

METHODIST

**WOMEN
RESIDENT
STUDENT**

HANDBOOK



1970-1972

CONTENTS

METHODIST COLLEGE

WOMEN RESIDENT STUDENTS

HANDBOOK

1970 - 1972

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When a coed comes to Methodist College she is usually a girl who has just graduated from high school. Will she become a Methodist College woman? Her interest in academic work and campus activities will determine this for her. The M. C. coed is seeking maturity, knowledge, understanding, and a place in the world. Just when she ceases to be a girl and becomes a woman is hard to say. There are many factors that will help her make this change. She benefits from and gives to those around her; she sets realistic and meaningful standards for herself. She piles up achievements along with occasional failure, but she learns from both experiences.

Living in a residence hall can be one of the most rewarding experiences at M. C. There are two women's residence halls on campus. Getting to know the students in your hall and learning to live with them is an education in itself. Leadership experience is available through serving on your House Council. Dorm life is valuable because it stimulates growth of character and personality; it develops attitudes, interests, and abilities.

The Joint House Councils of Garber and Weaver Halls have compiled this guidebook so that you will understand the rules and standards by which Methodist College women live. By reading its contents and putting them to use you, too, with interest and spirit, can become an M. C. woman.

Hall Counselors	Georgena Clayton,	'70
1st floor east	Jan Marcy,	'69
1st floor west	Linda Perryman,	'69
2nd floor east	Glenda Stonbraker,	'70
2nd floor west		
3rd floor east		
3rd floor west		
Telephone (Area Code W)		
House Director's Apt.		
Director's Office		
1st floor pay phones		
2nd floor pay phones		
3rd floor pay phones		
Dept. of Women's Affairs		

Fall 1968

FOREWORD

WELCOME TO THE WOMEN'S RESIDENCE HALLS OF METHODIST COLLEGE

This Handbook has been created for reading by incoming students, returning students, parents and guests. It contains a guide to residence hall living through our regulations.

Initially, the regulations and comments may seem a bit overwhelming, but the reader should remember that through day to day living they become a habit. The Residence Director, Hall Counselors, House Officers, Dean of Women, Dean of Men, and the Dean of Students are here to help you to make this a comfortable, happy year of resident living.

We hope that you will quickly become familiar with the handbook and share it with your family.

Best Wishes in the coming year,
The Dean of Women's Office



HOUSE DIRECTORIES 1970/71

Weaver Hall

House Directors: --- Mrs. Huldah B. Jones

Student Officers:

President ----- Jan Miller
 Vice President ----- Linda Connolly
 Secretary ----- Susan Garrick
 Treasurer ----- Kay Corbin
 Social Chairman ----- Janis Daddario
 House Manager -----
 Fire Captain -----
 Judicial Board: --- Pam Teer (Chairman)
 Members: Lynn Evans
 Diane Scoggins
 Terry Self
 Mary Beth McKnight
 Alternate ----- Liz Barnhart
 Secretary ----- Jo Anna Walker
 Prosecuting Attorney -----

Hall Counselors:

1st floor east ----- Betty Lou Burns
 1st floor west ----- Pat Walker
 2nd floor east ----- Lynn Gruber
 2nd floor west ----- Mary Alice Leimone
 3rd floor east ----- Valera Snider
 3rd floor west ----- Jane Stroud
 Terry Self (Alt.)

Telephones: (Area Code 919)

House Director's Apt. -----	488-7612	488-7575
Dormitory Office -----	488-6301	488-0020
1st floor pay phones -----	488-9834	488-9892
2nd floor pay phones -----	488-9842	488-9995
3rd floor pay phones -----	488-9895	488-9867
Dean of Women's Office -----	488-7110	ext. 237

Garber Hall

Mrs. Mildred B. Stanton

Rosalind Thompson
 Debbie Pender
 Suzanne Warga
 Debbie Bright
 Candice Byrnes

Susan Brown (Chr.)
 Ada Andrews
 Susan Thorne
 Mary Jepsen

Barbara Hicks

Ada Andrews
 Donna Cook
 Peggy Brown
 Debbie Bright
 Candy Byrnes
 Susan Thorne

HOUSE DIRECTORIES 1971/72

Weaver Hall

Garber Hall

House Directors: _____

Student Officers: _____

President _____

Vice President _____

Secretary _____

Treasurer _____

Social Chairman _____

House Manager _____

Fire Captain _____

Judicial Board: _____

Members: _____

Alternate _____

Secretary _____

Prosecuting Attorney _____

Hall Counselors: _____

1st floor east _____

1st floor west _____

2nd floor east _____

2nd floor west _____

3rd floor east _____

3rd floor west _____

Telephones: (Area Code 919) _____

House Director's Apt. 488-7612 488-7575

Dormitory Office 488-6301 488-0020

1st floor pay phones _____

2nd floor pay phones _____

3rd floor pay phones _____

Dean of Women's Office 488-7110 ext. 237

STUDENT GOVERNMENT IN THE DORMITORY

The women's dormitories have no constitution; tradition has set most of the policies and practices. Changes in the rules and regulations are worked out by the Joint House Councils, with final approval by the residents of the dormitories.

The House Council of each dormitory consists of the President, Vice President, Secretary, Treasurer, Social Chairman, Judicial Board, Chairman and Members, Prosecuting Attorney, House Manager, Fire Captain, and all Hall Counselors. All members of the House Council have votes.

Elections and Appointments

- The President, Vice President, Secretary, Treasurer, and Social Chairman are elected in the Spring for the following school year.
- The House Manager and Fire Captain, since they may be freshmen, are elected in the Fall, shortly after classes start.
- The Judicial Board Chairman and Secretary are appointed in the Spring, as decided by the respective House Council.
- Four Judicial Board Members are either elected or appointed in the Spring, as decided by the respective House Council.
- The Alternate, since she may be a freshman, is elected or appointed in the Fall.
- The Prosecuting Attorney is appointed by the SGA Attorney General.
- The Hall Counselors receive a college stipend and are appointed by the Dean of Women.

Election Procedure

A Nominations Committee of 5 members shall be formed. The President shall appoint 4 members who have no connection whatsoever with the House Council to the Nominations Committee and, herself a member, preside over it.

This Committee shall collect names of nominees for the various elective dormitory offices. So that all dormitory residents may have equal opportunity to submit names for nomination, the Nominations Committee shall give notice to the dormitory one (1) week prior to its meeting that candidates are to be selected. The Committee shall meet one week prior to elections, and the list of nominees shall be posted 3 days in advance.

The election shall take place on the **last Monday in April**. A simple majority shall constitute election. If there is a tie, a run-off will take place the same night.

The newly-elected officers will take office the **first Monday in May**.

Candidates for any office as well as for Hall Counselor must be rising sophomores or higher and must meet their academic class requirements as outlined in the college catalogue (and copied here on page 18). Exceptions: Candidates for House Manager, Fire Captain, and Judicial Board Alternate if these offices are filled with freshmen.

An office vacated at the end of a semester shall be filled within 2 weeks after semester break. The same procedures shall be followed which govern the spring elections. (This likewise applies to the election of Fire Captain and House Manager if and when they come up for election.)

Judicial System

Dormitory Judicial Boards

Each dormitory has a Judicial Board which tries all offenses against dormitory rules. Offenses which may result in suspension or dismissal from college are referred to the SGA High Court.

The Judicial Board consists of 5 members with one appointed Chairman; one Alternate member who attends all meetings but votes only when taking the place of an absent regular member; and the Prosecuting Attorney who is a member on the staff of the SGA Attorney General.

Each student has certain judicial rights that are standard in all campus courts. Judicial Board meetings are open so that anyone may attend, but may be closed on the request of either the defendant or the Board. Summons must be served on a defendant by the Prosecuting Attorney 24 hours before her trial is due. A defendant may request anyone on campus to serve as her defense attorney.

Standard penalties for "lates" have been adopted. A list of these penalties is posted near the check-out board in each dorm. A student charged with a "late" offense has the choice of either accepting the standard penalty or asking for a Judicial Board trial. Any student tried in the lower courts has a right to appeal to the Inter-Dorm Court of Appeals or go directly to the SGA High Court.

The Women's Inter-Dorm Court of Appeals

The Inter-dorm court of appeals shall try all cases appealed to it from the women's dormitories. The composition of this court shall be six justices; three elected from each dormitory.

The house council and judicial board of each dorm shall compile a list of nominees for that dorm; from this list the dormitory will elect three justices. (This action is done separately between the two dorms: Garber will have a list compiled by their council and judicial board and Weaver will have a list from Weaver.) Due to elections in the spring, the old president and judicial board chairman shall serve in an advisory capacity at the meeting for nominees.

Qualifications for a Justice are:

A 2.0 average; a class standing of no less than sophomore in the fall, following the spring elections. No justice shall serve on the house judicial board and on the Inter-dorm court of appeals during the same year.

After the court has been elected, the six justices shall choose among themselves, a chief justice who shall preside at all meetings. All justices shall vote, and a verdict is reached by a simple majority.

When a case is appealed to this court, the court shall hold its meeting in the dormitory of the girl involved.

Dues

An annual fee of \$1.00 is due from each dormitory resident upon checking into the dormitory at the beginning of the school year.



HOURS

Curfew

	Freshmen	Sophomores	Juniors	Seniors
Monday-Thursday	11:00 P.M.	11:00 P.M.	11:00 P.M.	12:00 midnight
Friday	12:30 A.M.	1:00 A.M.	2:00 A.M.	None
Saturday	12:30 A.M.	1:00 A.M.	2:00 A.M.	None
Sunday	11:00 P.M.	11:00 P.M.	11:00 P.M.	12:00 midnight
Lates (12:00 midnight) per week	0*	1	3	

(Class standing is determined by a student's classification in the office of the Registrar.)

When attending a college-sponsored event on campus which continues past her curfew, a student is expected to return to the dormitory within 15 minutes after the event ends.

Late permissions applying to all classes are occasionally issued for special events on campus through the Dean of Women upon request by the House Council. House Directors are authorized to grant individual permission in special cases.

*Freshmen will be allowed 2 lates a month in order to attend activities at the Cumberland County Memorial Auditorium. The student is expected to return to the dormitory immediately afterward.

Closed Study

All first-semester freshmen will observe "closed study" hours in their rooms, Monday-Thursday, 7:30-10:00 P.M. During these hours the

student is not permitted to go into the dormitory lounge or to receive calls (except from parents or long distance calls).

Second-semester freshmen whose Q.P. average is below the required average, will be notified and will continue on closed study, with the above exceptions. Closed study does not apply after the freshman year, regardless of academic standing.

First-semester freshmen who enter Methodist College at the beginning of the second semester will observe closed study for one semester.

Closed study will be strictly enforced. It is suspended only (1) for college-wide cultural and academic functions held on campus, and for (2) Methodist College athletic events on and off campus. Freshmen who do not attend these events are expected to observe closed study as usual.

Freshmen attending the events or going to the library have to sign out giving their destination.

Quiet Hours

Regardless of class, all students are expected to maintain reasonable quiet at the following times:

	Morning	Evening
Monday-Thursday	until 12:00 noon	7:30—10:00 P.M. after 11:00 P.M.
Friday-Saturday	until 12:00 noon	after 12:30 A.M.
Sunday	until 12:00 noon	after 11:00 P.M.

TV's, radios, and record players operated in the room after 11:00 P.M. (12:00 midnight on Friday and Saturday) must be kept low enough to cause no disturbance for other rooms. The same rule applies to the piano and TV in the lounge.

Male Visitors

The dormitory lounge is open to men:

Monday-Thursday	-----	12:00 noon--11:00 P.M.
Friday	-----	12:00 noon--12:30 A.M.
Saturday	-----	9:00 A.M.—12:30 A.M.
Sunday	-----	9:00 A.M.—11:00 P.M.

Men are allowed only in the lounge and the men's rest room. Exception is made at the beginning and close of the school year, and

before and after vacation and semester breaks, to carry luggage to a student's room. Permission must be secured from the House Director at such times.

The only other exception being made is during Open-House observance when male visitors are permitted to go to their hostesses' rooms.

No man is allowed to remain in the lounge unless in the company of, or calling for, a resident of the dormitory.

The men's dormitories, except for the House Directors' apartments and the lobbies, are "off limits" to women students. Only during an officially-announced Open-House observance may women students visit the rooms.

SIGN-OUT

If a student leaves the dormitory after 7:30 P.M., or for an overnight or weekend, it is necessary to indicate that she is out of the dormitory. This is done by turning her "sign-out" card up so that the appropriate colored square can be seen. These cards are found in the metal racks on the walls of the dormitory office. When a card has been completely filled, the student should turn it in to the dormitory Secretary and receive another. It is the student's responsibility to obtain a new card.

Leaving the Dorm after 7:30 P.M.

When a student leaves the dormitory after 7:30 P.M., she is required to turn up her card so that the red square is showing. Filling out the sign-out card is completely optional. If a student decides to do so, she should fill in the card as shown below, giving all the information asked for.

NAME	DATE	Late	DESTINATION	ESCORT	TIME			NAME
					Leaving	Expected Return	Actual Return	

When the card is turned up, the student is automatically signed-out until her curfew.

Taking a late

When a student takes a late, she must put the date in the appropriate column and place a check in the "Late" column, as shown in the previous example.

Signing out During the Day

The only condition under which a student is required to sign out before 7:30 P.M. is when she is leaving Fayetteville.

Sign-out for Weekend or Overnight

When leaving the dormitory for the weekend, each student is required to sign out on the appropriate side of the card. She places her card back in the rack with the black square showing.

Again, giving detailed information, except for date and time, is completely optional. In the student's own interest, however, so that she can be quickly located in an emergency, she should leave all pertinent information in a sealed envelope with her card or on her desk.



This same procedure is used when signing out for an overnight. An overnight refers to Sunday through Thursday night. A weekend runs from Friday to curfew on Sunday; however, a student may sign out for Monday morning when taking a weekend.

Weekends and overnights are unlimited for sophomores, juniors and seniors. Freshmen are expected to stay on campus the first 2 weekends as part of their orientation; they are then limited to 10 weekends or overnights for the first semester. If a student spends only one night of a weekend away from campus, this is still counted as one weekend.

Coming in Late

When, for any reason, a student finds it impossible to reach the dormitory by her curfew time, she, in person, must call the House Director before she is due, to give notice that she will be late. This applies to both weekday and weekend absences from the dormitory.

Should a student not return to the dormitory within an hour following her expected time of return, and she has not reported to the office of the House Director that she will be late, her parents will be notified.

Leaving For Vacation or The End of School

When a student leaves for a vacation period or at the end of the school year, she is required to sign-out. At such times she is expected to vacate the building no later than one hour after the official closing of the college.



DRESS

The dress regulations are based on a belief that a student shows respect for herself and her college by the appearance she keeps both on and off the campus. It is assumed that a Methodist College woman will be neatly and suitably dressed at all times.

In academic and administrative buildings: Women must wear dresses, skirts or dress-slacks and blouses, or pant-suits. Gym clothes must be covered by a suitable garment. Shirt tails of man-type shirts must be worn tucked in. T-shirts, shorts, sweat shirts, tight slacks, jeans, and bare feet are not permitted.

In the Dining Hall: Casual clothes within the bounds of good taste may be worn. In compliance with health regulations shoes must be worn at all times, and students eating immediately after participating in sports must shower before entering the Dining Hall and cover their gym clothes with a coat.

Sunday noon meal and special occasions require dress clothes and dress shoes.

In the Library: Daytime dress is the same as for other academic buildings. After 5:00 P.M., slacks and bermudas which meet the standards of good taste are permitted.

USE OF WINDOWS

Talking or throwing objects out of or up to a dormitory window at any time is strictly forbidden. No more than a brief message is permissible.

Garments are not to be hung in the windows at any time.

Blinds must be drawn when the lights are on in the room, or if the occupants are not fully dressed.

Ledges outside of the windows are not to be used for cold storage. On the second floor in the Laundry Room, a refrigerator is provided for such purposes.

No items of any nature, including decorations for campus events, can be displayed outside the windows until cleared by the officers in charge with the Dean of Women's office.

THE COLLEGE DINING HALL

Except for certain festive occasions, service in the dining hall of the Student Union is cafeteria style. Failure to return one's tray of dishes to the proper window before leaving the Cafeteria is deemed a violation of an important college regulation.

Unopened cartons of milk are the only food which may be removed from the Cafeteria to the dormitory. Silver, dishes, and trays are not to be removed from the Cafeteria premises at any time.

Loud or conspicuous behavior is out of order at all times in the dining hall. Students who appear in improper dress or deface the decorum of the dining hall will be asked to leave the premises.

OFFICE DUTY

Paid workers are in attendance in the dormitory office for most of the time the lounge is open to visitors. The remaining time, if any, is divided equally among all residents of the dormitory. Assignments for such office duty are worked out by the dorm Secretary. Failure to appear for assigned duty, or to arrange for a substitute in case of forced absence, is considered one of the most serious infractions of dormitory regulations and is subject to Judicial Board action.

During her on-duty time in the office a student assumes the role of a receptionist representing the college to the public. As such, she is expected to uphold in her own person certain standards of dress and conduct and to enforce certain rules governing effective operation of the office itself.

Male visitors are absolutely forbidden from entering the dormitory office, hence from using the office telephone or the intercom system. This rule has become imperative in order to safeguard information appearing on students' records in the office.

Dress shall be neat at all times. Until closing of the dormitory, a dress (or skirt, slacks and blouse) is required. Shorts, bermudas or pajamas with robe are permissible only on late duty (after closing). House slippers and hair in curlers are likewise permissible only on late duty.

No visitor, male or female, shall be allowed to announce over the intercom.

Language used over the intercom must be dignified at all times.

Discretion must be exercised in releasing information over the telephone. Recommended:

"X is not in the dormitory just now. May I take a message?"

(To anyone, except parents, when inquiring whereabouts, "I'm sorry, but I'm not permitted to give out that information.")

Under no circumstances are names of dormitory residents to be supplied to any person calling over the telephone or to anyone appearing in person in the lounge.

TELEPHONE CALLS



Outgoing Calls

All outbound calls must be made over the pay telephones. There are phones on each dormitory floor.

The dormitory office switchboard is reserved exclusively for incoming calls to students and emergency calls made on behalf of the dormitory. Any outgoing call over the office phone requires authorization from the House Director or her delegated substitute. **Under no circumstances can the office phone be used for any long distance calls, collect or otherwise.**

Incoming Calls

Inbound calls are received through the dormitory office switchboard, then picked up by the student on an extension line. There is an extension phone on each dormitory floor. When a student receives a telephone call in the office she is paged over the intercom. The switchboard will not be in operation after closing hours; therefore, parents and friends should have, in addition to the office phone number, the House Director's phone number and individual floor pay phone numbers as listed on page 3 of the handbook. When a student has been out of the dormitory and returns, she should check the bulletin board beside the extension phone on her floor for any messages which may have been left for her.

Because all of the phones are taxed to line capacity, a 10-minute time limit on all local calls must be rigidly enforced.

ADMINISTRATIVE POLICIES OF COLLEGE

Passed By A Committee Of The Board of Trustees, May 1968

1. The administration of the college believes that participation in the college will be helpful and valuable to the student government association. However, the following matters are reserved to the administration and faculty of the college, subject to approval of Board of Trustees.
 - A. Academic matters
 - B. Operation of infirmary and health of the students
 - C. Dormitory assignments
 - D. Food services on campus
 - E. Organization of student groups on campus
 - F. Control of all college property
 - G. Supervision with student representatives on committees, of assembly program, chapel exercises, special events and speakers
2. The President of the college, the Dean of College, and the Dean of Students reserve the right to handle special cases of discipline, which in their judgment should be handled by the administration.
3. The administration of the college will consider the following possible grounds for separation of the student from the college and reserves the right to review decisions of the student courts involved in such matters:
 - A. Conviction of a crime in court
 - B. Damage to college property that indicates vandalism
 - C. Stealing or abuse of another's property or possessions
 - D. The use or possession of alcoholic beverages on campus
 - E. Cheating in any form in academic matters
 - F. Breach of social probation
 - G. Participation in a riot or unlawful demonstration
 - H. Hazing in any manner
 - I. Giving of false information for excuse
 - J. Tampering with fire alarm equipment on campus
 - K. Failure to follow general rules and regulations of college as printed in publications
 - L. The use or possession of drugs outlawed by State and Federal Laws
 - M. Interruption or interference with the normal program of the college
 - N. Conduct that is derogatory to college community

Each student is expected to work for the best interest of Methodist College, to represent the best thinking of the student body, to conform to the regulations of the college, to strive to perpetuate the finest traditions of the college, and to plan intelligently for improvement and adjustment wherever needed.

ABSENT POLICY

Regular class attendance is a student obligation, and the student is responsible for all the work, including tests, laboratories and written work, of all class meetings. No right or privilege exists which permits a student to be absent from any given number of class meetings.

Instructors will keep attendance records in all classes. If a student misses three consecutive class meetings the instructor will make such report to the Academic Dean. If a student has excessive absences to the extent to which dismissal from the course appears to be the appropriate action, the instructor will make such recommendation to the Academic Dean and will so notify the student. The Dean will make the final disposition.

In the event of a public request, college-sponsored activities or family emergency, the Dean of Students is vested with authority to excuse such student or students involved and will report such excuses to the appropriate instructor. Work missed because of these absences must be made up.

STATEMENT OF PROCEDURES

1. The attendance policy of each instructor as it applies to his various classes is to be set forth in writing and distributed to class members at the beginning of the semester. No policy shall provide for unlimited absences.
2. The instructor will report the total number of absences of each student at the end of the semester, using grade sheets supplied by the Registrar.
3. When an instructor reports to the Academic Dean the continuous absence of any student for a period of one week or more, the Academic Dean may request the office of the Dean of Students to investigate. If the investigation provides information of a significant nature, the Academic Dean will advise the instructor.
4. The authority vested in the office of the Dean of Students to excuse students from classes in cases of public request, college-sponsored activities or family emergencies may be delegated by the Dean of Students to his immediate subordinates, the Dean of Women and the Dean of Men.

ACADEMIC REQUIREMENTS FOR CONTINUANCE IN COLLEGE

Full-time students are expected to make normal progress toward graduation, which requires a cumulative average of 2.0 or better. A student must maintain the academic record indicated below to be in good standing in the college.

1. A minimum cumulative grade-point-average of 1.25 at the end of the spring semester of the first academic year.*
2. A minimum cumulative grade-point-average of 1.50 at the end of the spring semester of the second academic year.
3. A minimum cumulative grade-point-average of 1.75 at the end of the spring semester of the third academic year.
4. A minimum cumulative grade-point-average of 2.00 at the end of the spring semester of the fourth academic year, and thereafter.
5. A full-time student who does not pass at least 16 semester hours in two semesters of an academic year will be suspended.

*College attendance in the first and/or the second semester will constitute an academic year.

A student who does not maintain the required standard will be given an academic warning. If he fails to raise his cumulative grade-point-average to the next required standard by the end of the following spring semester, he will be suspended.

A student may appeal his academic suspension to the Academic Supervisory Council if he has encountered extenuating circumstances during the academic year.

FIRE PRECAUTIONS

All of the buildings at Methodist College are completely modern in construction. The dormitories in particular are as fireproof as such buildings can be made, but the contents of a dormitory make it vulnerable to fire. The regulations pertaining to fire have been formulated with the objective of providing maximal protection for every student in residence on the campus. It is policy and practice alike at the college to treat every fire drill as an instance of real fire.

Key persons in each dormitory are assigned special functions in the fire safety program at the college. They are the House Director, the Fire Captain, and members of the Fire Committee, known as Fire Lieutenants. In the event of fire (or fire drill) they are authorized to direct the alert and the evacuation procedures outlined below in conjunction with the Fayetteville Fire Department.

Infractions of fire drill procedures are disciplined by the respective Judicial Boards of the dormitories. Tampering with dormitory fire equipment (alarm systems, fire extinguishers, etc.) is considered a very serious offense.

Alert Procedure

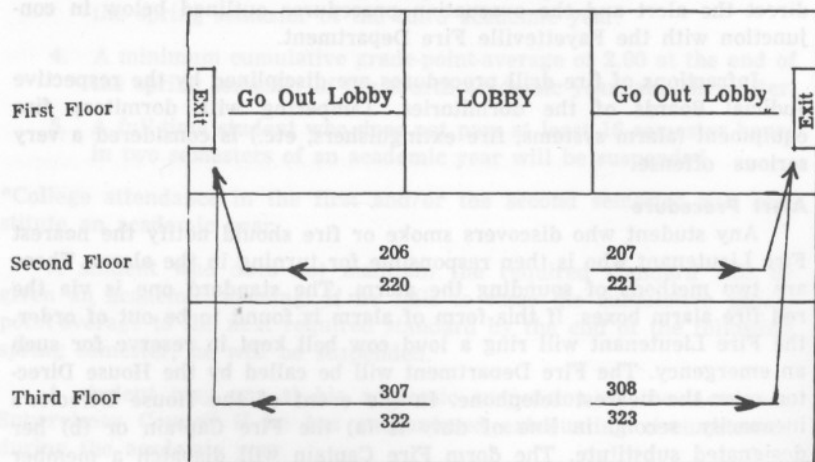
Any student who discovers smoke or fire should notify the nearest Fire Lieutenant who is then responsible for turning in the alarm. There are two methods of sounding the alarm. The standard one is via the red fire alarm boxes. If this form of alarm is found to be out of order, the Fire Lieutenant will ring a loud cow bell kept in reserve for such an emergency. The Fire Department will be called by the House Director over the nearest telephone. In the event of the House Director's incapacity, second in line of duty is (a) the Fire Captain or (b) her designated substitute. The dorm Fire Captain will dispatch a member of her Committee to meet the fire trucks as they approach, to direct them to the fire site and to any trapped students.

Evacuation Procedure

1. When you hear the alarm, grab coat (or blanket) and shoes if you can. Do not attempt to save any possessions.
2. Open your hall door slowly and cautiously. Sniff for smoke in hallway; feel the door for heat. If fire is evident outside the door, close the door and remain inside. Stand at your window and signal for help

from the ladder crew by holding a sheet or pillowcase out of the window.

3. If the hallway appears clear, vacate the room at once, leaving door open and lights on. (Exception: if fire is in your room, close door on leaving in order to confine fire to that area.)
4. Go immediately to your Number 1 exit (see chart below). If you find this blocked, go to the nearest possible fire exit. In the rare event this, too, is blocked, return to your room and proceed as in #2 above.



5. Once outside the building, proceed quickly to the lounge of the opposite dormitory. Go to the end of the lounge (east or west) corresponding to the end of the hall on which you live in your own dorm. Wait there for your Fire Lieutenant to check roll. Stand with your roommate to facilitate roll call.
6. Listen for the "All Clear" signal from the Fire Captain before returning to your building.

Procedure For Fire Committee

1. When you hear the alarm, grab coat or other outer covering and shoes. (Or, if you are notified to use the emergency cow bell, go up and down your section clanging the bell.)
2. Start a check of your assigned area. Look in each room to be sure no person is there: then turn off light and close door.
3. When all your rooms are checked, leave the building by the nearest available exit.
4. If the fire site is in your area, take measures to contain it by closing adjacent doors and using fire extinguisher, if indicated.
5. If you discover anyone overcome by smoke and gases, if conscious, get to fresh air outside; if unconscious, apply artificial respiration.

MEDICAL SERVICES

Provisions In Case Of Illness

The college Infirmary offers service when necessary on a 24-hour basis. Otherwise, the Infirmary is open with nurse on hand to see students Monday-Friday, 8:00 A.M.-5:00 P.M. When a nurse is needed at times other than the regularly scheduled hours, the call must be channeled through the House Director.

Dr. Jorge Equez, a Fayetteville physician on the staff of Cape Fear Valley Hospital, holds daily clinic in the Infirmary, Monday-Friday, 8:00-9:00 A.M. He is on call through the Infirmary at other times in case of an emergency.

Consideration for the health and welfare of all dormitory residents necessitates the following restrictions on illness in the dormitory:

Any student claiming physical disability as grounds for missing classes must be confined in the Infirmary if the absence covers as much as a day (or two meals in the Cafeteria). The dormitory is not considered a suitable place for housing sick persons.

Excuses from classes for medical reasons must be obtained from the Infirmary staff. The Infirmary nurses are not permitted to issue excuses unless they have seen the student in the Infirmary in advance of the absence. (In other words, a telephone call to the Infirmary will not suffice.)

In the event a student is so seriously incapacitated as to be unable to report to the Infirmary, the nurse may be called to request a college vehicle to transport the student. In such event, the House Director must authorize the call.

The Cafeteria is instructed to refuse food requested for a student remaining in the dormitory unless the request is issued directly by the Infirmary staff. Likewise, the House Director is under instruction not to prepare or serve food to a student remaining in the dormitory for medical reasons.

Concerning Womack Army Hospital

Fort Bragg, an Army installation located near Fayetteville, provides military dependents with several services (as does nearby Pope Air Force Base). If a student dependent under 21 years of age elects to use Womack Hospital facilities at the base, she must have written parental permission on file for doctors to treat her; otherwise, the hospital must call the parents long distance. A student dependent with no previous medical record at Womack Hospital will be asked, on her first visit, to present her parental permission along with her military I. D. card, as prerequisite to the establishment of a medical file at the hospital.

SECURITY PROVISIONS

At the opening of school each dormitory student is issued a room key. A \$1.00 deposit is collected at time of issue. This is refundable upon return of the key.

Each student is urged to keep her room locked at all times. The college cannot be responsible for losses from rooms. Suite-mates should be urged to cooperate.

Between the hours of 7:00 P.M. and 7:00 A.M. the east and west side doors on the first floor of the dormitory are locked on the outside. **This is done for the protection of the students living in the dormitory.** Any student opening these doors within this period via the emergency bar inside, or using the door for entering or leaving the building, or assisting others to do so, will be dealt with severely. The college is in process of installing an alarm device on the first floor side doors. The device will be connected to ring after 7:00 P.M. if any one of these doors is opened either from within or without the building.

Once the main doors of the dormitory are locked for the night, they are not to be opened for late-returning students except by the House Director, the student worker or dormitory officer in charge of the office, or the college Security Officer on duty. Upon returning to the dormitory for the night the student is expected not to leave again, unless permission is granted by the House Director, before 7:00 A.M. the following day.

A Security Officer is on daily duty at the women's dormitories from 7:00 P.M. to 7:00 A.M. His duties include checking the dormitory doors to make sure they are securely locked after closing.

Students rooming on the first floor are asked to keep their windows locked at night. The dormitories are air-conditioned for student comfort.

ELECTRICAL EQUIPMENT

The fire insurance coverage of the college determines what electrical items can and cannot be used, and where, in the dormitory.

Irons

Fire policies in North Carolina forbid the use of irons in college dormitory rooms. When not in use personal irons may be stored in the rooms, but they must be carried to the Laundry Room to be used.

Permissible Items

refrigerator, table-top model, not to exceed 2.5 cu. ft.		
radio	clock	heating pad
TV	desk lamp	coffee maker
record player	floor lamp	corn popper

Excluded Items

blanket	hotplate or other cooking device	sun lamp
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CARS

Freshmen and students on Academic Warning are not permitted to keep or operate a car on campus.

Students who are eligible to operate a car on campus have to register it at the Comptroller's office for a fee of \$5.00 per year prior to the time the vehicle is operated on college property.

A temporary sticker has to be purchased for 25c for any vehicle operated more than 12 hrs. on campus.

CARE OF COLLEGE PROPERTY

Each dormitory room contains built-in beds, wardrobes, desks with bookshelves, and desk chairs. There is one large window. Rugs, drapes, and lamps, as well as blankets, are furnished by the student. Bed linens and towels are optional, depending on whether or not the student contracts for weekly linen service through the college.

Since wall colors vary from room to room, roommates may find it advisable to wait until arrival in Fayetteville to purchase spreads and drapes. Bed and window measurements vary somewhat between the two dormitories:

	Garber Hall	Weaver Hall
Beds -----	76" x 33"	76" x 35"
Windows -----	51" x 48"	80" x 48"

Damage to any college properties, including dormitory rooms, which is determined to be the fault of the student is charged against the student in the Business Office. Settlement of all such debts is required before grades will be released at the end of a semester, or final graduation approved. If at the first of school a student discovers damage in her room, she should report it immediately to the House Director.

Housekeeping in dormitory rooms and bathrooms is the responsibility of the occupants. Equipment for this purpose is provided by the college. Inspection of rooms is the duty of the House Counselor on the floor, and is done on a weekly basis. Rooms improperly cared for are reported to the dormitory Secretary. The college is also subject to occasional unannounced inspections by the Fayetteville Board of Health.

Use of nails, hooks, screws, and thumb tacks on walls or woodwork of the dormitory is strictly forbidden. Items may be hung instead with adhesive picture hangers.

When regular repairs are called for they are reported to the House Manager; in case of emergency repair, to the House Director.

LINEN RENTAL SERVICE 1970-71

The best interest of the students, parents, and the College can be served through the rental of linen by the students. The company will provide two sheets, three bath towels, and one pillow case per student each week for \$13.00 per semester plus \$.52 tax; or \$26.00 per academic year plus \$1.04 tax. The College Linen Fee may be paid in advance directly to the Business Office or paid to the Business Office upon arrival at the College for the fall term. WE HIGHLY RECOMMEND

THAT THE STUDENT PAY THIS FEE IN ADVANCE, SINCE HE MUST PRESENT HIS RECEIPT AT THE LINEN ROOM IN THE DORMITORY TO RECEIVE ANY LINEN.

Full-size Kapok-filled pillows are available, directly from the company, to those students who desire them. The cost for this item is \$1.75 plus \$.07 tax for a total of \$1.82 and the pillow becomes the property of the student. This service is entirely voluntary. Any student participating in this linen service for a period of two weeks and remaining enrolled in the College is not eligible for any refund.

LAUNDRY FACILITIES

Coin-operated washers (25c) and dryers (10c) are provided in the Laundry Rooms at the east and west ends of the second floor of each dormitory.

There are ironing boards in these rooms.

KITCHEN FACILITIES

A refrigerator is provided in a second-floor Laundry Room for the use of students. Food and drinks must be clearly marked with the owner's name. Each student will be held responsible for clearing out her own items before they become stale. Each student will also be expected to take her turn when assigned to defrosting the refrigerator.

The kitchen located off the main lounge is unlocked for student use each evening, Monday through Thursday, upon closing of the dormitory. Use of the kitchen at such times is under supervision of the House Manager, and each girl using it is required to sign on the form provided in the kitchen. Kitchen privileges extend only to the preparation of light snacks; no meals, or large scale cooking or baking, can be permitted because of Board of Health restrictions. No men are allowed in the kitchen. Any student using the kitchen will be expected to leave it clean and in order.

PETS

State and local Board of Health regulations require the college to exclude from the dormitories all live pets with the exception of fish.

GUESTS

Every overnight guest in the dormitories must be registered by her hostess with the House Director prior to arrival. The fee for each night's stay is \$1.00, payable to the House Director at the time of registration.

All guests must abide by the dormitory and campus regulations. It will be the responsibility of the student hostess to advise her guest of these regulations.

A male student who wishes to house a female guest in one of the women's halls follows the above procedure. Likewise, a female student who wishes to arrange for guest space in one of the men's halls will call the House Director of either Cumberland or Sanford Hall in advance to make the necessary arrangements.

STORAGE OF GOODS

The college maintains a locked trunk room in the basement of the dormitory. Over the summer vacation students are allowed to store reasonable amounts of personal belongings up to the limit of the storage room capacity. Each student using storage space is asked to sign a statement releasing the college of responsibility in case of loss by fire, theft, or otherwise, in accord with the insurance provisions of the college.