

UNIVERSITY SERVICES AND DEPARTMENTS

Alumni Department	236
Challenge Course	236
Development Department	236
Dining Services	237
Ecosystem Study Area	237
Human Resources	237
Mail Services	238
Norma Marion Alloway Library	238
Parent Relations	239
Parking Services	239
Security	239
Technology Services	239
Telecom Services	241
The Front Desk (Housing Office)	241
Trinity Western University Student Association ..	241
University Bookstore	242
Writing Centre	242

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 current at the time of printing. For up-to-date information, contact the department.

Alumni Department

Paul Perschon, Executive Director, Alumni Relations

The TWU Alumni Department serves as the University's official representative of its graduates. The department acts as a bridge between TWU and its alumni, positively communicating the needs of each group to one another and encouraging active participation.

The Alumni Department works with a number of stakeholders throughout campus, including alumni, current students, the University, and the department's affinity partners. During the year, alumni are informed about campus happenings via the University magazine, e-newsletter, and alumni web site.

TWU alumni membership has its privileges. Discounts have been negotiated at our bookstore, cafeteria, and library. Off-campus savings include long-distance calling as well as home, auto, life, and small business insurance discounts. New affinity partners are considered regularly to provide our alumni with first-class savings.

During the year, the Alumni Department 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
Web site: www.twu.ca/alumni*

Challenge Course

Jamie Barrow, Challenge Course 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. Open to the TWU community and the public, it is the perfect setting to challenge one's social, mental, and physical dexterity. TWU's trained professionals guide men and women 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 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 the Challenge Course Manager for bookings and further information.

David E. Enarson Gymnasium

*Tel: 604.513.2119
Fax: 604.513.2149*

*E-mail: challengecourse@twu.ca
Web site: www.twu.ca/teamwork*

Development Department

Brad Bartsch, Director of Development

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 University.

The Development Department coordinates all fundraising for the University and student groups and is available to discuss 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
Web site: www.twu.ca

Dining Services

Brad Wallbank, Director,
Housing and Conference Services

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. The Cog is located in the Northwest building and has a variety of coffees, teas, and snacks. All resident students living in dorm-style housing have access to the Reimer Student Centre Dining Room, Lower Caf, and The Cog 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 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 and 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 roll-over privileges from the fall to spring semester, provided that dorm residency is continued. A statement of account transactions is supplied three times per semester.

Purchasing this Meal Plan means eating "à 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. Students may 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
Web site: www.twu.ca/housing

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 (ESA) 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 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 at www.twu.ca/ecosystem/splash.asp.

Tel: 604.888.7511 ext. 2979
Fax: 604.513.2018

E-mail: christopher.hall@twu.ca
Web site: www.twu.ca

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

*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

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 his or her 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.

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.

Norma Marion Alloway Library

Ted Goshulak, University Librarian

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 more than 200,000 print volumes and 51,000 microform volume equivalents.

The Library provides a variety of resources, including books, electronic books, journals, documents, microforms, audio-visual materials, and a curriculum materials centre. 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, article 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 most Canadian university libraries. Other libraries in the Lower Mainland such as Regent College, Columbia Bible College, and Summit Pacific 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 and online at <http://archives.twu.ca.8080/>. 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 over 100 metres of unpublished archival records, 20 metres of published materials, more than 20,000 photographs and slides, as well as video and audio cassettes and numerous artifacts.

The archivist also acquires materials of archival value accumulated by individuals and corporate bodies whose relationship to the University is significant. The Robert N. Thompson Fonds 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
Library hours:
www.twu.ca/library/libhrs.html

Parent Relations

Diane Hamel, Coordinator

Parent Relations, a division of the Alumni Relations Department, provides a liaison between the University and parents of current and former students. All current parents receive Trinity Western, the University's magazine. Events include an orientation day for parents of first year and transfer 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, a gift service especially for students, is another unique aspect of the program. Parents can be assured that their student receives some tender, loving care with an optional "mom hug" on special occasions, or just because Mom and Dad care. Call 1.888.817.3759, e-mail parents@twu.ca, or order online at www.twu.ca/parents/touchofhome.aspx.

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

Reimer Student Centre

Tel: 604.888.7511 ext 3371

Toll free: 1.888.817.3759

Fax: 604.513.2061

E-mail: parents@twu.ca

Web site: www.twu.ca/parents

Parking Services

All campus parking is by permit, daily dispenser tickets, or by short-term metered parking. Campus parking regulations are found in the General University Policies section of the Calendar and at www.twu.ca/parking and are enforced campus-wide 24 hours a day, seven days a week, 365 days of the year. Resident and commuter students who bring vehicles onto campus are encouraged to purchase an "Academic Year Permit" (in effect from September to April). All parking lots on campus have been designated by campus signage to correspond with the "R" Resident permit, the "C" Commuter permit and the "S" staff/faculty permit. Carpool permits are available if three or more students arrive on campus at the same time. Summer permits, which are in effect from May through to September, are available for students taking classes during the summer months. To purchase a permit, vehicle licence plate details, make, model, and colour, must be accurately submitted or the permit will be invalid. The RCMP, in cooperation with Parking Services, enforces the BC Motor Vehicle Act on the TWU campus.

Welcome Centre Building

Tel: 604.513.2121 ext. 3032 or ext. 3518

Fax: 604.513.2165

E-mail: parking@twu.ca

Security

The prime focus of Campus Security is the protection of people and property. Security seeks to protect and safeguard all areas of campus by establishing a strong visual presence by patrolling buildings, recreation areas, and parking lots. Certain areas of campus are kept under the watchful eye of video surveillance; these measures assist in securing evidence if necessary and they provide a deterrent to wrongdoers.

Located in the Welcome Centre, many of the Security personnel are trained in Occupational First Aid and are available 24 hours a day to attend to any medical emergency. Students should contact Security at 604.513.2099 when assistance is required.

Although Trinity Western is a Christian campus, it is not immune to crime or criminals. Students should remember to clear out and immobilize their vehicle upon leaving it. Resident buildings can also be a target for thieves and it is important for all students to maintain their resident security by locking their doors and windows when they leave.

Students can play an important role by being extra eyes and ears in the TWU community. Students should report any incidents of a suspicious nature immediately.

Welcome Centre Building

Tel: 604.513.2099

E-mail: security@twu.ca

Kim Martens

Security and Parking Supervisor

Tel: 604.888.7511 ext. 3843

Cell: 604.617.5226

Fax: 604.513.2165

E-mail: kim.martens@twu.ca

Technology Services

Trinity Western University is a wireless community with 802.11b/g wireless network connectivity. The cost for this service is included in student residence fees; however, commuter students and non-resident users will pay a nominal fee (for details, see www.twu.ca/campus/services/technology/wireless). Students living on campus may also connect their personal computers via ethernet cable. All wireless and cable connections connect to the University's 10 Mb internet feed. For students without a personal computer or for students who live off campus, computer labs are available to check email.

All students, upon arrival, are issued a username and password for access to the student network, computer labs, and their e-mail account. 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 at www.twu.ca/campus/services/technology/students/aup.aspx.

Technology 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 Technology 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.

Personal Computers in Residence Rooms

Students may bring any type of computer with any available operating system. 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 resident rooms, students must have a 10/100baseT network card and provide an Ethernet RJ45 patch cable (minimum 6 ft.). These are available at any electronics store. New PCs may have a network card installed. For wireless, students need an 802.11b adapter card. Many notebooks have 802.11b wireless built in.

Personal 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 troubles, 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.

Computer Labs

NEU Drop-in Lab, Neufeld Science Centre Rm 9

This lab is equipped with 40 Pentium IV PC's running Windows XP Pro with Office 2003 and 5 G5 Mac's with Office 2004 running OSX 10.3. These computers also run other course related software. For more information on software in this lab, speak to the lab supervisor.

Harvest Centre Drop-in/Instructional Lab, CanIL Harvest Centre Rm 115

This lab is equipped with 34 Pentium IV PC's running Windows XP Pro with Office 2003. The computers in this lab are available to all students for general assignments weekday afternoons. These computers also run other course related software. For more information on software in this lab, speak to the lab supervisor.

NEU Instructional Computer Lab, Neufeld Science Centre Rm 12

This lab is equipped with 34 Pentium IV PC's running Windows XP Pro with Office 2003. These computers also run other course related software. This lab is specifically used for instructor guided classes/sessions.

Douglas Hall Learning Resource Centre, Upper Douglas Hall

This lab is equipped with 5 Pentium IV PC's running Windows XP Pro with Office 2003. The function of this lab is to assist students in the preparation of papers. The facility is staffed by assistants who are available by appointment.

Geography Computer Lab, Robert N. Thompson Building Rm 224

Access to this lab is restricted to Geography Majors and Minors who are working on Geography projects that require the specific software that is only available in this lab. This lab is equipped with 10 Pentium IV PC's running Windows XP with Office 2003.

Graduate Computing Lab in Psychology, Northwest Building Rm 107

Access to this lab is restricted to graduate students in Psychology to do research and/or type papers. The lab is equipped with 6 Pentium IV PC's running Windows XP Pro with Office 2003 and SPSS.

Modern Languages Computer Lab, Robert N. Thompson Building Rm 233

This lab is equipped with 24 Pentium IV PC's running Windows XP Pro with Office 2003. This lab is specifically used for instructor guided classes/sessions in Modern Languages.

Multimedia Lab, Neufeld Science Centre Rm 15

The POD has 1 IBM and 8 Apple computers equipped with a full range of graphics, web, and multimedia production software and associated production equipment including 11 x 17" colour printer, 4000 DPI production scanner, audio equipment and video decks. This lab is restricted to students taking specific FPSPA courses. See lab supervisor for more information.

Senior Computing Lab, Neufeld Science Centre Rm 20

Access to this lab is restricted to 3rd or 4th ear Math/Computing Science students. This lab is equipped with 10 Pentium IV PC's running Windows XP Pro with Office 2003 and 1 G5 Mac with Office 2004 running OSX 10.3. These computers are loaded with many programming languages and software to accommodate Junior and Senior projects/assignments.

Vernon Strombeck Education Computer Lab, Vernon Strombeck Education Office

Access to this lab is restricted to Education Majors/Minors. This lab is equipped with 8 Mac G5 computers running OSX 10.4 with Office 2004. In addition, this lab has education specific software.

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.

Mattson Centre

Tel: 604.888.7511, ext. 3284

Fax: 604.513.2038

Web site: www.ucs.twu.ca

Telecom Services

Karen Nault, Manager

Each residence room is equipped with one local telephone line and phone number with 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 community residents living in apartment-style accommodations, 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

E-mail: telecom@twu.ca

Web site: www.twu.ca

The Front Desk (Housing)

*Brad Wallbank, Director,
Housing and Conference Services*

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 safe, secure, comfortable, and affordable housing for full-time students.

Most dormitory rooms 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 building contains coin-operated laundry facilities.

Robson Hall provides selected 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 the required applicable 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 5 p.m., Monday - Friday*

**Adjusted seasonally*

Reimer Student Centre

Tel: 604.513.2032

Fax: 604.513.2013

E-mail: frontdesk@twu.ca

Web site: www.twu.ca/housing

Trinity Western University Student Association

The Trinity Western University Student Association (TWUSA) is the official organization of the students at Trinity Western University. The Association is comprised of every student enrolled in the undergraduate program who pays student fees. It is governed by the Student Council. Council is the representative voice of the Association and is responsible for its daily operations and business.

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.

Student Council is made up of seven executive members, 10 representatives, and eight appointed positions. The Association elects 15 members to the Student Council, 14 of whom are elected in early spring to take office in April. The 15th elected member, the Freshman Class Representative, is elected in September.

The Student Council Executive is composed of the President, Executive Vice-President, Vice-President of Finance, Vice-President of Student Relations, Vice-President of Academic Affairs, Executive Director of Events, and Executive Assistant. Each member of the Executive is a department leader of of non-Executive Council members.

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 Association events. The 16 voting members on Student Council are the Executive, the Senior, Junior, Sophomore, and Freshman class representatives, and the six representatives from each of the faculties: Humanities and Social Sciences, Natural and Applied Sciences, Professional Studies and

Performing Arts, the School of Business, the School of Education, and the School of Human Kinetics.

The Student Council includes eight appointed positions; each plays a specific role in the Council's day-to-day operations. The positions, which are appointed by the Executive, are as follows: Associate Director of Communications, Associate Director of Operations, Ground Level Coordinator, two Events Assistants, Associate Director of Services, Research Coordinator, and Website Developer. 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 Reel* video yearbook.

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. As well, the Student Association has opportunities for involvement with its media departments (*Mars' Hill*, *Pillar* yearbook, and *The Reel* video yearbook).

The Council 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 Cabinet Forum, and the Vice-President of Academic Relations does likewise to the Undergraduate Academic Council. Various Student Council members serve on more than 10 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 Faith at Work 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 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 financial arenas. 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

Web site: www.twusa.ca

University Bookstore

Trinity Western University Bookstore offers a warm, inviting shopping atmosphere and seeks to serve both the campus and surrounding community. All students' course-related needs are available at the bookstore, including new and used textbooks, specialized course materials, computer software and accessories, and a broad range of school supplies.

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 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 gifts, an excellent assortment of greeting cards, and Christian music CDs. Out-of-town customers can take advantage of the toll-free phone number and mail order service.

Hours (open year-round)
8:30 a.m. to 6 p.m., Monday - Thursday
8:30 a.m. to 5 p.m., Friday
11 a.m. to 4 p.m., Saturday

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
Web site: www.twu.ca/bookstore

Trinity Western University
7600 Glover Road
Langley, BC
V2Y 1Y1 Canada

Writing Centre

The Writing Centre is a free service available to assist all students with their academic writing assignments in any subject. Trained tutors help students individually 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.

During fall and spring semesters:
Douglas Centre, Second Floor

Tel: 604.513.2008 or ext. 2008

Fax: 604.513.2013

During summer semesters:
Summer Learning Commons,
Reimer Student Centre

Visit or telephone the reception desk in the Learning Commons

E-mail: moran@twu.ca, jantzen@twu.ca
Web site: www.twu.ca