

Student Handbook

1962 - 1963



Methodist College

FAYETTEVILLE, N. C.

**METHODIST COLLEGE STUDENTS
LETTER OF WELCOME**

We are happy to greet you as a member of the Methodist College community. We believe you have made a wise choice in the selection of a school. During your years with the college you will have the full support of the citizens of Fayetteville, Cumberland County, and the North Carolina Conference of The Methodist Church, the supporting agencies of the college.

The college will strive to give each student an opportunity, in a Christian atmosphere; to build up the body, to kindle your imagination, to discipline your emotions, to train your mind, to strengthen your will and to cultivate the conscience. The informal student-faculty relationships which prevail at the college, will make higher education a thrilling experience in Christian living, learning, and life service for you.

You have shown an interest already in a Christian higher education program. We encourage you to make the best of these years as you seek direction for your life. We have a planned program of extra-curricular activities in which we urge each student to take an active part. They are a vital part of your college life. You may consult your counselor, any member of the faculty or a fellow student for information on these groups. Our administrative offices are always open to you. We wish for you success and happiness during your four years at Methodist College.

Sincerely,

O. E. Dowd

Dean of Students

Purpose and Use of Handbook

Information assembled to assist in the orientation of new students and to provide answers to many questions common to all students. There is a need to acquaint students with the ideals, facilities, services, activities, and campus organizations that are a part of college community. It is most important to become familiar with rules and regulations established to assure a successful experience at Methodist College.

Material in this small handbook contains data collected from college officials and other reliable sources. Information given here is a useful reference and should be studied by every student. Read carefully and use as a valuable reference.

History of Methodist College

On November 1, 1956, Methodist College of Fayetteville was chartered by the state of North Carolina as a four-year, co-educational college of liberal arts. The desire and initiative of the people of Fayetteville for a college was met by the concern and responsibility of the Methodist Church to provide Christian higher education in an area of North Carolina which had hitherto been deprived of its own institution of higher education.

As early as September 19, 1955 the desire for a college was shown in the Fayetteville area, by the appointment of a Steering Committee by the Mayor to seek the establishment of an institution of higher learning. The Bishop's Committee recommended on March 27, to the North Carolina Conference of the Methodist Church, that a college be established. On May 14, the Conference approved the recommendation of the committee.

The citizens of Fayetteville and Cumberland County agreed to provide a 600-acre site, and to contribute \$2,000,000 in capital funds, and to make \$50,000 available each year for continuing support.

Organizations

The Board of Trustees held their first meeting on July 3, 1956. They chose Dr. L. Stacy Weaver as President. On June 22, 1957, Dr. Weaver pledged the college to two fundamentals: "Academic excellence and the Christian concept of Life." Building plans were soon approved, construction began, and the first freshman class was admitted on September 16, 1960. The College has had steady growth and approximately 350 students will be enrolled by September 1962. Two large dormitories are now under construction which will house approximately 300 students. Plans are made for a campus with 17 buildings.

It is the aim of the college to be a Christian Community, where persons learn to respect each other; in common work, play, prayer, praise and service. The college is operating a program, whose every phase of life is permeated by Christian conviction, motivation, and concern.

The Board of Trustees delegates to the President and the faculty the management of both curricular and extra-curricular affairs. General policies governing student affairs are therefore determined by the President and the faculty.

During the formative years of Methodist College, the conduct of extra-class affairs has been delegated to a Community Council composed of elected representatives of the student

body and faculty members appointed by the President of the College. Thus students participate in the experience of self-government and are encouraged to undertake as much responsibility for community welfare as they can manage wisely within feasible time limits. Student representatives have been authorized to develop a proposed plan of student government for faculty approval. The eventual form of student government will be determined after the first four classes have been admitted.

Members of the administration and faculty cooperate in provision for publications and such organizations as are needed to serve the wholesome interests of the student body. These include the inter-denominational Student Christian Association, the College Chorus, the Dramatics Club, the Science Club, the Public Affairs Club (including debating), and the Psychology Club. All organizations functioning on the campus must have the approval of the proper administrative authority, and are open to all students on the basis of merit.

Extra-Curricular Participation

During a student's first semester at Methodist College he is eligible to participate in the activities of the College Chorus or in those of Student Christian Association, or in both. During any subsequent semester a student who is not on academic probation may participate in additional activities at his own discretion.

Cultural Activities

Methodist College seeks to provide an atmosphere in which the total personality may be developed therefore, opportunities for participation in cultural activities are made available.

A series of concerts and lectures is planned each year for the college campus. Outstanding artists are brought to the campus to share with the students, faculty and community people. Recent programs have featured Dr. J. B. Rhine, internationally known Para-psychologist; Wolfgang Fetsch, noted pianist; Mrs. Rosa Tillitt, world traveler; and the University of North Carolina String Quartet. Students are admitted to all these events without charge.

A series of **Classic Films** — award winning, with literary, musical and educational values are presented under the sponsorship of the Student Christian Association. Recent films have included **The Red Shoes**, **A Tale of Two Cities**, **Hamlet**, and **Bolshoi Ballet**.

In the spring the College cooperates in the two weeks Fine Arts Festival of Fayetteville. Participation has been in the areas of art, music, drama and public lectures. As part of the observance, the Fayetteville Symphony Orchestra, under the direction of Dr. Willis Gates, professor of music at Methodist College, gave their 1962 spring concert in the College Union before an audience of over 400 people.

Regulations for both men and women students

Section A — Any sound citizenship and democratic way of life is builded upon honesty, truth, and integrity. All members of college community should assume personal responsibility for upholding the highest standards of conduct, to bring respect and honor to the college, community, and state. In order to uphold these principles, our college believes in a single standard of conduct for our students.

A student shall refrain from conducting himself in anyway that will bring discredit to

the college. A student shall refrain from cheating, stealing, and any other conduct not contributing to good citizenship. A student shall refrain from gambling or the use of intoxicating beverages while attending college. Any boy involved in an act, contributing to a girl's probation, expulsion, or suspension, will receive the same penalty.

Damages to college property will be paid for by students responsible.

Section B —

Rules for Resident Students Premises and Facilities

1. It is assumed that students will take special pride in keeping our new facilities unmarred. Tape is the only device permitted for attaching materials to dormitory walls. Defacement of floors, walls, furnishings or dormitory facilities and equipment will be subject to penalty and repairs or replacement of college property will be charged to the student responsible. If such defacement has been caused through accident, in the judgment of the appropriate college authorities, the college will bear the costs of repairing the damage.

2. The dormitory maids and janitors are responsible for the cleaning of bathrooms, hallways, stairs and utility rooms. The students are responsible for the cleaning of their own rooms, including the emptying of waste baskets.

3. Students are to have their rooms in order and their beds made as early each day as possible.

4. A periodic check of the rooms will be made by the dormitory counselor. Special in-

spections held for the purpose of locating one or more specific items may be made by the dormitory counselor whenever he or she feels that such an inspection is warranted.

5. Bermuda shorts, slacks, and other sports wear may be worn in the dormitories, tennis courts, basketball courts, student union, and the walk-ways between the dormitories.

6. For lunch, in the dining hall on Sundays women are to wear stockings and heels or appropriate flats; men's Sunday apparel in the dining hall will include a coat and tie.

7. Drying racks are to be removed from the bathrooms or utility rooms as soon as the articles placed upon them are dry.

8. Clothing found in baths and corridors after a twenty-four hour period will be placed in a box in the utility room where the articles can be reclaimed.

9. No glasses, dishes, utensils or silverware may be taken out of the cafeteria without special permission of the dietitian.

10. Soft drink bottles are permitted in the dormitory, but these bottles must be placed in the utility room when the beverage is consumed.

11. All food brought into the dormitory must be placed in sealed containers in the student's room.

12. Smoking is permitted except in library, laboratories, classrooms, and assemblies. Students are encouraged to use ash trays in foyers and corridors. Please refrain from dropping any cigarettes or packages on our walkways or grass, in order that we may keep our buildings and grounds clean of all litter. This is an ex-

cellent way to show civic and personal pride in our facilities. Smoking is permitted in the dormitories so long as there are adequate ash trays. There shall be no smoking in bed or on beds.

13. No ashes or cigarettes are to be placed in waste baskets.

14. Ironing is permitted in student rooms; however, the ironing board must be kept in the utility room on each floor when not in use.

15. The use or possession of cooking equipment by students is not permitted in the dormitories. Equipment for heating water is permitted, but no food is to be cooked in the dormitory.

16. In the case of fire the student is to contact the dormitory counselor immediately. The fire bell and extinguisher are located in the utility on each floor.

17. **Fire extinguishers are not to be used except in case of fire.**

Telephone

1. Incoming or outgoing phone calls shall not exceed 10 minutes in duration. All long distance calls placed by students shall be collect calls.

Dormitory Visitors

1. Visitors are permitted in the dormitories only under limited circumstances as designated in each dormitory. Persons being visited share the responsibility for the conduct of their guests.

2. Male visitors are not permitted in the women's dormitory rooms. Male members of

the immediate family are restricted to visitation in the dormitory lounge.

3. Women, including members of the immediate family, are not allowed in the men's dormitory, except in an emergency.

4. Residents are not permitted to walk in the halls improperly dressed.

Dormitory Hours

1. Beginning Sunday 7:00 p.m. through Saturday 7:00 p.m., all unnecessary noise shall be avoided in the dormitories between the hours 7 p.m. and 7 a.m. Special restraint is required at all times in the use of musical instruments, radios, typewriters, etc.

2. Typing is not permitted after 12:00 midnight.

3. Showers are not to be taken before 6:45 in the morning and after midnight.

4. Washing machines and dryers are limited to use between the hours of 8:30 a.m. and 8:30 p.m. Monday-Saturday, except on Friday and Saturday, when these machines may be used until 11 p.m.

Week-Ends

1. During those periods when quiet hours are not in effect, one is expected to conduct himself in an orderly manner.

Section C — Men and women students have organized councils in their respective dormitories, under guidance of counselors, to govern and supervise student life in the buildings. The following by-laws were adopted. Each student will live by these regulations:

Resident Student By-Laws

Resident Student By-Laws. (These by-laws have been adopted by the new students.)

Article I

This organization shall be known as Dormitory Council of Methodist College, Fayetteville, N. C.

Article II

(Purpose)

Section I — The purpose of the council shall be:

(a) To represent dormitory residents in their dealings with president, dean, and other members of the college administrative staff.

(b) To promote the social, intellectual, and general welfare of the residents in the men's dormitory and to make such recommendations which will, in the judgment of council members, contribute to this welfare to the appropriate administrative officials of the college.

(c) To assist the dorm counselor in enforcing dormitory rules and regulations and to recommend any additions or revisions in these regulations which will, in the judgment of council members, improve the morale of dormitory residents, and to make conditions more conducive to study.

(d) To co-operate with representatives of the Women's Dormitory in planning social and other activities for both male and female resident students.

(e) To encourage the development of intelligent, constructive campus citizenship on the part of residents of the men's dormitory.

Article III

(Membership)

Section I — The members of the council shall consist of:

(a) a chairman elected by dormitory residents,

(b) a representative of the first floor, from each dormitory, to be elected by the residents of that floor, and,

(c) a representative of the second floor, from each dormitory, to be elected by residents of that floor,

(d) student-counselor, shall serve as ex-officio member.

Section II — The chairman will call and preside at all council meetings and will act as the official council spokesman in its dealings with the counselor and dormitory residents.

Section III — Each of the floor representatives on the council may call at any time a meeting of all residents on his floor to discuss matters of interest to those residents. The floor representative will preside at these meetings and act as the official spokesman in his dealings with the four members of the council and the counselor.

Section IV — Frequency of council meetings which The Dormitory Council shall meet as often as deemed necessary. These meetings will be for the purpose of discussing any problems which may have arisen and to review the dormitory's activities. Time and place for these meetings will be left to the discretion of the council members. The chairman will appoint secretary of council.

Section V — Voting of council members. Any decision passed by the council must be unanimous. Each member will have one vote.

Section VI — Elections and terms of council members.

(a) All elections shall be held according to rules of Parliamentary Procedure.

(b) Elections of council members shall be held at the beginning of each semester. Previous members of the council shall be eligible for re-election. A two-thirds majority vote by residents of the dormitory shall be valid for the election of dormitory council members. Voting shall be done by secret ballots which shall be counted by the dormitory counselor.

Section VII — Replacement of council members—Before a council member can be removed from office a three-fourths majority vote must be passed by the dormitory residents. In the event a council member resigns, leaves school or becomes unfit to maintain his office he shall be replaced in the following manner:

(a) An election of a new member shall be held in similar order as the previous election at the beginning of the semester.

Section VIII — Appointment of standing and special committees to plan specific activities—Voluntary or official methods of committee appointments shall be left to the discretion of the dormitory council.

Article IV

Section I — Amendments to by-laws. Any by-law may be amended or new by-laws proposed by the council. Any proposed amendment to the by-laws may be adopted only after a two-thirds vote by the dormitory residents.

Section D — Our college has provided a well appointed student union for the use of our college community. Each individual will assume personal responsibility for the proper use and care of this facility. Policies have been

determined for the operation of this building and each person is to abide by these regulations. Our civic pride and attitude toward college property will be reflected in the wise use of entire campus.

Regulatory Policies for Student Union Facilities

I. College Cafeteria

A. Students, members of the staff and faculty, their families and approved visitors are extended the privilege of food service during those dates on which the cafeteria operates. Student prices are applicable to all persons except for Sunday lunches when persons other than students enrolled in Methodist College will be charged \$1.25 per plate.

B. Food service will be available at the following schedule:

(1) **Mondays through Saturdays**

Breakfast: 7:30 A. M. - 8:30 A. M.

Lunch: 12:00 P. M. - 1:15 P. M.

Dinner: 5:30 P. M. - 6:30 P. M.

(2) **Sundays**

Breakfast: 8:00 A. M. - 9:00 A. M.

Lunch: 12:00 P. M. - 2:00 P. M.

Dinner: 5:30 P. M. - 6:30 P. M.

(3) The cafeteria normally will be closed on college holidays. If distance prohibits travel to and from home during abbreviated holiday period, provision will be made for food service to dormitory students.

C. The following prices will be charged eligible participants other than resident students who pay board at regular intervals in amounts as specified in the college catalogue:

Breakfast: (Items priced individually)

Lunch: 75c per plate

Dinner: 95c

D. Identification cards which are not transferable will be issued to students upon payment for board. The administration has established an installment plan for those students whose financial status necessitates payment in such manner. Upon request to and approval of the Comptroller, board may be paid as follows:

Date of registration for each semester: \$112.50
November 15 & March 15, respectively: \$112.50

Board charges will not be refunded except in cases of withdrawal by students who have paid board in advance beyond the date of withdrawal.

E. **Typical meals:** (1) A standard breakfast will consist of choice of cereal or juice, one egg, serving of meat or protein substitute, grits, or cooked fruit, 2 portions of bread, butter, jelly, and choice of coffee or milk, either plain or chocolate. If additional food is desired at any meal, items may be purchased at prices posted. (2) The lunch plate consists of choice of meat, two vegetables, bread with butter, choice of beverage, either coffee, tea, or milk. Occasionally there will be a choice of appetizer or salad, with desserts at intervals. (3) A typical dinner menu includes choice of appetizer or salad, a meat, two vegetables, bread with butter, choice of beverages served and dessert. (4) Although the management reserves the right to vary as conditions warrant, the usual choice situations will be:

One meat from two

Two vegetables from three or four

One beverage from coffee, tea, or milk
(Plain or chocolate)

One salad from two

One juice from two

II. Student Supply Store

A. All sales are cash.

B. Regular hours of sale, which are subject to revision to meet needs of college personnel, are as follows:

Mondays through Fridays

8:15 A. M. - 8:30 P. M.

Saturdays

9:00 A. M. - 12:00 Noon

6:30 P. M. - 8:30 P. M.

C. During orientation and registration periods, the Manager will maintain a schedule of sale hours to provide ample opportunity for all students to purchase textbooks, supplies, and other items essential for study and personal comfort.

III. United States Post Office

(Methodist College Branch)

A. Postal service windows will be open for sales and general delivery from 9:00 A. M. to 4:30 P. M. Mondays through Fridays; 9:00 A. M. to 11:30 A. M. on Saturdays.

B. Individual post office boxes may be rented for 50c per semester.

C. Unless otherwise requested to the postal clerk of our branch office, all mail for the faculty will be distributed through the business office at no charge. If desired, post office boxes may be rented.

D. The schedule of mail delivery and dispatch for Methodist College Branch is: **Daily (except Sundays, no service)**

Delivery. Approximately 9:00 A. M.

Delivery of parcel post only: Approximately 12:00 noon.

Dispatch only: 12:00 noon and 4:30 P. M.

E. Outgoing mailbox for staff is located in business office. Dispatch hour is 4:00 p.m. **Please mail packages at the branch office.**

F. Mail chute and exterior dispatch box are located at Student Union for convenience of college personnel. Letters may be dispatched daily, except Sundays, up until 5:30 P. M. by depositing in exterior box.

IV. First Aid Rooms

A. A trained nurse will be on duty from 9:00 to 12:00 noon, Monday through Fridays in the area of the Student Union designated "First Aid."

B. In case of accident or illness at a time when nurse is not on duty, contact Mr. Register, who is certified in first aid training, or your dormitory counselor.

C. The college has physicians on call and/or can arrange for ambulance service to either of three hospitals in Fayetteville. Also, the nurse will be on call.

V. Miscellaneous Services

A. To prevent unnecessary damages to furnishings, equipment, and floors of the main lounge in the Student Union building, the following rules are applicable:

(1) Eating space in the Snack Bar is reserved for persons who have purchased their food and beverages in the Snack Bar.

(2) Persons carrying their lunches and wishing to eat in the Union are requested to confine their noon-day consumption of food and beverages to the Cafeteria dining area.

(3) Pursuant to 1 and 2 above, **the consumption of food or beverages is not permitted in the Lounge from 11:30 A. M. to 1:30 P.M.**

(4) Consumption of food and beverages will continue to be permitted in the Lounge at hours other than 11:30 A. M. to 1:30 P. M. on an experimental basis depending upon the extent to which students observe and enforce satisfactory standards of cleanliness.

B. Storage lockers in the Student Union and Classroom Building, Room C-109, are provided for use of students and other college personnel. Keys may be obtained from the Director upon payment of 50c deposit.

C. The main lounge will be made available for use of students as directed by the administration. Student organizations desiring to use Student Union for special occasions should secure approval of faculty sponsor who will schedule date and hour of use with the Director, Mr. Register. The lounge in Student Union will be open Saturday and Sunday 2 P.M. to 5 P. M. for use of T.V. as requested and needed.

D. **Telephone Service:** (1) For convenience of students, a pay-station telephone is located to the right of the southwest entrance in the Student Union building. If phone service is needed for personal calls from this area, please use this instrument.

(2) Another pay-station is located adjacent to business office in Classroom Building.

(3) Dormitory phones may be used for local or collect long-distance calls only. Other toll calls from college campus should be made over pay phones at locations designated.

Section E —

Traffic Regulations and Procedures

I. Vehicle Operation

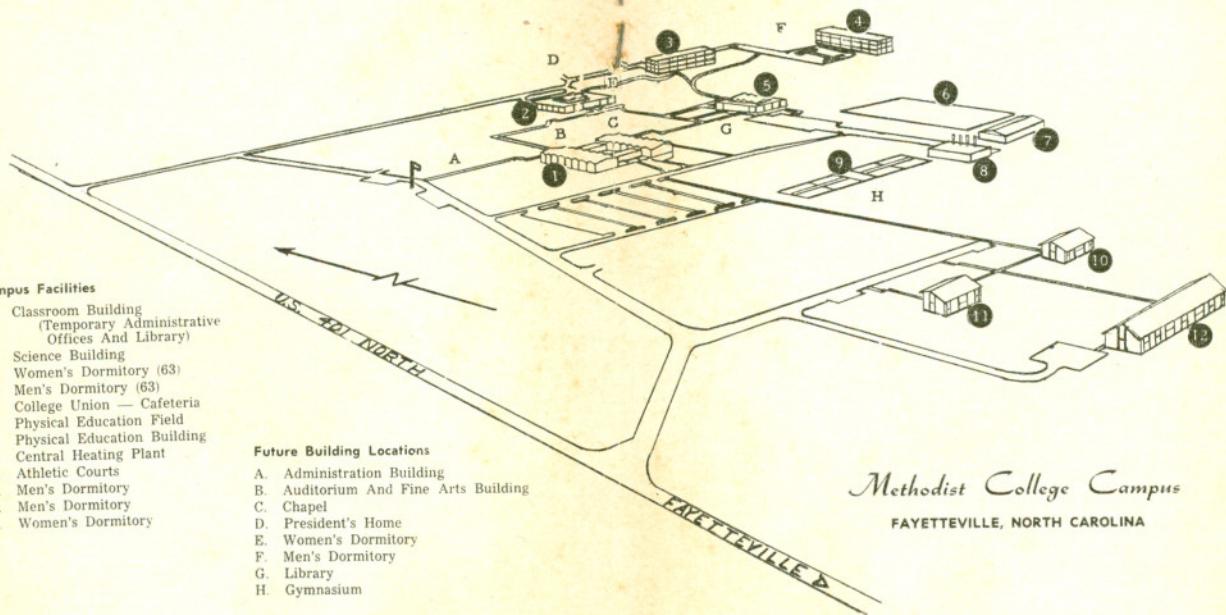
Every student, faculty and staff member,

Campus Facilities

1. Classroom Building
(Temporary Administrative
Offices And Library)
2. Science Building
3. Women's Dormitory (63)
4. Men's Dormitory (63)
5. College Union — Cafeteria
6. Physical Education Field
7. Physical Education Building
8. Central Heating Plant
9. Athletic Courts
10. Men's Dormitory
11. Men's Dormitory
12. Women's Dormitory

Future Building Locations

- A. Administration Building
- B. Auditorium And Fine Arts Building
- C. Chapel
- D. President's Home
- E. Women's Dormitory
- F. Men's Dormitory
- G. Library
- H. Gymnasium



Methodist College Campus

FAYETTEVILLE, NORTH CAROLINA

and any other employee who is eligible to operate a vehicle on College property at any time must register such vehicle with the Office of the Comptroller. The vehicle registration must be completed at the time the student registers for classes or as soon as the student begins ownership and operation of vehicle on College campus. The registration fee is 50¢ per semester. Change in annual license number must be reported not later than February 15, 1963.

Employees of the College should register at the beginning of each semester.

II. Display of Permit

Methodist College identification stickers are to be displayed on the lower inside corner of the rear view window on the driver's side.

III. Eligibility for Vehicle Operation

(1) Valid driver's license and liability insurance on vehicle to be registered.

(2) Resident members of Freshman Class are not permitted to have cars at College. Members of other classes may, provided they do not receive direct financial aid, and abide by all traffic regulations and procedures.

(3) Commuting students.

(4) Students issued temporary permit by Dean of Students upon presentation of evidence of need.

(5) Staff, faculty, and other employees of the College.

IV. Parking Regulations

(1) Resident and commuting students may park vehicles only in designated areas.

(2) Vehicles must head into parking spaces.

(3) No parking in any driveway at any time unless otherwise posted.

(4) Parking is not permitted between 12:00 midnight and 7:00 a.m. daily, except in dormitory lots.

(5) Vehicles illegally parked will be towed to Power Plant.

(6) Traffic regulations are in effect at all times during the regular academic year. College identification stickers must be properly displayed on vehicles the first Monday after registration for each semester.

V. Liability

Methodist College, or any of its employees, assumes no responsibility or liability for loss from theft or damage to vehicles parked in college parking areas.

VI. Traffic Regulations

The motor vehicle laws of the State of North Carolina and college ordinances are in effect on college property.

Maximum speed permitted on campus driveways is 20 miles per hour.

VII. Revocation of Privileges

(1) Any resident student who is on academic probation.

(2) Any person who falsifies information when applying for operating privileges.

(3) Any person who receives four college traffic violation citations during any one college year.

(4) Failure to maintain adequate liability insurance on a registered vehicle.

(5) Lending a registered vehicle to an ineligible person.

(6) Careless or reckless operation of vehicle on college property.

VIII. General

(1) Motor vehicle accidents on college property should be reported to the security officer, or the Business Office.

(2) Pedestrians are warned to cross drive-ways carefully, keeping a close watch for moving vehicular traffic.

(3) All vehicles must come to complete stops where "stop signs" are located.

Section F —

Policies and Procedures for Stormy Mornings

1. Unless weather conditions create emergency travel circumstances which warrant announcement to the contrary by college officials, Methodist College operates on regular schedule.

2. However, a student is not required to travel when doing so involves a serious hazard to life or property. Unless and until the privilege is abused by the individual, excuses may be obtained for overcuts because of hazardous weather conditions; the student, of course, remains responsible for work which he has missed and for the following assignment.

Sequence of Procedure

1. The Superintendent of Buildings and Grounds reports plant conditions to the Comptroller by 6:30 A. M.

2. The Comptroller then confers with the Dean of Students and they together make the decision regarding the schedule for the day.

3. The decision is communicated to the Director of Public Relations by the Com-

troller and to the President by the Dean of Students.

4. By about 6:45 A. M. the Director of Public Relations notifies the four radio stations as to the Methodist College schedule for the day.

Section G — General Information for All Students

1. **Chapel:** Chapel is held two times each week, on Monday and Wednesday. These programs are for the benefit of student spiritual and cultural life. Every full-time student is required to attend, unless granted permission to be absent.

2. **Attendance:** Every student will be expected to attend every class meeting of each course in which he is enrolled. In order to allow for absences in the case of illness or emergencies, each student will be permitted without penalty one absence for each semester hour of the course. A student on academic probation will not be allowed any class cuts. Cases of extended illness or emergency will be considered for excuse by the Dean of Students according to their merits. Absences from the last class meeting before official holidays and the first class meeting after holidays will be counted double. If the student exceeds the number of allowable absences in one course, he may be dropped from the course with the grade "F."

3. Student Dress in Class:

Since situations are not identical in all classes and laboratories, it is the interpretation of the Committee on Student Affairs that the individual instructor should determine what is, or is not, appropriate dress in each of his classes.

It is the recommendation of the Committee that, in general, we should expect student women's apparel to include skirts and that it is appropriate for men to wear trousers or Bermuda shorts with sport shirts.

4. **Standard Procedure for All-College Social Functions.**

I. First Steps

1. Secure approval of Community Council for sponsorship of the event.

2. Clear proposed time, place, faculty sponsor and chaperonage with the Comptroller and the Dean of Students.

II. First General Meeting of Sponsoring Group

In consultation with the faculty sponsor, a general meeting of the organization authorized to sponsor the party should be held at least two (2) months before the party, in order to —

1. present the proposed project to members of the organization and assure the organization's full and voted acceptance of responsibility.

2. confirm the President of the organization as the social function chairman or approve someone else as such. Duties of the chairman: to co-ordinate work of all committees, make final decisions, be responsible for efficiency of committees; to extend official greetings at the party, make other announcements over P.A. system; also see that all work is done in close consultation with the Dean of Students.

A. **Budget Committee**, to consist of chairmen of all other committees, under the chairmanship of the Treasurer of the

organization. Duties: To project income and expenses, and to approve each expenditure before it is made.

B. **Entertainment Committee** (2-3 members)

Duties: In consultation with the Registrar, find and hire a suitable band and plan a short program for the intermission.

C. **Invitation and Greeting Committee** (4-5 members)

Duties: Prepare and send invitations to the President, all members of the faculty, the Comptroller, the Director of Public Relations, and special guests as advised by the Dean of Students; in consultation with Dean of Women, invite two faculty couples to be chaperons; assist the party chairman in greeting, introducing, and seating guests at the party. Committee C is responsible for conduct in the building.

D. **Ticket and Advertising Committee** (20 members)

Duties: Have tickets printed, make advertisement posters, sell tickets, check tickets at the party.

E. **Refreshment Committee** (5-6 members)

Duties: Plan refreshments, buy drinks, prepare them before the party, serve them during the party, find volunteers within the sponsoring organization to bake cookies, arrange for serving dishes; also to clean up and return all utensils and equipment to appropriate places at the close of the party.

F. Decorating Committee (20-2 members)

Duties: Arrange for decorations, after a theme has been decided upon; decorate the Union; arrange the furniture; decorate the serving table; also remove decorations and clean up the room on a schedule approved by the Comptroller.

G. Grounds Committee

Duties: To plan and supervise traffic arrangements and outdoor conduct in cooperation with the night watchman.

H. Dating Committee

Duties: To help assure full participation by all students wishing to attend.

III. Committee Meetings

Each Committee Chairman should call a meeting of his committee members immediately after the general meeting to plan the work and outline each member's duties.

IV. Final general meeting of sponsoring group should be held one week before the event to re-check preparations and assure full cooperation.

5. **Normal Course Load:** Consists of 15 to 17 semester hours of work.

Special permission is necessary for additional hours. No changes are made in courses after two weeks from opening of school. To drop a course permission must be obtained from adviser or Dean. Average of "C" is required on 12 hours of work each semester. Student is placed on probation next semester, if requirement is not met. Students are assigned adviser at beginning of second semester. He may consult adviser as needed. Adviser will approve choice of courses and mid-semester reports.

6. Grading EXPLANATIONS

Systems **Quality points**

Symbol	per hour	Meaning
A	3	Excellent
B	2	Good
C	1	Satisfactory
D	0	Passing
F		Failure
I		Incomplete
WP		Withdrew Passing
WF		Withdrew Failing

* * *

7. Fees	Each Semester	Year
Tuition	\$200	\$400
Gen'l fee	50	100
Room rent	100	200
Board	225	450
Lab. courses	7.50	15.
Pvt. music	40.	80.
Special Students		
Tuition	15. per semester hour	
Gen'l fee sp. st.	20. for 3 semester hours	
Application fee	35. for 4 or more	
Application fee	10.	
Ins. fee (optional)		11.
Phys. Ed.	1.	2.

8. **Scholarships:** A number are available to students. Information is found in catalogue. Students may obtain additional data from administrative offices or their adviser.

9. Bus Schedule:

Mondays through Fridays

8:20 A. M. — arrive campus
4:30 P. M. — leave campus

Fridays

6:10 P. M. — Leave downtown
6:30 P. M. — arrive campus
6:30 P. M. — leave campus
9:15 P. M. — leave downtown
9:30 P. M. — arrive campus

Saturdays

1:00 P. M. — leave campus
5:20 P. M. — leave downtown
5:30 P. M. — arrive campus

Sunday (church buses)

9:30 A. M. — leave campus
12:15 P. M. — leave downtown
12:30 P. M. — arrive campus
7:30 P. M. — leave campus
9:15 P. M. — leave downtown
9:30 P. M. — arrive campus

Buses will go up and down Hay St., and stop near Bender's Drug Store and Stein's. Will also stop near churches on or off Hay Street. Buses will continue around Market House and out 401 North to college. Buses will make trips as long as students use bus.

ACADEMIC CALENDAR — 1962-63

September	10	—	Monday	Faculty Conference
September	11	—	Tuesday	Faculty Conference (1:00 p.m.) Dormitories open
September	12	—	Wednesday	(9:00 a.m.) Freshman Orientation (9:00 a.m.) Sophomore Registration (1:00 p.m.) Junior Registration
September	13	—	Thursday	(9:00 a.m.) Freshman Orientation and Registration
September	14	—	Friday	(8:00 a.m.) Classes Begin
September	21	—	Friday	Last Day Permitted to Enter Classes
October	9	—	Tuesday	Last Day to Drop Classes Without Penalty
October	31	—	Wednesday	Founder's Day
October	31	—	Wednesday	(Noon) Meeting of Board of Trustees
November	10	—	Saturday	Mid-Term Grades Due in Registrar's Office
November	21	—	Wednesday	(Noon) Begin Thanksgiving Holidays

ACADEMIC CALENDAR · 1962-63 (Cont.)

November	26	—	Monday	(Noon) Classes Resume
December	19	—	Wednesday	(10:00 p.m.) Begin Christmas Holidays
January	3	—	Thursday	(8:00 a.m.) Classes Resume
January	18-28	—	Fri.-Mon.	First Semester Examinations
January	29	—	Tuesday	Second Semester Registration
January	31	—	Thursday	(8:00 a.m.) Classes Begin
February	7	—	Thursday	Last Day Permitted to Enter Classes
February	19	—	Tuesday	Last Day Permitted to Drop Classes Without Penalty
March	30	—	Saturday	Mid-Term Grades Due in Registrar's Office
April	11	—	Thursday	(10:00 p.m.) Begin Easter Holidays
April	17	—	Wednesday	(8:00 a.m.) Classes Resume
May	7	—	Tuesday	Meeting of Board of Trustees
May	23-31	—	Thurs.-Fri.	Second Semester Examinations

ADMINISTRATION

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Mrs. Joyce B. Ammons — Assistant Librarian
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