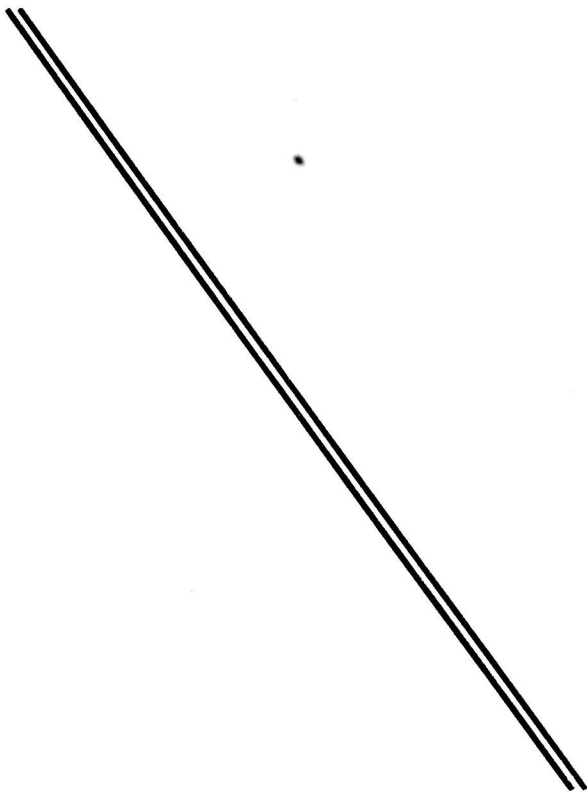


Mount Royal College

Calgary, Alberta



Residences

Information and Regulations

1961 - 1962

1961

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Principal

REV. W. J. COLLETT, B.Ed., M.A., B.D., D.D.

Dean of the Boys' Residence

BRIAN G. SUMMERS

Matron and Dean of the Girls' Residence

MRS. T. G. PAULSON

Assistant to the Dean of the Girls' Residence

MRS. P. C. FEADER

Assistant to the Dean of the Boys' Residence

D. A. ROBB

Director of Food Services

V. H. KNOTT

All enquiries and applications must be addressed

to

THE REGISTRAR,
Mount Royal College
7th Avenue at 11th Street S.W.
Calgary, Alberta.

Mount Royal College Residences

Mount Royal College maintains residences for both young men and young women. **All students whose homes are not in Calgary are expected to live in residence.** Some Calgary students may be admitted under exceptional circumstances.

The Residences are under the supervision of Deans of Residence and their assistants. Evening study periods are compulsory and are in charge of the academic teachers. A program of sports and other activities is arranged for the resident students.

The Dining Room is in charge of an experienced chef and is operated in connection with the residences. No evening meal is served on Sunday.

APPLICATIONS

Application for a room in Residence should be made at the same time as the application for admission to the College is submitted.

ACCOMMODATION

Normally a room is occupied by two students although more may be placed in the larger rooms if necessary. A special request may be made for a single room. If the request is granted an extra charge will be made.

FURNISHINGS AND LINEN (See Section on linen supply service)

The rooms are furnished with single beds, dressers, study tables, chairs and drapes. Each bed has a pillow, a blanket and a bedspread. Students must supply all other necessities. All personal possessions must be plainly marked with the student's name. Among the items that should be brought are:—

Towels
Sheets

Pillow Cases
Extra bedding

REGULATIONS

1. When a student takes a room in residence it is on the clear understanding that he will occupy it for the complete academic year unless other arrangements have been made with the Registrar previously. Since the College must enter into contracts for instruction, supervision, dining room, etc., permission cannot be given to a student to leave the residence unless he is withdrawing from the College. No withdrawal is permitted without 30 days written notice or within one month of the close of the term.

2. All students in residence are responsible for the care of College property. A Caution Money deposit of \$5.00 is required of each student. General breakage and damage to College property is charged against the Caution Money Fund and after the close of the school year the money remaining in this fund, if any, is returned pro-rata to the students less any charges for breakages for which the student may be held directly responsible.
3. The College can accept no responsibility for money, valuables or clothing left in halls or rooms. Money may be deposited with the Business Office and withdrawals made at specified times. Doors to rooms should be locked when the occupants are absent.
4. All students in residence will be required to take turns waiting on tables in the Dining Room.
5. All students will be required to attend study period, each evening Monday through Thursday from 8:00 to 10:00 p.m. The Evening study period is a direct responsibility of the Director of the High School Division and any excuse from Evening Study must be issued by him.
6. Students are required to be in bed by 10:30 each evening. On Friday and Saturday evenings the hour is extended to 12:00 midnight. Students under 17 years of age are required to be in residence at 11:00 p.m. on Fridays and Saturdays.
7. Special permission may be asked from the Dean of Residence to allow a student to leave the Residence for the week-end. This will be granted only on written permission from the parent. Parents should supply the Dean of Residence with the names and addresses of people whom the student may visit.
8. The use or possession of intoxicants is prohibited.
9. The use of fire escapes or windows to enter or leave the College and the possession of unauthorized keys is forbidden.
10. Smoking is a fire hazard and is prohibited except in rooms designated for that purpose.
11. Students are encouraged to attend their own churches each Sunday.

12. Each student must present a certificate of health from his family physician before being admitted to residence. While the supervisors of the residences are able to cope with minor illnesses the parents of any student who becomes seriously ill or contracts a contagious disease will be notified and will be requested to remove the student from the Residence. A student who has been exposed to a contagious disease should remain at home until the incubation period is safely passed and thus avoid exposing other students. When a student is absent because of illness a rebate of residence fees will be made from the 15th day onward.
13. All students are assessed a fee for Accident Insurance. Any student suffering an accident while engaged in an activity under the supervision of a member of the College staff should enquire at the Business Office concerning this insurance.
14. All rooms must be vacated between 8:30 a.m. and 11:00 a.m. on Monday through Friday.
15. No evening meal will be served on Sundays.
16. The Deans of Residence may recommend to the Principal the expulsion of a student who refuses to co-operate or who violates one or more of these regulations. When a student is expelled from residence he will be required to leave the College and there will be no refund of fees. Each student is supplied with a copy of these regulations and ignorance of them is not regarded as an excuse.

LINEN SUPPLY SERVICE

The Canadian Linen Supply Co. Ltd. can now provide a linen supply service to students at Mount Royal College. Each student using this service will receive two sheets, one pillow slip, one bath towel, and one hand towel the first day, and each week thereafter, one sheet, one pillow slip, one bath towel, and one hand towel.

The cost is as follows:

| | |
|---|---------|
| 1). Full High School Year..... | \$15.20 |
| 2). Full Secretarial Year..... | 15.20 |
| 3). Single High School Semester — Spring or Fall..... | 7.40 |
| 4). Junior College Year..... | 12.50 |

Canadian Linen Supply Co. Ltd. is in no way associated with Mount Royal College nor does the College receive any commission or benefit from the business done with students.

For further information, phone or write the address shown below. Please make all cheques payable to:

CANADIAN LINEN SUPPLY CO. LTD.
730 - 2nd AVENUE S.W.,
CALGARY, ALBERTA.
or phone AMherst 3-8600.

ACADEMIC CALENDAR - 1961-1962

1961

| | | |
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| July 3 | Monday | — Summer Session for High School opens. |
| July 31 | Monday | — Coaching School for High School begins. |
| August 11 | Friday | — Summer Session ends. |
| August 14-21 | | — High School Departmental Supplemental Examinations at the Institute of Technology. |

Fall Semester

| | | |
|----------------------------|-----------|---|
| September 5 | Tuesday | — Registration day for High School and Secretarial School. |
| September 6 | Wednesday | — 8:30 a.m. Classes begin. |
| September 18 | Monday | — Registration day for Junior College. |
| September 19 | Tuesday | — 8:30 a.m. Classes begin in Junior College. |
| October 2 | Monday | — Last day for admission to the Fall Semester. |
| October 4 | Wednesday | — Last day for timetable changes in the Junior College. |
| October 9 | Monday | — Thanksgiving Day. |
| October 23-27 | | — Mid-term examinations in the Junior College. |
| November 30 | Thursday | — Last day for withdrawal without penalty from courses in Junior College. |
| December 20 | Wednesday | — Last day of classes before Christmas recess. |
| December 21 - January 2 | | — Christmas recess for all divisions of the College. |

1962

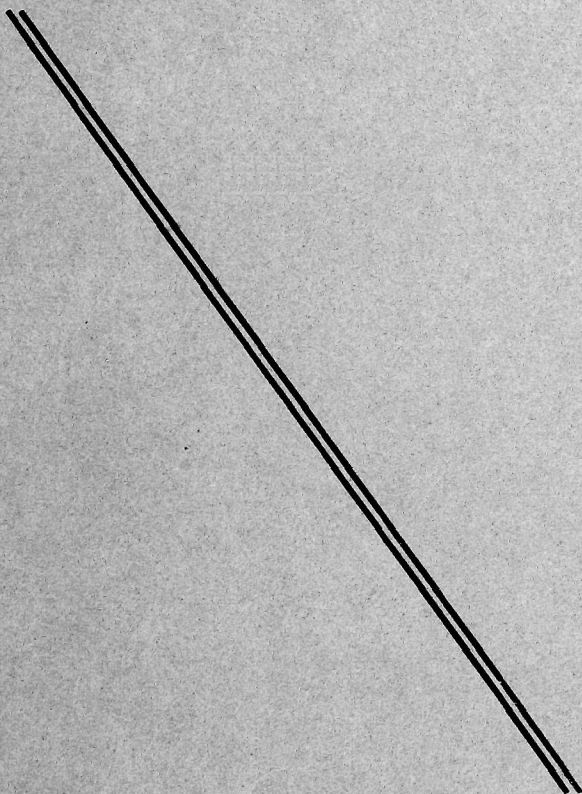
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| January 3 | Wednesday | — Classes in all divisions resume. |
| January 8-13 | | — Final examinations for the Fall Semester in Junior College. |
| January 25-31 | | — Final examinations for the Fall Semester in the High School. |

Spring Semester

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| January 15 | Monday | — 8:30 a.m. Classes of Spring Semester in the Junior College begin. |
| February 1 | Thursday | — Last day for admission to the Spring Semester in the Junior College. |
| February 2 | Friday | — 9:00 a.m. Registration of new students for Spring Semester in the High School. |
| February 5 | Monday | — Last day for timetable changes in the Junior College. |
| March 5-9 | | — Mid-term examinations in the Junior College. |
| March 30 | Friday | — Last day for withdrawal without penalty from courses in Junior College. |
| April 13 | Friday | — Graduation dinner for Junior College. |
| April 18 | Wednesday | — University of Alberta examinations in Arts and Science begin. |
| April 20 | Friday | — Good Friday. College closed. |
| April 20-29 | | — Easter recess for High School and Secretarial School. |
| May 3 | Thursday | — Last day of classes in the Junior College. |
| May 5-12 | | — Final examinations for Spring Semester in the Junior College. |
| May 14 | Monday | — Surveying School for engineering students begins. |
| May 18 | Friday | — College Graduation. |
| May 21 | Monday | — Citizenship Day. |
| June 19 | Tuesday | — Last day of classes in the High School. |
| June 21-29 | | — Final examinations for Spring Semester in the High School. |
| July 2 | Monday | — Summer Session for High School opens. |

Mount Royal College

Calgary, Alberta



Prospectus

High School Division

1961 - 1962

1961

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January

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April

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July

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October

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1962

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December

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Mount Royal College

A JUNIOR COLLEGE

and

HIGH SCHOOL

of

THE UNITED CHURCH OF CANADA

A member of the American Association of Junior Colleges

Incorporated by the Province of Alberta under an Act to Incorporate Mount Royal College, 1910, Second Session, Chapter 39 (assented to December 16, 1910) and as amended by the Fourth Session of the Ninth Legislature of the Province of Alberta in 1944 and as amended by the Legislature on March 31, 1950.

BOARD OF GOVERNORS

OF

MOUNT ROYAL COLLEGE

| | |
|--|------------|
| Howard P. Wright, LL.D. (Chairman) | Calgary |
| Rev. W. J. Collett, B.Ed., M.A., B.D., D.D. (Principal) | Calgary |
| J. G. Anderson, D.V.M. | Calgary |
| George Brown | Calgary |
| G. M. Carlyle | Calgary |
| Basil Dean | Calgary |
| J. M. Farrell | Calgary |
| C. J. Ford, Q.C., LL.D. | Calgary |
| Rev. John H. Garden, B.A., B.D., D.D. (Honorary Principal) | Calgary |
| J. M. Gardiner | Calgary |
| Mrs. W. J. Harper, B.A. | Edmonton |
| W. Hornstrom | Calgary |
| Ronald H. Jenkins | Calgary |
| C. B. Johnson, B.Sc., M.A. | Lethbridge |
| W. Raymond Johnston | Calgary |
| George C. Lancaster | Calgary |
| H. H. Love | Calgary |
| James E. Love | Calgary |
| E. B. Lyle | Calgary |
| H. J. Macdonald, Q.C. | Calgary |
| William D. MacDonald, M.S.A. | Grainger |
| Rev. G. Preston MacLeod, M.A., D.D. | Calgary |
| C. E. Mansell | Calgary |
| F. A. McKinnon, M.Sc. | Calgary |
| W. Lloyd McPhee | Calgary |
| MacDonald Millard, Q.C. | Calgary |
| Carl O. Nickle | Calgary |
| Samuel J. Parkinson | Calgary |
| C. F. Steele | Calgary |
| George Stott | Calgary |
| Rev. G. B. Switzer, B.A., B.D., Ph.D., D.D. | Calgary |
| R. S. Trowsdale | Calgary |
| C. N. Vanderputten | Calgary |
| Arthur West | Calgary |
| Ray W. Wood | Carstairs |

The President of the Alberta Conference of the United Church of Canada.

The Secretary, the Board of Colleges and Secondary Schools, United Church of Canada.

The Chairman, Committee on Students and Colleges, Alberta Conference, United Church of Canada.

The Chairman, Committee on Students and Colleges, Calgary Presbytery, United Church of Canada.

GENERAL ORGANIZATION OF MOUNT ROYAL COLLEGE

The Administration:

| | |
|---|------------------|
| W. J. Collett, B.Ed., M.A., B.D., D.D. | Principal |
| S. R. Vincent, B.Ed., B.Sc., B.D., S.T.M. | Dean |
| W. G. M. Rae | Business Manager |
| L. E. Willmott, B.A.Sc., M.A. | Registrar |

The Junior College Division

| | |
|---|--|
| R. W. McCreedy, M.Sc. | Director and Head of the Engineering Department |
| M. S. Feader, C.D., B.A., B.Comm., M.B.A. | Head of the Business Administration Department |
| E. L. Pitt, M.A. | Head of the Arts & Science Department |
| S. R. Vincent, B.Ed., B.Sc., B.D., S.T.M. | Head of the Christian Education and Family Life Department |

The High School Division

| | |
|--------------------------|---------------------------|
| O. A. Kelly, M.A. | Director |
| J. A. Brown, B.Ed., B.A. | Assistant to the Director |

The Secretarial School

| | |
|---------------|----------|
| J. W. Hepburn | Director |
|---------------|----------|

The Dean's Council

It is comprised of the Principal, Dean, Registrar, Business Manager, the Directors and heads of Departments and exercises advisory, executive and disciplinary functions.

The Conservatory of Music

| | |
|--------------------------|-----------|
| S. Leonore Walters, B.A. | Registrar |
|--------------------------|-----------|

The Conservatory of Music is governed by a Committee of Direction which is composed of the Principal and the following members:

W. Knight Wilson, G.A.S.M. — Chairman
 P. J. Hodgson, L.R.A.M., A.R.C.M.
 Leona F. Paterson, A.T.C.M.

The Residence

| | |
|--------------------|---|
| Thelma G. Paulson | Matron and Dean of the Girls' Residence |
| Brian G. Summers | Dean of the Boys' Residence |
| Patricia C. Feader | Assistant to the Dean of the Girls' Residence |
| D. A. Robb | Assistant to the Dean of the Boys' Residence |

The Dining Room

| | |
|-----------------|---------------------------|
| Victor H. Knott | Director of Food Services |
|-----------------|---------------------------|

The Evening College

| | |
|--------------------|--|
| J. C. Yates, B.Ed. | Director of the High School Division |
| S. Grywalski, M.A. | Director of the Adult Education Division |

The Summer School

| | |
|------------------|----------|
| E. L. Pitt, M.A. | Director |
|------------------|----------|

Dr. G. D. Stanley Gymnasium

| | |
|----------------------------|---------------------------------|
| R. E. Gardiner, B.Sc. | Director of Athletics |
| D. A. Robb, B.A., B.P.H.E. | Assistant Director of Athletics |

Student Counselling Services

| | |
|-----------------------------|--------------------|
| F. J. Hawke, B.A. | Director |
| Laura C. Muir, B.A., B.L.I. | Student Counsellor |

Librarian

| | |
|-----------------------------|--|
| M. Katharine Willmott, M.A. | |
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THE ACADEMIC FACULTY

H. H. Allan, B.Ed.

Teacher of Social Studies
University of Alberta, B.Ed.

A. A. Ariano, M.A.

Instructor in French and Latin
McGill University, B.A., M.A.

John P. Borger, B.Sc.

Teacher of Science
Concordia College, B.Sc.
University of Alberta, B.Ed.

John A. Brown, B.A., B.Ed. (Assistant to the Director)

Instructor in Social Studies
University of Alberta, B.A., B.Ed.

Margaret A. Brydon, B.A.

Teacher of Latin and English
University of Manitoba, B.A.

Otto H. Deutsch, B.Sc., B.Ed.

Teacher of Physics and Chemistry
University of Alberta, B.Sc., B.Ed.

Rodney E. Gardiner, B.Sc.

Teacher of Physical Education and Health
Brigham Young University, B.Sc.

F. James Hawkes, B.A.

Student Counsellor
George Williams University, B.A.

Owen A. Kelly, M.A. (Director)

Instructor in English
University of Alberta, B.A., M.A.

E. Irene Layton

Teacher of Mathematics
University of Alberta.

Queen M. Linton

Teacher of Social Studies and French
Mount Allison University.

Enid Lofthouse, B.A., B.Ed.

Teacher of Mathematics and Science
University of Saskatchewan, B.A.
University of Alberta, B.Ed.

Winnifred Oldfield, B.A.

Teacher of English
University of Alberta, B.A.

Edwin L. Pitt, M.A.

Instructor in Mathematics and Social Studies
University of Alberta, B.A., M.A.

Donald A. Robb, B.A., B.P.H.E.

Teacher of Biology, Physical Education
Queen's University, B.A., B.P.H.E.

Stephen G. Sorokan, B.Sc.

Teacher of Chemistry
University of Alberta, B.Sc.

Elizabeth Sudre, B.A.

Teacher of Mathematics and French
University of Alberta, B.A.

Ernest G. Tyson, B.Sc.

Teacher of Mathematics and Science
University of Alberta, B.Sc.

Sydney R. Vincent, B.Sc, B.D., B.Ed., S.T.M.

Director of Religious Education
University of Saskatchewan, B.Sc., B.Ed.
Oberlin College, B.D., S.T.M.

Jean Walker, B.A.

Teacher of Typewriting
University of New Brunswick, B.A.

M. Katharine Willmott, M.A.

Teacher of English
Ohio Wesleyan University, B.A. Columbia University, M.A.

Honourary Principal

Rev. John H. Garden, B.A., B.D., D.D.

The High School Division

The High School Division of Mount Royal College has as its objective the preparing of young men and women for university. The basis of its curriculum is the Senior High School Program of the Department of Education of Alberta. Courses from the Commercial and Technical electives, however, are not offered. The preference is given to the subjects of senior matriculation and their prerequisites.

Comparatively smaller classes, and attention to the individual student's needs contribute toward building a solid foundation in the basic skills and understanding of each of the matriculation subjects.

THE HIGH SCHOOL COURSES

The High School course of Grades X, XI and XII is normally a three-year course of six semesters. The Fall semester runs from early in September to the end of January; the Spring semester from the first of February to the end of June.

A student who enters Mount Royal College from Grade IX may in three years qualify for:—

- (1) A Mount Royal College High School Certificate
- (2) A Department of Education (Alberta) High School Diploma
- (3) Matriculation (senior) to university

GRADES X AND XI

Students in Grades X and XI should note that additional time is given in each of the fundamental subjects: English, Social Studies, Mathematics, Science, and French or Latin. This permits a selection of additional material and an advantageous organization of the subject matter as well as time for drill, experiments, written work, all with attention to individual difficulties.

The school day for Grades X and XI is solidly programmed from 8:30 in the morning until 3:30 in the afternoon, with an hour and a quarter for lunch. It is not anticipated that students will be allowed to drop subjects.

In most subjects of Grades X and XI there are also **semester classes**. These are for the student who wishes to complete the work of a subject in one semester. It is especially advantageous for the student who has deficiencies and wants to make up the deficiencies in one semester and take the next grade of the sub-

ject in the next semester. Another advantage of the semester system is that it permits great flexibility in timetabling for students who have subjects in different grades, or who are entering for the Spring semester.

GRADE XII

All Grade XII subjects are taught in semester classes. That is, the work of each subject is completed in one semester. Departmental Examinations are written the last week of January and of June.

The semester system has several advantages for the Grade XII student:

1. He is able to concentrate on a few subjects at a time.
2. A student who has four or fewer subjects to complete his High School work is able to do so in five months instead of the usual ten months.
3. A student who has one or two subjects of Grade XI to make up may do so and still complete Grade XII in the same year.
4. A student who is ill for part of the year need not lose his whole course.

The "workshop" method, another advantage of attending Mount Royal, is proving very effective. The student attends a fifty-five minute class period every morning (Monday through Friday) and a workshop one afternoon a week in each of his Grade XII subjects. During the workshop period (of 1½ hrs.) he carries out experiments, drills on fundamental skills, takes remedial work, writes reports and essays, or in some other way applies the theory that he has taken in the lecture periods. It is in the workshop period, too, that the student gets the particular individual attention he may need. A student in Grade XII will be expected to do at least 2 hours homework per night.

Subjects of Grade XII offered in each semester are:

| | |
|-------------------|----------------------------------|
| English 30 | French 30 |
| Social Studies 30 | Latin 30 |
| Mathematics 30 | Mathematics 31 |
| Chemistry 30 | French 31 (Spring semester only) |
| Physics 30 | |
| Biology 32 | |

ADMISSION TO THE HIGH SCHOOL

Students are admitted into Grades X and XI in September and into Grade XII (and certain semester classes of Grades X and XI subjects) in September and February, for the Fall and Spring Semesters respectively.

A student should obtain an application form from the Registrar, Mount Royal College, Calgary. This must be properly filled out and signed by the parent or guardian (unless the student is an "adult"). It should then be sent, along with a Department of Education transcript of record* of all previous High School work and the Registration Fee of \$5.00, to the Registrar, Mount Royal College, Calgary.

*If the student does not have his Department of Education transcripts he may obtain one for \$1.00 by writing to the Examination Branch, Department of Education, Edmonton.

The Department of Education transcript is not required of students who have been enrolled in Mount Royal College in the immediately previous year.

HIGH SCHOOL DIVISION

A student must send in an application each year even though he has been enrolled in Mount Royal College for the previous year. This is not necessary for Fall Semester students who are continuing in the Spring Semester.

Students will make application, if possible, before August 15th for the Fall Semester, and January 15th for the Spring Semester. Applications which are received after these dates will be considered in the order of their receipt until classes are filled.

The student must indicate definitely which subjects he wishes to take in the coming Semester. A student's time-table will be made up and ready for him on Registration Day. Thereafter changes are not easily or readily made. If the student has any doubt in his mind about courses, he should come to the College for a personal interview at least ten days before Registration Day. Phone AMherst 6-4611 for an appointment.

REMEDIAL WORK

Some students, because of poor scholastic background, lack of application to studies, or inefficient study habits, find that they require more time and additional study. Such students will be required to take remedial work in extra classes and may require more than one semester to complete a subject. When an instructor recommends that remedial work be given, it becomes compulsory if the student is to continue with the class. For remedial classes there is an additional nominal charge.

PROGRAM CHANGES

Changes in program are made only after full discussion with the Director of the High school, and only if there is some compelling reason.

ATTENDANCE

The student must attend regularly. If a teacher reports that a student's attendance is wilfully irregular, the student may be asked to withdraw from the College. The student should realize that one absence, under the semester system, is a time loss equivalent to two absences under the conventional ten-month system.

REPORTS

Progress reports will be prepared in October, December, March and May and will be mailed to the parents for their information. Final examinations will be written in January and June, and the results of these examinations will be sent to the student by the Department of Education.

EVENING CLASSES

High School courses are also given in the evening. For information regarding Evening College, see General Information section of this brochure.

SUMMER SCHOOL

A Summer School of six weeks is held in July and August. All Grade XII (Senior Matriculation) subjects are taught. This school is for those completing

a High School Diploma or who are finishing Senior Matriculation requirements, or who are adults. Courses in some Grade X and XI subjects are included for students who wish background work, but who do not desire credits with the Department.

COACHING SCHOOL

Early in August each year Mount Royal College conducts a coaching school for students who require help in preparing for the supplemental examinations. Qualified and experienced teachers are secured to give a thorough and comprehensive review in all Grade XII subjects. Information concerning the Coaching School may be secured from the Registrar.

THINGS TO REMEMBER ABOUT THE HIGH SCHOOL

1. Application should be submitted early.
2. Each new student must present a transcript of marks.
3. Workshops are compulsory; all students must attend.
4. Remedial classes, when assigned, are compulsory.
5. Regular attendance is essential.
6. Adult students should consult the Director of the High School concerning their particular problem.

STUDENT ACTIVITIES

The High School Students' Council plans a full program of activity for the High School students. All students are encouraged to attend a variety of social events. Student Clubs are organized as the demand arises. The Dr. G. D. Stanley Gymnasium has excellent facilities for student athletic programs. House leagues in volleyball, basketball, bowling and other sports are organized. All students are expected to engage in at least one athletic activity.

RESIDENCE

Students whose homes are not in Calgary are expected to stay in the College Residence, unless special permission to do otherwise is secured from the Principal. For further information the student should consult the Residence Bulletin.

RELIGIOUS EDUCATION

Courses in Religious Knowledge are required of all High School students. These are under the supervision of the Director of Religious Education and, for the most part, are integrated into the curriculum. Emphasis is placed on the religious heritage of our culture and is non-sectarian and non-denominational.

HISTORY OF THE COLLEGE

Mount Royal College was founded in 1910 under the sponsorship of the Board of Colleges of the Methodist Church and through the efforts of a group of public-spirited citizens, together with Rev. Dr. George W. Kerby, minister of Central Methodist Church. In the fall of that year the Legislature of the Province of Alberta granted the College a charter to conduct an institution of learning for both sexes in elementary and secondary education, and for instruction in music, art, speech, drama, journalism, commercial and business courses, technical and domestic arts. Its management and administration was placed in the hands of a Board of Governors to consist of not more than forty members and not less than twenty-four. Hon. W. H. Cushing was appointed Chairman of the Board and Dr. George W. Kerby the first principal.

Under the principalship of Dr. Kerby the College opened in 1911 with a registration of 154 students in its academic and commercial departments and the Conservatory of Music. Since then the College has grown steadily to 750 students registered in the academic and commercial departments, and 700 students in the Conservatory of Music, in the 1960 - 61 academic year.

With the Church Union in 1925 Mount Royal College came under the supervision of the Board of Colleges and Secondary Schools of the United Church of Canada. In 1931, Dr. Kerby and the Board of Governors succeeded in establishing a university department in its Junior College division by bringing about the affiliation of Mount Royal College with the University of Alberta. In the same year the College discontinued its elementary school program because, by this time, elementary schools had been established in all communities of the province. Its university department started with the teaching of the arts and science courses of the freshman and sophomore years.

Dr. John H. Garden succeeded Dr. Kerby as principal when Dr. Kerby retired in 1942. Dr. Garden served the College from 1942 to 1959. Many changes were effected in this period. The scope of the College charter was broadened by amendments in 1944 and 1950. After the first amendment the College began teaching engineering courses in its university department. Also at the same time it became a member of the American Association of Junior Colleges. Dr. Garden devoted much time and energy toward improvement of the original building and raising funds for the erection of the Kerby Memorial Building and the G. D. Stanley Gymnasium which were completed in 1949. In the fall of 1956, the Business Administration Department of the Junior College was established. The rapid increase in enrollment at this time demanded a look towards future expansion. To meet the immediate needs of the College a wing was added to the Kerby Memorial Building in 1957.

In January 1959, Rev. W. John Collett was appointed as principal when Dr. Garden retired. Mr. Collett served the College from September 1948 as its dean and shared many of the responsibilities of guiding the College.

INFORMATION

1. WELCOME TO VISITORS

Visitors to the College are always welcome, and should make themselves known to the secretary in the General Office. Prospective students desiring an interview with the principal or any of the student advisors should telephone for an appointment.

2. THE COLLEGE RESIDENCES

Well-equipped residences for both young women and young men are maintained for the convenience of out-of-town students who attend the College. Some Calgary students may be admitted by special request. All students whose homes are not in the city are expected to avail themselves of the accommodation supplied by the residences. **Out of city students who desire to live out of residence may do so only by special permission from the principal, and in homes approved by the College.**

Information about the College residences may be secured by writing to the College for a Residence folder.

3. THE STUDENTS' UNION

All students are members of the Students' Union through payment of the Student Activity fee. Student activities, such as dances, concerts, banquets, school paper, are arranged by the Students' Union through two councils, the Junior College Council and the High School Council, elected early in the school year by the student body. Expenses for student activities are met from the Student Activity fee.

4. ASSEMBLIES

From time to time assemblies are called for the entire student body. These are for the purpose of hearing some important speaker who is in the city, for meeting with church leaders, for the conduct of student business and the presentation of awards, for meeting with the principal, and for giving information to the student body. Attendance is compulsory.

5. GENERAL REGULATIONS

Admission to the College implies a contract to observe its regulations. Their violation will lead to disciplinary action. If a student is expelled, there will be no refund of fees.

- (1) The use or possession of intoxicants is prohibited.
- (2) Smoking is permitted only in rooms designated for the purpose.
- (3) **Regular attendance** at classes is required of all students.
- (4) The College will not be responsible for money, valuables or clothes left in halls, rooms, or lockers. Deposits of money may be placed with the Business Manager and withdrawals made at specified times.

GENERAL INFORMATION

- (5) Any resident student with a physical disability or a need for a special diet must report such to the Dean and submit a physician's report. All students should be inoculated against contagious diseases and should not return to the College after being exposed to a contagious disease until sufficient time has elapsed to avoid all danger of infecting fellow students. For further information regarding illness see the section on the Residence.
- (6) Payment of fees in advance is a strict requirement of the College, and all financial obligations must be settled before diplomas, scholarships, medals, prizes or standings can be awarded.

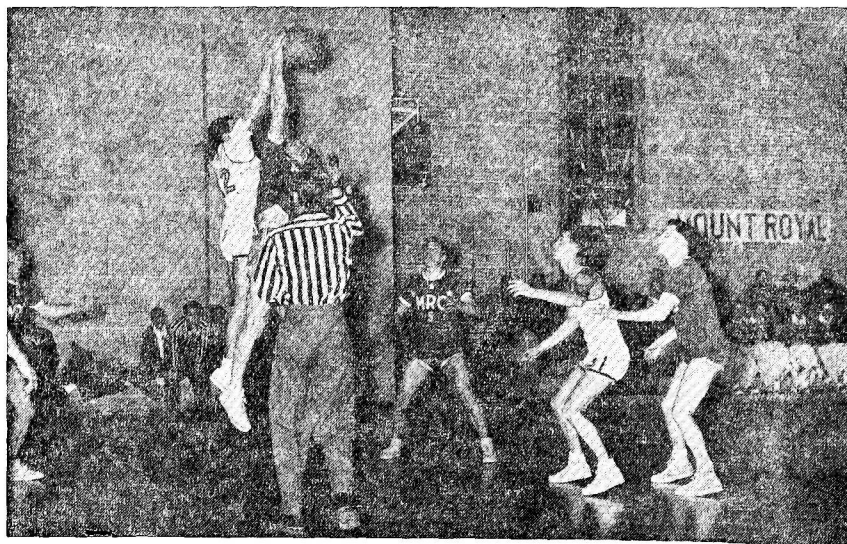
6. LOCKER SERVICE

For the benefit of day students, lockers are provided and are available at a nominal rental. Every day student is required to rent one in order to have a secure place for books, gymnasium shoes, clothes, etc. The College does not assume responsibility for loss of money or valuables. The value of any locks missing from the locker system at the end of the semester will be charged against the caution money of the day students attending that semester.

7. WITHDRAWAL FROM THE COLLEGE

Withdrawal from the College may be granted only on application to the Registrar, on the official form.

One month's notice, in writing, on the official withdrawal form must be given by the student. Refund of fees will be made on the basis of the withdrawal form. No refund of fees is allowed for withdrawal within one month of the close of a semester or the academic year.



Varied athletic programme is available to all students

GENERAL INFORMATION

RESIDENCE FEES (including Room and Board charges in the College Residences) (These fees do not include tuition)

A. For full Academic Year:

| | |
|---|----------|
| Payable in advance, September 5th | \$725.00 |
| or payable in four installments — September 5th | \$186.25 |
| — November 1st | \$186.25 |
| — February 2nd | \$186.25 |
| — April 2nd | \$186.25 |

B. For Fall Semester only:

| | |
|--|----------|
| Payable in advance, September 5th | \$362.50 |
| or payable in two installments — September 5th | \$186.25 |
| — November 1st | \$186.25 |

For Spring Semester only:

| | |
|---|----------|
| Payable in advance, February 2nd | \$362.50 |
| or payable in two installments — February 2nd | \$186.25 |
| — April 2nd | \$186.25 |

REGULATIONS GOVERNING PAYMENT OF FEES

Payment of fees are subject to the following regulations:—

- (1) Fees are due and payable on Registration Day and on installment dates as outlined in the Schedule of Fees.
- (2) The last date for payment of fees at the "payable in advance" rates is September 30th. After this date installment rates are due, as shown in the Schedule of Fees.
- (3) The final date for payment of each installment is the last day of the month in which the installment is due. After these dates the students may be excluded from classes until fees have been paid. In all cases the last date to which terms may be extended is April 30th, unless special arrangements have been made to meet extenuating circumstances.
- (4) One-Semester students' fees are due and payable in full on Registration Day. The last date for payment of Fall Semester Fees is September 30th. The last date for payment of Spring Semester Fees is February 28th. After these dates the student may be excluded from classes until fees have been paid. In any event the final deadline of April 30th, as outlined in (3) above applies.
- (5) In the case of installment payments being arranged for a single semester, these installments are due as shown in the Schedule of Fees, and final dates as outlined in Section (3) above apply.

RATES SHOWN ARE SUBJECT TO
CHANGE FOR 1982-83, TO BE OUT
LINED IN NEW CALENDAR WHEN
AVAILABLE.

THE EVENING COLLEGE

Director, High School Division — J. C. Yates, B.Ed.

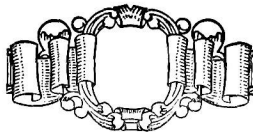
Director, Adult Division — S. Grywalski, M.A.

The purpose of the Evening College is to offer to citizens of the community an opportunity to continue their formal education.

The High School Division is organized according to the semester plan, with two terms of five months — September to January and February to June. In each term Senior Matriculation subjects and their pre-requisites are offered. Final examinations are written in accordance with the regulations of the Department of Education. Each subject is taught for two hours on two nights per week. A student may register in two subjects each semester. Adults may take advantage of the Adult Privilege and complete Senior Matriculation. Students already registered in Calgary High Schools are not permitted to register in the High School Division of the Evening College. Early in September the timetable of courses may be obtained from the General Office.

The Adult Division offers courses for college credits and courses of general interest. High School graduates may register in the courses offered for college credit and thus commence on a University program. Any interested adult may register in the interest courses. Certificates will be awarded to students who complete successfully an adult course. Timetables for the College Courses and the Interest Courses will be advertized early in September and full details may be obtained from the General Office.

Further information regarding the Evening College may be obtained by writing to The Director, The Evening College, Mount Royal College, Calgary, Alberta.



THE CONSERVATORY OF MUSIC

COURSES OFFERED

1. DIPLOMA COURSES:

- (a) A.Mus.M.R.C. (Associate in Music, Mount Royal College).
L.Mus.M.R.C. (Licentiate in Music, Mount Royal College).
in Pianoforte, Violin, Voice, Wind Instruments, Organ, Speech and Theory of Music.
- (b) A.R.C.T. (Associate of the Royal Conservatory of Music, Toronto)
in Pianoforte, Strings, Voice, Wind Instruments, Organ, Speech Arts.
- (c) A.Mus.U of A. (Associate of Music, University of Alberta).
L.Mus.U. of A. (Licentiate of Music, University of Alberta)
in Pianoforte, Strings, Voice, Organ and Wind Instruments.
Other Diploma Courses are available including those of the Royal Canadian College of Organists and Trinity College of Music, London.

2. CERTIFICATES:

Mount Royal College Conservatory of Music offers a thorough training leading to the attainment of Teachers' and Performers' diplomas in all branches of musical study. The Conservatory prepares students for the graded certificates of all authorized examining boards including Mount Royal College, the Royal Conservatory of Music, Toronto, and the Western Board of Music, in Pianoforte, Strings, Voice, Wind Instruments, Speech Arts and the Theory of Music. Certain grades are fully accredited for High School and matriculation purposes: details of these courses may be obtained from the Registrar of the Conservatory.

3. ORCHESTRAL COURSES:

The Mount Royal College Senior and Junior Orchestras were founded to give Conservatory students orchestral experience and training similar to that obtained in other large schools of music. Public concerts are given periodically throughout the year.

4. ORCHESTRAL and CHORAL CONDUCTING:

Courses are offered in the technique of orchestral and choral conducting. These courses, like all others offered in the Conservatory of Music, are conducted by experienced and qualified instructors.

5. KEYBOARD HARMONY, IMPROVISATION, MUSIC APPRECIATION:

Instruction is offered in these subjects as a practical application of the knowledge acquired in the theoretical lessons.

STUDENT RECITALS — Monthly recitals are a feature of the Conservatory's musical training program. These recitals cater to students at all levels of musical accomplishment and are divided into junior and senior programs.

SCHOLARSHIPS — Numerous scholarships are available for annual award on the basis of achievement in the Mount Royal College Conservatory examinations and are to be applied toward further study in the Conservatory of Music.

CONSERVATORY OF MUSIC DEPARTMENTS and FACULTIES

A. Pianoforte Department.

Peter J. Hodgson, LRAM, ARCM,
ARCO (London), ARCCO.
Leonard H. Leacock, ATCM,
L.R.S.M.
Mary Thatcher Hodgson, LRAM,
ARCM, ABSM.
Nora Searchfield, ARCT.
Aino Kattelus, AMus.MRC, ARCT.

Barteld Ryskamp, ATCL.
Roy Morden, ARCT.
Magda Hazai, B.A.(Budapest).
Sheila McCorry, B.Ed., ARCT,
A.Mus.UA.
Christine Mapplebeck, A.Mus.MRC.
William Ingles.
Fiona Alexander, LRAM, ABSM.

B. Strings — Violin, Viola, 'Cello, Bass.

W. Knight Wilson, GASM (Glasgow).
Eric Whiteside.

John S. Bach, ARCM, LRAM,
ARAM.
Ronald Senkow.

C. Vocal Department — Private and Class Lessons.

Harold Ramsay, LMus(McGill),
FTCL.

Colin Bray, ARCT.
Roy Morden, ARCT.

D. Woodwind and Brass — Private and Class Lessons.

Ronald Senkow, Clarinet, Saxophone.
William Ingles, Trumpet, Trombone.

J. H. Boellaard, Flute, Piccolo.
Jeremy Ferguson, B.Mus., Oboe.
Denis W. Jackson, Saxophone,
Clarinet.
Eric Whiteside, Tuba.

E. Organ, Harp and Percussion

Peter J. Hodgson, LRAM, ARCM,
ARCO(London), ARCCO. Organ.
Harold Ramsay, LMus (McGill),
FTCL, Organ.

Barbara Keenan, BA, BSc.(Julliard). Harp.
Robert Ingles, Percussion.
Barteld Ryskamp, ATCL, Organ.

F. Theory Department — Rudiments, Harmony, Counterpoint, Form, History.

Peter J. Hodgson, LRAM, ARCM,
ARCO(London), ARCCO.
Leonard H. Leacock, ATCM,
LRSM.
Denis W. Jackson.

Mary Thatcher Hodgson, LRAM,
ARCM, ABSM.
Roy Morden, ARCT.
Barteld Ryskamp, ATCL.

G. Speech Arts — Private and Class Lessons.

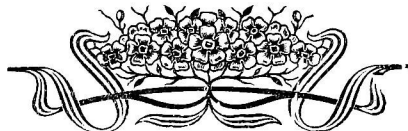
Leona Flegal Paterson, ATCM,
Director.
Dorothy Kennedy, A.Sp.MRC.,
ARCT.

Hilda Manolson, B.A., ARCT.
Souzann Fairbanks.
Patricia Harrison.
Dolores Shackleton.

RESIDENCE OPPORTUNITY

Mount Royal College Conservatory of Music students may obtain room and board in the College residences. Practice studios are available for such students at a nominal charge by arrangement with the Registrar's Office.

PLEASE APPLY TO REGISTRAR FOR CONSERVATORY OF MUSIC
INFORMATION FOLDER.



ACADEMIC CALENDAR - 1961-1962

1961

| | | |
|--------------|--------|--|
| July 3 | Monday | — Summer Session for High School opens. |
| July 31 | Monday | — Coaching School for High School begins. |
| August 11 | Friday | — Summer Session ends. |
| August 14-21 | | — High School Departmental Supplemental Examinations at the Institute of Technology. |

Fall Semester

| | | |
|----------------------------|-----------|---|
| September 5 | Tuesday | — Registration day for High School and Secretarial School. |
| September 6 | Wednesday | — 8:30 a.m. Classes begin. |
| September 18 | Monday | — Registration day for Junior College. |
| September 19 | Tuesday | — 8:30 a.m. Classes begin in Junior College. |
| October 2 | Monday | — Last day for admission to the Fall Semester. |
| October 4 | Wednesday | — Last day for timetable changes in the Junior College. |
| October 9 | Monday | — Thanksgiving Day. |
| October 23-27 | | — Mid-term examinations in the Junior College. |
| November 30 | Thursday | — Last day for withdrawal without penalty from courses in Junior College. |
| December 20 | Wednesday | — Last day of classes before Christmas recess. |
| December 21 - January 2 | | — Christmas recess for all divisions of the College. |

1962

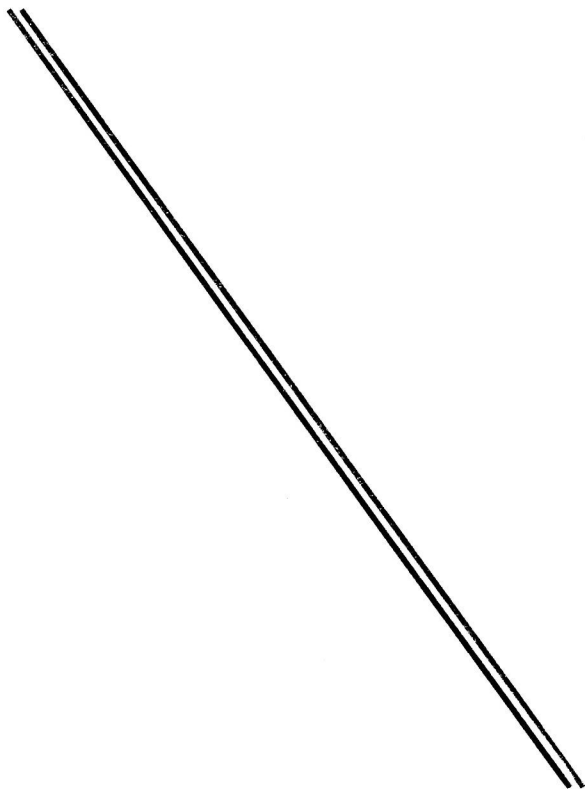
| | | |
|---------------|-----------|--|
| January 3 | Wednesday | — Classes in all divisions resume. |
| January 8-13 | | — Final examinations for the Fall Semester in Junior College. |
| January 25-31 | | — Final examinations for the Fall Semester in the High School. |

Spring Semester

| | | |
|-------------|-----------|--|
| January 15 | Monday | — 8:30 a.m. Classes of Spring Semester in the Junior College begin. |
| February 1 | Thursday | — Last day for admission to the Spring Semester in the Junior College. |
| February 2 | Friday | — 9:00 a.m. Registration of new students for Spring Semester in the High School. |
| February 5 | Monday | — Last day for timetable changes in the Junior College. |
| March 5-9 | | — Mid-term examinations in the Junior College. |
| March 30 | Friday | — Last day for withdrawal without penalty from courses in Junior College. |
| April 13 | Friday | — Graduation dinner for Junior College. |
| April 18 | Wednesday | — University of Alberta examinations in Arts and Science begin. |
| April 20 | Friday | — Good Friday. College closed. |
| April 20-29 | | — Easter recess for High School and Secretarial School. |
| May 3 | Thursday | — Last day of classes in the Junior College. |
| May 5-12 | | — Final examinations for Spring Semester in the Junior College. |
| May 14 | Monday | — Surveying School for engineering students begins. |
| May 18 | Friday | — College Graduation. |
| May 21 | Monday | — Citizenship Day. |
| June 19 | Tuesday | — Last day of classes in the High School. |
| June 21-29 | | — Final examinations for Spring Semester in the High School. |
| July 2 | Monday | — Summer Session for High School opens. |

Mount Royal College

Calgary, Alberta



Prospectus

Secretarial School

1961 - 1962

1961

S M T W T F S

January
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

April

2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30

July

2 3 4 5 6 7 8
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16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 31

October

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8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

S M T W T F S

February
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5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28

May

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7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31

August

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THE SECRETARIAL SCHOOL

A SPECIALIZED DEPARTMENT

OF

Mount Royal College

A JUNIOR COLLEGE

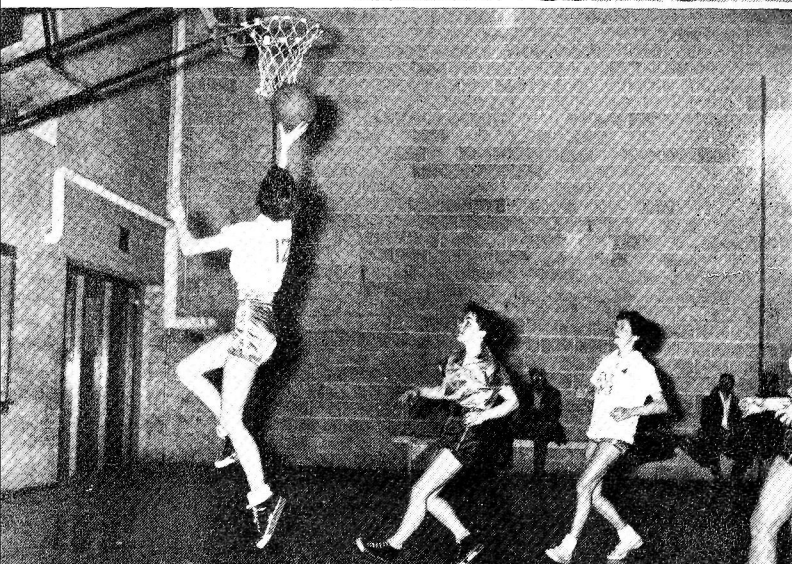
of

THE UNITED CHURCH OF CANADA

A member of the American Association of Junior Colleges

Incorporated by the Province of Alberta under an act to Incorporate Mount Royal College, 1910, Second Session, Chapter 39 (assented to December 16, 1910) and as amended by the Fourth Session of the Ninth Legislature of the Province of Alberta in 1944 and as amended by the Legislature on March 31, 1950.

Christmas Formal



Athletic Activities

Crowning of the Queen



BOARD OF GOVERNORS

OF

MOUNT ROYAL COLLEGE

| | |
|--|------------|
| Howard P. Wright, LL.D. (Chairman) | Calgary |
| Rev. W. J. Collett, B.Ed., M.A., B.D., D.D. (Principal) | Calgary |
| J. G. Anderson, D.V.M. | Calgary |
| George Brown | Calgary |
| G. M. Carlyle | Calgary |
| Basil Dean | Calgary |
| J. M. Farrell | Calgary |
| C. J. Ford, Q.C., LL.D. | Calgary |
| Rev. John H. Garden, B.A., B.D., D.D. (Honorary Principal) | Calgary |
| J. M. Gardiner | Calgary |
| Mrs. W. J. Harper, B.A. | Edmonton |
| W. Hornstrom | Calgary |
| Ronald H. Jenkins | Calgary |
| C. B. Johnson, B.Sc., M.A. | Lethbridge |
| W. Raymond Johnston | Calgary |
| George C. Lancaster | Calgary |
| H. H. Love | Calgary |
| James E. Love | Calgary |
| E. B. Lyle | Calgary |
| H. J. Macdonald, Q.C. | Calgary |
| William D. MacDonald, M.S.A. | Grainger |
| Rev. G. Preston MacLeod, M.A., D.D. | Calgary |
| C. E. Mansell | Calgary |
| F. A. McKinnon, M.Sc. | Calgary |
| W. Lloyd McPhee | Calgary |
| MacDonald Millard, Q.C. | Calgary |
| Carl O. Nickle | Calgary |
| Samuel J. Parkinson | Calgary |
| C. F. Steele | Calgary |
| George Stott | Calgary |
| Rev. G. B. Switzer, B.A., B.D., Ph.D., D.D. | Calgary |
| R. S. Trowsdale | Calgary |
| C. N. Vanderputten | Calgary |
| Arthur West | Calgary |
| Ray W. Wood | Carstairs |

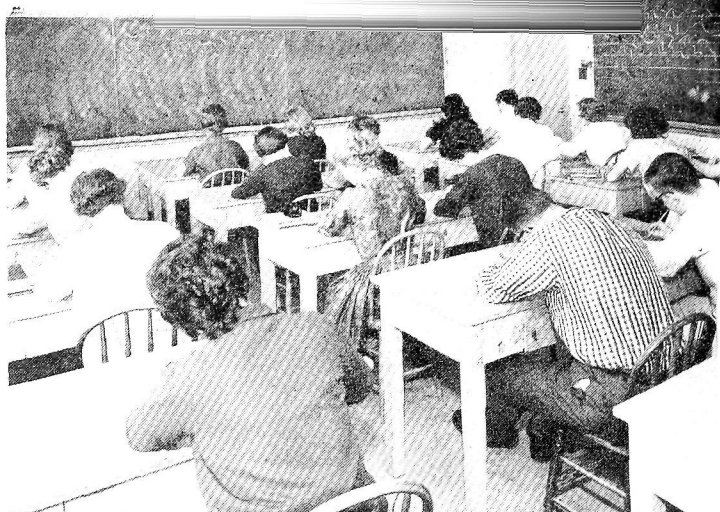
The President of the Alberta Conference of the United Church of Canada.

The Secretary, the Board of Colleges and Secondary Schools, United Church of Canada.

The Chairman, Committee on Students and Colleges, Alberta Conference, United Church of Canada.

The Chairman, Committee on Students and Colleges, Calgary Presbytery, United Church of Canada.

Shorthand Class



Typewriting Class

Office Practice Class



GENERAL ORGANIZATION OF MOUNT ROYAL COLLEGE

The Administration:

| | |
|---|------------------|
| W. J. Collett, B.Ed., M.A., B.D., D.D. | Principal |
| S. R. Vincent, B.Ed., B.Sc., B.D., S.T.M. | Dean |
| W. G. M. Rae | Business Manager |
| L. E. Willmott, B.A.Sc., M.A. | Registrar |

The Junior College Division

| | |
|---|--|
| R. W. McCready, M.Sc. | Director and Head of the Engineering Department |
| M. S. Feader, C.D., B.A., B.Comm., M.B.A. | Head of the Business Administration Department |
| E. L. Pitt, M.A. | Head of the Arts & Science Department |
| S. R. Vincent, B.Ed., B.Sc., B.D., S.T.M. | Head of the Christian Education and Family Life Department |

The High School Division

| | |
|--------------------------|---------------------------|
| O. A. Kelly, M.A. | Director |
| J. A. Brown, B.Ed., B.A. | Assistant to the Director |

The Secretarial School

| | |
|---------------|----------|
| J. W. Hepburn | Director |
|---------------|----------|

The Dean's Council

It is comprised of the Principal, Dean, Registrar, Business Manager, the Directors and heads of Departments and exercises advisory, executive and disciplinary functions.

The Conservatory of Music

| | |
|--------------------------|-----------|
| S. Leonore Walters, B.A. | Registrar |
|--------------------------|-----------|

The Conservatory of Music is governed by a Committee of Direction which is composed of the Principal and the following members:

W. Knight Wilson, G.A.S.M. — Chairman
 P. J. Hodgson, L.R.A.M., A.R.C.M.
 Leona F. Paterson, A.T.C.M.

The Residence

| | |
|--------------------|---|
| Thelma G. Paulson | Matron and Dean of the Girls' Residence |
| Brian G. Summers | Dean of the Boys' Residence |
| Patricia C. Feader | Assistant to the Dean of the Girls' Residence |
| D. A. Robb | Assistant to the Dean of the Boys' Residence |

The Dining Room

| | |
|-----------------|---------------------------|
| Victor H. Knott | Director of Food Services |
|-----------------|---------------------------|

The Evening College

| | |
|--------------------|--|
| J. C. Yates, B.Ed. | Director of the High School Division |
| S. Grywalski, M.A. | Director of the Adult Education Division |

The Summer School

| | |
|------------------|----------|
| E. L. Pitt, M.A. | Director |
|------------------|----------|

Dr. G. D. Stanley Gymnasium

| | |
|----------------------------|---------------------------------|
| R. E. Gardiner, B.Sc. | Director of Athletics |
| D. A. Robb, B.A., B.P.H.E. | Assistant Director of Athletics |

Student Counselling Services

| | |
|-----------------------------|--------------------|
| F. J. Hawke, B.A. | Director |
| Laura C. Muir, B.A., B.L.I. | Student Counsellor |

Librarian

| | |
|-----------------------------|--|
| M. Katharine Willmott, M.A. | |
|-----------------------------|--|



Tour of Oil Company Office



The Secretarial School

The Secretarial School is designed to serve as a link between the High School and the Business Office. Students entering the Secretarial School should have a background of as much High School work as possible, since prospective employers are concerned that their employees attain a high standard of perfection.

The aim of the Secretarial School is to produce efficient secretaries and stenographers. This aim has been largely accomplished in past years and graduates of the School find themselves equipped to accept many of the better positions in business offices.

APPLICATIONS

Application for admission to the Secretarial School must be made on the official application form which may be obtained from the Registrar of Mount Royal College, Calgary.

RESIDENCE

All students whose homes are not in Calgary are expected to stay in the College Residence, unless special permission to do otherwise has been obtained from the Principal. Applications for residence accommodation should be included with the application for admission to the Secretarial School. For information regarding the residence please see the Residence Folder.

STUDENT AFFAIRS

Student affairs in the Secretarial School are under the direction of the Junior College Students' Council. A variety of social events are planned in which all students are encouraged to participate.

Games and Athletics are also a vital part of the College life. The facilities of the Dr. G. D. Stanley Gymnasium are available to all students for individual and team sports. College teams are entered into the Inter-Collegiate Basketball and Volleyball leagues. Bowling and curling play an important part in the athletic program.

COURSE OF STUDY

The Course of Study carried on here is the result of a careful study of the requirements of Calgary business offices. In this respect, Calgary is different from many other cities. Almost all of our prospective employers have University standing — a direct result of the Petroleum industry — and we are happy to cater to a class of employers who demand superior secretarial service. This is an advantage in two ways: It provides unlimited opportunity for advancement, and remuneration that is far above the average for the competent graduate.

(a) **THE EXECUTIVE SECRETARIAL COURSE** is the basic course offered. It fits the Student to apply for a first class business position. The subjects studied are:—

Shorthand
Typewriting
Accounting
Spelling
Penmanship

Business English
Rapid Calculation
Commercial Law
Transcription
Office Practice

(b) **MEDICAL-DENTAL SECRETARIAL** is offered for students planning to accept employment in the Secretarial and Accounting Departments of Medical Centres and Hospitals, and in Physicians' and Dentists' Offices. The course is the Executive Secretarial course with the following additions —

(1) First Aid (St. John's Ambulance Course).

(2) A two-week period of familiarization with medical secretarial practice in either of Calgary's two large hospitals.

(c) **PETROLEUM SECRETARIAL** is offered to students who wish to apply for positions in the Oil Industry. In addition to the Executive Secretarial Training, a course in Petroleum Geology is offered with special emphasis on terms and vocabulary.

(d) **THE STENOGRAPHIC COURSE.** Many students wish to complete their High School Course so as to receive a High School Diploma while taking business training, and will want to register in courses in the High School Division. To accommodate these students the Stenographic Course, not so demanding as the Executive Secretarial Course, has been designed. The students may register in two High School courses, one in each semester, and thus complete requirements for High School Graduation. High School credits may also be obtained for some business courses.

GRADUATION

The Secretarial School courses are ten months in length. Diplomas or certificates are presented at the Graduation Exercises of the College.

PLACEMENT SERVICE

Employers frequently request that graduates of the Secretarial School be recommended for positions. Mount Royal College maintains a placement service for recent and former graduates.

OUTLINE OF SUBJECTS

SHORTHAND

The Isaac Pitman system is taught because experience has shown it to be the most satisfactory both from the point of legibility and ease of writing. The final dictation is given at a speed of 120 words per minute on general business material.

TYPEWRITING

The Course consists of a thorough mastery of the keyboard which, with intensive practice, is worked up to a speed of approximately 60 net words per minute under International Typewriting Rules. Sufficient time is spent on letter forms, billing, and tabulating to enable the student to handle this work satisfactorily in the office.

ACCOUNTING

Canadian Modern Accounting is the textbook used. Students are required to complete Part One of this text which consists of letter sections A to P and numeric sections 1 to 18.

SPELLING

The course is planned to give the student a familiarity with a wide vocabulary which will assist him in his Shorthand Transcription.

PENMANSHIP

This course in business writing is intended to develop a good business hand, but far more important is its value in the writing of Shorthand.

RAPID CALCULATION

The course consists of intensive practice in addition, subtraction, multiplication and division at commercial speeds with some attention to short methods.

BUSINESS ENGLISH

The first part of this course is a comprehensive review of grammar followed by sufficient practice in letter writing to enable our graduates to handle secretarial work. The concluding part of the course presents the elements of Salesmanship and Filing.

COMMERCIAL LAW

The purpose of this course is to give the student a knowledge of Business Forms, the terms used in the making of contracts, and some of the elementary laws governing such contracts. The different kinds of property and their use in general business is covered.

OFFICE PRACTICE

This is an intensive course of office routine training with special emphasis on the use of business machines and the practical side of office work. The student becomes acquainted with the practice of working against a time element and gains insight into the practice of Filing, Business English and Business Forms.

RELIGIOUS EDUCATION

All students are required to attend classes in Religious Knowledge, under a competent director of their particular faith. Roman Catholic students meet once each week under guidance of a Priest. Protestant students meet at the same time under the Director of Religious Education. Final examinations are set and a passing grade is a requisite of graduation.

SECRETARIAL SCHOOL

The firms mentioned below have been employing our graduates for many years past, and in some cases we have had as many as six of our girls with one company at the same time.

Alberta Government Telephones
Alberta Wheat Pool
Amerada Petroleum Corporation
Canadian Bank of Commerce, Supervisor's Department
Bank of Montreal
Bank of Nova Scotia
Royal Bank of Canada
British America Oil Company Ltd.
Calgary General Hospital
Calgary School Board
Canadian Freightways Limited
Canadian National Railways
Canadian Western Natural Gas Company, Limited
Canadian Oil Companies Ltd.
Canadian Pacific Railway Company
City of Calgary
Devon Palmer Oils Ltd.
Dominion Bridge Company Ltd.
Government of Canada
Haddin, Davis & Brown Limited
Holy Cross Hospital
Hornibrook & Powles Ltd.
Husky Oil and Refining Ltd.
A. Lamont and Company
P. Lawson Travel Ltd.
London Life Insurance Company
Mannix Company Limited
Texaco Canada Ltd.
Mobil Oil of Canada Limited
Montreal Trust Company
Mutual Life of Canada
Oil and Gas Conservation Board
Pacific Petroleums Ltd.
Shell Oil Company of Canada Ltd.

HISTORY OF THE COLLEGE

Mount Royal College was founded in 1910 under the sponsorship of the Board of Colleges of the Methodist Church and through the efforts of a group of public-spirited citizens, together with Rev. Dr. George W. Kerby, minister of Central Methodist Church. In the fall of that year the Legislature of the Province of Alberta granted the College a charter to conduct an institution of learning for both sexes in elementary and secondary education, and for instruction in music, art, speech, drama, journalism, commercial and business courses, technical and domestic arts. Its management and administration was placed in the hands of a Board of Governors to consist of not more than forty members and not less than twenty-four. Hon. W. H. Cushing was appointed Chairman of the Board and Dr. George W. Kerby the first principal.

Under the principalship of Dr. Kerby the College opened in 1911 with a registration of 154 students in its academic and commercial departments and the Conservatory of Music. Since then the College has grown steadily to 750 students registered in the academic and commercial departments, and 700 students in the Conservatory of Music, in the 1960 - 61 academic year.

With the Church Union in 1925 Mount Royal College came under the supervision of the Board of Colleges and Secondary Schools of the United Church of Canada. In 1931, Dr. Kerby and the Board of Governors succeeded in establishing a university department in its Junior College division by bringing about the affiliation of Mount Royal College with the University of Alberta. In the same year the College discontinued its elementary school program because, by this time, elementary schools had been established in all communities of the province. Its university department started with the teaching of the arts and science courses of the freshman and sophomore years.

Dr. John H. Garden succeeded Dr. Kerby as principal when Dr. Kerby retired in 1942. Dr. Garden served the College from 1942 to 1959. Many changes were effected in this period. The scope of the College charter was broadened by amendments in 1944 and 1950. After the first amendment the College began teaching engineering courses in its university department. Also at the same time it became a member of the American Association of Junior Colleges. Dr. Garden devoted much time and energy toward improvement of the original building and raising funds for the erection of the Kerby Memorial Building and the G. D. Stanley Gymnasium which were completed in 1949. In the fall of 1956, the Business Administration Department of the Junior College was established. The rapid increase in enrollment at this time demanded a look towards future expansion. To meet the immediate needs of the College a wing was added to the Kerby Memorial Building in 1957.

In January 1959, Rev. W. John Collett was appointed as principal when Dr. Garden retired. Mr. Collett served the College from September 1948 as its dean and shared many of the responsibilities of guiding the College.

INFORMATION

1. WELCOME TO VISITORS

Visitors to the College are always welcome, and should make themselves known to the secretary in the General Office. Prospective students desiring an interview with the principal or any of the student advisors should telephone for an appointment.

2. THE COLLEGE RESIDENCES

Residences for both young women and young men are maintained for the convenience of out-of-town students who attend the college. Some Calgary students may be admitted by special request. All students whose homes are not in the city are expected to avail themselves of the accommodation supplied by the residences. **Out of city students who desire to live out of residence may do so only by special permission from the principal, and in homes approved by the College.**

Information about the College residences may be secured by writing to the College for a Residence folder.

3. THE STUDENTS' UNION

All students are members of the Students' Union through payment of the Student Activity fee. Student activities, such as dances, concerts, banquets, school paper, are arranged by the Students' Union through two councils, the Junior College Council and the High School Council, elected early in the school year by the student body. Expenses for student activities are met from the Student Activity fee.

4. ASSEMBLIES

From time to time assemblies are called for the entire student body. These are for the purpose of hearing some important speaker who is in the city, for meeting with church leaders, for the conduct of student business and the presentation of awards, for meeting with the principal, and for giving information to the student body. Attendance is compulsory.

5. GENERAL REGULATIONS

Admission to the College implies a contract to observe its regulations. Their violation will lead to disciplinary action. If a student is expelled, there will be no refund of fees.

- (1) The use or possession of intoxicants is prohibited.
- (2) Smoking is permitted only in rooms designated for the purpose.
- (3) Regular attendance at classes is required of all students.
- (4) The College will not be responsible for money, valuables or clothes left in halls, rooms, or lockers. Deposits of money may be placed with the Business Manager and withdrawals made at specified times.

- (5) Any resident student with a physical disability or a need for a special diet must report such to the Dean and submit a physician's report. All students should be inoculated against contagious diseases and **should not return to the College after being exposed to a contagious disease until sufficient time has elapsed to avoid all danger of infecting fellow students.**
- (6) Payment of fees in advance is a strict requirement of the College, and all financial obligations must be settled before diplomas, scholarships, medals, prizes or standings can be awarded.

6. LOCKER SERVICE

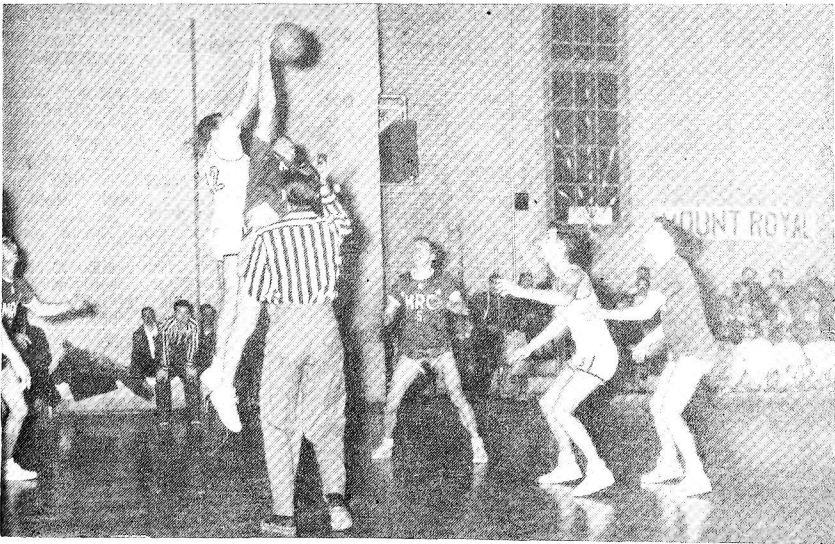
For the benefit of day students, lockers are provided and are available at a nominal rental. Every day student is required to rent one in order to have a secure place for books, gymnasium shoes, clothes, etc. The value of any locks missing from the locker system at the end of the semester will be charged against the caution money of the day students attending that semester.

7. WITHDRAWAL FROM THE COLLEGE

Withdrawal from the College may be granted only on application to the Registrar, on the official form.

One month's notice, in writing, on the official withdrawal form must be given by the student. Refund of fees will be made on the basis of the withdrawal form. No refund of fees is allowed for withdrawal within one month of the close of a semester or the academic year.

Students who withdraw without written notice to the Registrar before leaving will forfeit all claims to credits or refund of fees.



Varied athletic programme is available to all students

SECRETARIAL SCHOOL AWARDS

Silver Medal for highest general standing in Secretarial Courses.

Bronze Medal for second highest general standing in Secretarial Courses.

Award for Proficiency in Bookkeeping.

Award for Proficiency in Typewriting.

Award for Proficiency in Office Practice.

Award for Proficiency in Shorthand.

Award for Proficiency in Transcription.

Award for highest standing in Religious Education Course.

MOUNT ROYAL COLLEGE ENTRANCE SCHOLARSHIPS AND BURSARIES

Scholarships will be applied to fees after the students are in actual attendance at the College for a full session following the award, and will be credited toward defraying the fees for the latter part of the session. A student may not apply for more than one matriculation scholarship or bursary in the same school year. Application forms for scholarships may be obtained by writing to the Registrar, Mount Royal College, Calgary, Alberta, and applications must be submitted on or before June fifteenth of the year in which the award is to be made.

- A. The Dr. G. W. KERBY MEMORIAL SCHOLARSHIP of \$250.00, offered to a student of Grade XII who enters as a resident student for a Junior College course. The student completing Grade XII in not more than two successive years and making the highest average first class honors standing in the Grade XII June Departmental examinations among all who have applied for this scholarship will be eligible for this award.
- B. The H. E. HOWARD SCHOLARSHIP of \$50.00 offered to a student of Grade XI or XII who enters as a resident student in the Secretarial School, awarded on the same basis as above.
- C. The DR. G. D. STANLEY SCHOLARSHIP of FREE TUITION to a High River student who takes a Junior College course in Mount Royal College as a resident student.

D. GOLDEN ANNIVERSARY (1961) SCHOLARSHIPS:

Fifteen Scholarships of \$100.00 each are offered to students of the Secretarial School in the 1961 - 62 academic year.

In making these awards the Scholarship committee will take the following points into consideration:— academic standing, financial need, geographic location. Any one or all of these factors may determine the awards.

Interested students should write to the Registrar, Mount Royal College, Calgary, Alberta for a Golden Anniversary (1961) Scholarship application form.

- E. For all children of clergymen, and for all candidates for the ministry, a reduction of 10% will be made in tuition fees and a bursary of \$50.00 will be given on residence fees.



SCHEDULE OF FEES FOR 1961 - 1962

GENERAL FEES

| | |
|--|-------------------|
| Student Activity Fee, including Students' Union, athletics, accident insurance, etc. | Per year \$ 17.00 |
| Caution Money Deposit — | |
| Resident students..... | \$ 5.00 |
| Day students..... | \$ 2.00 |
| Locker Rent..... | Per year \$ 1.00 |

REGISTRATION FEE

A Registration fee of \$5.00 must accompany the application of each student. This Fee is non-refundable in event of cancellation by applicant or non-attendance.

TUITION FEES:

Payable in 10 INSTALLMENTS of \$47.00 each on the 1st of EACH MONTH from SEPTEMBER to JUNE, inclusive
(Total Tuition) \$470.00

| | |
|--|--------------------------|
| Payable in 4 installments — September 5th | \$140.00 |
| — November 1st | \$140.00 |
| — February 1st | \$ 90.00 |
| — April 2nd | \$ 85.00 |
| (Total Tuition) | \$455.00 |
| Payable in full in advance — September 5th | (Total Tuition) \$440.00 |

RESIDENCE FEES (including Room and Board charges in the College Residences)

(These fees do not include tuition)

| | |
|--|----------|
| Payable in advance, September 5th | \$725.00 |
| or Payable in 4 installments — September 5th | \$186.25 |
| — November 1st | \$186.25 |
| — February 1st | \$186.25 |
| — April 2nd | \$186.25 |

RATES SHOWN ARE SUBJECT TO
CHANGE FOR 1962-63. TO BE OUT-
LINED IN NEW CALENDAR WHEN
AVAILABLE.

THE EVENING COLLEGE

Director, High School Division — J. C. Yates, B.Ed.

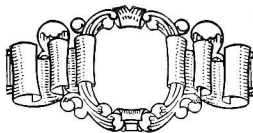
Director, Adult Division — S. Grywalski, M.A.

The purpose of the Evening College is to offer to citizens of the community an opportunity to continue their formal education.

The High School Division is organized according to the semester plan, with two terms of five months — September to January and February to June. In each term Senior Matriculation subjects and their pre-requisites are offered. Final examinations are written in accordance with the regulations of the Department of Education. Each subject is taught for two hours on two nights per week. A student may register in two subjects each semester. Adults may take advantage of the Adult Privilege and complete Senior Matriculation. Students already registered in Calgary High Schools, are not permitted to register in the High School Division of the Evening College. Early in September the timetable of courses may be obtained from the General Office.

The Adult Division offers courses for college credits and courses of general interest. High School graduates may register in the courses offered for college credit and thus commence on a University program. Any interested adult may register in the interest courses. Certificates will be awarded to students who complete successfully an adult course. Timetables for the College Courses and the Interest Courses will be advertized early in September and full details may be obtained from the General Office.

Further information regarding the Evening College may be obtained by writing to The Director, The Evening College, Mount Royal College, Calgary, Alberta.



THE CONSERVATORY OF MUSIC

COURSES OFFERED

1. DIPLOMA COURSES:

- (a) A.Mus.M.R.C. (Associate in Music, Mount Royal College).
L.Mus.M.R.C. (Licentiate in Music, Mount Royal College).
in Pianoforte, Violin, Voice, Wind Instruments, Organ, Speech and Theory of Music.
- (b) A.R.C.T. (Associate of the Royal Conservatory of Music, Toronto)
in Pianoforte, Strings, Voice, Wind Instruments, Organ, Speech Arts.
- (c) A.Mus.U of A. (Associate of Music, University of Alberta).
L.Mus.U. of A. (Licentiate of Music, University of Alberta)
in Pianoforte, Strings, Voice, Organ and Wind Instruments.
Other Diploma Courses are available including those of the Royal Canadian College of Organists and Trinity College of Music, London.

2. CERTIFICATES:

Mount Royal College Conservatory of Music offers a thorough training leading to the attainment of Teachers' and Performers' diplomas in all branches of musical study. The Conservatory prepares students for the graded certificates of all authorized examining boards including Mount Royal College, the Royal Conservatory of Music, Toronto, and the Western Board of Music, in Pianoforte, Strings, Voice, Wind Instruments, Speech Arts and the Theory of Music. Certain grades are fully accredited for High School and matriculation purposes: details of these courses may be obtained from the Registrar of the Conservatory.

3. ORCHESTRAL COURSES:

The Mount Royal College Senior and Junior Orchestras were founded to give Conservatory students orchestral experience and training similar to that obtained in other large schools of music. Public concerts are given periodically throughout the year.

4. ORCHESTRAL and CHORAL CONDUCTING:

Courses are offered in the technique of orchestral and choral conducting. These courses, like all others offered in the Conservatory of Music, are conducted by experienced and qualified instructors.

5. KEYBOARD HARMONY, IMPROVISATION, MUSIC APPRECIATION:

Instruction is offered in these subjects as a practical application of the knowledge acquired in the theoretical lessons.

STUDENT RECITALS — Monthly recitals are a feature of the Conservatory's musical training program. These recitals cater to students at all levels of musical accomplishment and are divided into junior and senior programs.

SCHOLARSHIPS — Numerous scholarships are available for annual award on the basis of achievement in the Mount Royal College Conservatory examinations and are to be applied toward further study in the Conservatory of Music.

CONSERVATORY OF MUSIC DEPARTMENTS and FACULTIES

A. Pianoforte Department.

Peter J. Hodgson, LRAM, ARCM,
ARCO (London), ARCCO.
Leonard H. Leacock, ATCM,
L.R.S.M.
Mary Thatcher Hodgson, LRAM,
ARCM, ABSM.
Nora Searchfield, ARCT.
Aino Kattelus, AMus.MRC, ARCT.

Barteld Ryskamp, ATCL.
Roy Morden, ARCT.
Magda Hazai, B.A.(Budapest).
Sheila McCorry, B.Ed., ARCT,
A.Mus.UA.
Christine Mapplebeck, A.Mus.MRC.
William Ingles.
Fiona Alexander, LRAM, ABSM.

B. Strings — Violin, Viola, 'Cello, Bass.

W. Knight Wilson, GASM (Glas-
gow).
Eric Whiteside.

John S. Bach, ARCM, LRAM,
ARAM.
Ronald Senkow.

C. Vocal Department — Private and Class Lessons.

Harold Ramsay, LMus(McGill),
FTCL.

Colin Bray, ARCT.
Roy Morden, ARCT.

D. Woodwind and Brass — Private and Class Lessons.

Ronald Senkow, Clarinet, Saxo-
phone.
William Ingles, Trumpet, Trom-
bone.

J. H. Boellaard, Flute, Piccolo.
Jeremy Ferguson, B.Mus., Oboe.
Denis W. Jackson, Saxophone,
Clarinet.
Eric Whiteside, Tuba.

GENERAL INFORMATION

E. Organ, Harp and Percussion

Peter J. Hodgson, LRAM, ARCM,
ARCO(London), ARCCO. Organ.
Harold Ramsay, LMus (McGill),
FTCL, Organ.

Barbara Keenan, BA, BSc.(Julliard). Harp.
Robert Ingles, Percussion.
Barteld Ryskamp, ATCL, Organ.

F. Theory Department — Rudiments, Harmony, Counterpoint, Form, History.

Peter J. Hodgson, LRAM, ARCM,
ARCO(London), ARCCO.
Leonard H. Leacock, ATCM,
LRSM.
Denis W. Jackson.

Mary Thatcher Hodgson, LRAM,
ARCM, ABSM.
Roy Morden, ARCT.
Barteld Ryskamp, ATCL.

G. Speech Arts — Private and Class Lessons.

Leona Flegal Paterson, ATCM,
Director.
Dorothy Kennedy, A.Sp.MRC.,
ARCT.

Hilda Mamolson, B.A., ARCT.
Souzann Fairbanks.
Patricia Harrison.
Dolores Shackleton.

RESIDENCE OPPORTUNITY

Mount Royal College Conservatory of Music students may obtain room and board in the College residences. Practice studios are available for such students at a nominal charge by arrangement with the Registrar's Office.

PLEASE APPLY TO REGISTRAR FOR CONSERVATORY OF MUSIC
INFORMATION FOLDER.



ACADEMIC CALENDAR - 1961-1962

1961

| | | |
|--------------|--------|--|
| July 3 | Monday | — Summer Session for High School opens. |
| July 31 | Monday | — Coaching School for High School begins. |
| August 11 | Friday | — Summer Session ends. |
| August 14-21 | | — High School Departmental Supplemental Examinations at the Institute of Technology. |

Fall Semester

| | | |
|----------------------------|-----------|---|
| September 5 | Tuesday | — Registration day for High School and Secretarial School. |
| September 6 | Wednesday | — 8:30 a.m. Classes begin. |
| September 18 | Monday | — Registration day for Junior College. |
| September 19 | Tuesday | — 8:30 a.m. Classes begin in Junior College. |
| October 2 | Monday | — Last day for admission to the Fall Semester. |
| October 4 | Wednesday | — Last day for timetable changes in the Junior College. |
| October 9 | Monday | — Thanksgiving Day. |
| October 23-27 | | — Mid-term examinations in the Junior College. |
| November 30 | Thursday | — Last day for withdrawal without penalty from courses in Junior College. |
| December 20 | Wednesday | — Last day of classes before Christmas recess. |
| December 21 - January 2 | | — Christmas recess for all divisions of the College. |

1962

| | | |
|---------------|-----------|--|
| January 3 | Wednesday | — Classes in all divisions resume. |
| January 8-13 | | — Final examinations for the Fall Semester in Junior College. |
| January 25-31 | | — Final examinations for the Fall Semester in the High School. |

Spring Semester

| | | |
|-------------|-----------|--|
| January 15 | Monday | — 8:30 a.m. Classes of Spring Semester in the Junior College begin. |
| February 1 | Thursday | — Last day for admission to the Spring Semester in the Junior College. |
| February 2 | Friday | — 9:00 a.m. Registration of new students for Spring Semester in the High School. |
| February 5 | Monday | — Last day for timetable changes in the Junior College. |
| March 5-9 | | — Mid-term examinations in the Junior College. |
| March 30 | Friday | — Last day for withdrawal without penalty from courses in Junior College. |
| April 13 | Friday | — Graduation dinner for Junior College. |
| April 18 | Wednesday | — University of Alberta examinations in Arts and Science begin. |
| April 20 | Friday | — Good Friday. College closed. |
| April 20-29 | | — Easter recess for High School and Secretarial School. |
| May 3 | Thursday | — Last day of classes in the Junior College. |
| May 5-12 | | — Final examinations for Spring Semester in the Junior College. |
| May 14 | Monday | — Surveying School for engineering students begins. |
| May 18 | Friday | — College Graduation. |
| May 21 | Monday | — Citizenship Day. |
| June 19 | Tuesday | — Last day of classes in the High School. |
| June 21-29 | | — Final examinations for Spring Semester in the High School. |
| July 2 | Monday | — Summer Session for High School opens. |