## Telecom Services

*Karen Nault, Manager*

Each residence room is equipped with one local telephone line that has a pre-assigned phone number and voice mail service. Students are required to provide their own telephone set. An outside carrier, chosen by the University, will provide service for students' long distance requirements. Students may apply with the carrier to receive a personal phone card once they have been assigned their room number. With the exception of fourth year housing, the cost for basic phone service is included in the housing fees; however, each student is responsible for his or her long distance charges.

Hours: 8 a.m. to 4 p.m., Monday - Friday  
 Mattson Centre  
 Tel: 604.513.2111  
 Fax: 604.513.2095 or 513.2061  
 E-mail: telecom@twu.ca  
 Web site: www.twu.ca

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## The Front Desk (Housing)

*Brad Wallbank, Manager*

The Front Desk wants to contribute to a living and learning environment that promotes individual growth and development, encourages the development of godly Christian leaders, and provides well maintained, safe, secure, comfortable, and affordable housing for full-time students.

Most dormitory rooms generally house two students and are supplied with beds, mattresses, and other essential furnishings. No cooking equipment is allowed in the dormitory rooms. Students are expected to provide their own linens, towels, etc. Each residence contains coin-operated laundry facilities.

Robson Hall provides third and fourth year full-time students with the option of living in a dorm-style environment but with the facilities to prepare their own meals. It joins Fraser and Douglas Halls, the main women's and men's residence buildings, in providing a variety of dormitory styles to suit the various needs and demands of full-time students. Selected third and fourth year students also have the opportunity to live in fully independent apartments. These apartments are located in several buildings on campus including Fraser, McMillan, and Northwest.

## Housing Policies

Accepted full-time students will receive a Residence Application which must be completed and returned to the Admissions Office with a \$200 deposit to reserve a bed. All applications for student housing should be made as soon as possible after acceptance to the University. Priority for housing is given to those who submit a housing application and deposit first.

All full-time students under 21 years of age or who have not attained third year status (57 sem. hrs.) are required to live in residence unless living with their parents or legal guardian. Those students who, due to extenuating circumstances, desire to live off campus, but not with their parents, must appeal for special permission by submitting a written request to the Housing Appeals Committee no later than June 15 for the fall semester and October 15 for the spring semester. Appeals are to be filed at The Front Desk.

Specified hours have been established for co-ed visitation. Additional residential housing details are included in the Student Handbook, which is provided to students upon arrival.

Hours\*: 8 a.m. to 6 p.m., Monday - Friday  
\*Adjusted seasonally

Reimer Student Centre

Tel: 604.513.2032

Fax: 604.513.2013

E-mail: [frontdesk@twu.ca](mailto:frontdesk@twu.ca)

Web site: [www.twu.ca/housing](http://www.twu.ca/housing)

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## Trinity Western University Student Association

The mission of the Trinity Western University Student Association (TWUSA) is to promote a maturing and active commitment to Jesus Christ amongst association members; to challenge one another spiritually, socially, and intellectually; to provide individuals with opportunities for involvement; and to impact positively the life of the University as well as the community at large.

Every student enrolled in the undergraduate program who pays student fees is a member of the Student Association (TWUSA). Student Council is made up of seven executive members, nine representatives, and 15 appointed positions. The Association elects 14 members to the Student Council, 13 of whom are elected in early spring to take office in April. The 14th elected member, the Freshman Class Representative, is elected in September.

The Student Council Executive is composed of the President, Executive Vice-President, Vice-President for Finance, Vice-President for Student Relations, Vice-President for Academic Affairs, and Executive Director of Events, and Executive Assistant. Each member of the Executive is responsible for a separate team of non-Executive Council members. These small groups meet to discuss their various areas of responsibility.

The Executive Vice-President serves as chair of the Student Council business meetings, and the Executive Assistant is responsible for the minutes

of all Student Council meetings. The Executive Director of Events is responsible for all campus-wide Association events and oversees Ground Level operations. The 14 voting members on Student Council are the Executive, the Senior, Junior, Sophomore, and Freshman class representatives, and the five representatives from each of the faculties: Humanities and Social Sciences, Natural and Applied Sciences, Professional Studies and Performing Arts, the School of Business, and the School of Education.

The Student Council includes 15 appointed positions, which play specific roles in the Council's day-to-day operations. The positions, which are appointed by the Executive, are as follows: Communications Coordinator, Environmental Advocate, two Events Assistants, Finance Assistant, Research Coordinator, Executive Officer Assistant, Ground Level Coordinator, and the Website Director. The Student Council Executive, along with the University administration, appoints the Editors-in-Chief of the Mars' Hill (student newspaper), Pillar (student yearbook), and the Video Yearbook. The Editors-in-Chief then appoint their assistant editors in conjunction with the Vice-President for Finance.

New students are encouraged to run for Freshman Class Representative, or to apply for one of the several appointed positions that are intentionally left vacant for first year students to fill in the fall.

The Association advocates for student concerns to the University administration, conducts surveys and hosts forums on current campus issues, and communicates information on administrative decisions to the student body. The President presents students' concerns to the Administrative Council of the University, and the Vice-President for Academic Affairs does likewise to the Undergraduate Academic Council. Various Student Council members serve on over 15 University committees.

The Association presents an array of events throughout the year, including the annual Banana Challenge, the Can/Am Hockey Game, Hootenanny, Harvestfest, Winter Formal, and chapel Spiritual Emphasis Week. As a department of TWUSA events, Ground Level presents concerts for the entertainment and enjoyment of Student Association members.

As well, the Student Association provides services to its members. These include barbecue rentals, video equipment rentals, discounted photocopying, faxing, and various party supplies. Student Council also sets aside monies for Student Association members in the Student Initiative Proposal Budget, which provides the opportunity for the funding of student initiatives as they are approved throughout the year by Student Council.

Student Council oversees and sponsors a variety of academic and social student clubs on campus. The Student Association welcomes all students to become involved in their student government. The Trinity Western University Student Association presents an opportunity to glorify God by serving the campus community, being involved with the decisions of the University administration, and gaining incomparable leadership experience in the political and business arena. With the energy of a

dedicated and talented team, the Student Council exists to help the Student Association and the University progress toward the fulfilment of their missions.

Hours: 9 a.m. to 4 p.m., Monday – Friday  
(Sept.–April)

Douglas Centre, First Floor

Tel: 604.888.7511, ext. 3419

Fax: 604.513.2014

E-mail: [twusa@agape.twu.ca](mailto:twusa@agape.twu.ca)

Web site: [www.twu.ca/twusa](http://www.twu.ca/twusa)

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## University Bookstore

Trinity Western University Bookstore offers a warm, inviting shopping atmosphere and seeks to serve both the campus and surrounding communities. All the students' course-related needs can be satisfied here, including new and used textbooks, specialized course materials, computer software and accessories, and a broad range of school supplies. In addition, students can take advantage of acquiring selected computer software at educational prices.

The general book department includes a wide selection of religious books, classics, and academic reference titles. At any time, the bookstore's knowledgeable staff is happy to place a special order for students on items that may be hard to find or not in stock. Be sure to come in and check out the store's TWU logo clothing section, unique gift displays, an excellent assortment of greeting cards, and a broad choice of Christian music CDs.

To serve the needs of the campus community, the University Bookstore offers students an opportunity to return textbooks at the beginning of each semester according to a stated refund policy. During the academic year, the bookstore may buy back certain textbooks that students no longer require. Out-of-town customers can take advantage of the toll-free phone number and mail order service. The University Bookstore and its friendly staff invite everyone to visit.

Hours (all year)

9 a.m. to 5:30 p.m., Monday - Friday

10 a.m. to 4 p.m., Saturday

Convenience Store (September - April)

5:30 p.m. to 8 p.m., Monday - Thursday

University Bookstore

Reimer Student Centre

Tel: 604.513.2005

Toll free: 1.800.882.3188

Textbook: 604.513.2007

Fax: 604.513.2062

E-mail: [bookstore@twu.ca](mailto:bookstore@twu.ca)

Web site: [www.twu.ca/bookstore](http://www.twu.ca/bookstore)

Trinity Western University

7600 Glover Road

Langley, BC

V2Y 1Y1 Canada

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## Writing Centre

The Writing Centre is a free cross-disciplinary service available to assist all students with their academic writing assignments. Trained tutors help students on an individual basis with writing tasks such as choosing a topic, formulating a thesis, generating ideas, organizing an outline, assessing paragraph development, and revising sentence structure, grammar, word choice, and punctuation.

*Supervisors: Maryann Jantzen and Julie Moran*

Appointment schedules are posted weekly beside the Writing Centre door.

Douglas Centre, Second Floor

Tel: 604.888.7511, ext. 3080

Fax: 604.513.2013

E-mail: [moran@twu.ca](mailto:moran@twu.ca), [jantzen@twu.ca](mailto:jantzen@twu.ca)

Web site: [www.twu.ca](http://www.twu.ca)