

STUDENT HANDBOOK



**Methodist
College**
1978-1979

GENERAL PURPOSE

The purpose of the Student Handbook is to provide you with information about what is expected of each student enrolled in the College. The Student Handbook is not a bible; however it is well worth your time and effort to become well versed on certain portions of the handbook.

The General Academic Information section is an excellent guide which you may use in the pursuit of academic matters. The section does not answer all the questions, but it does point out the more common areas of concern in academics. Also, by consulting the information in this section one will know where to seek further assistance pertaining to academics.

Perhaps the next most important sections are those dealing with the dormitories and By-Laws of the Student Government Association. It is in these sections that rules and regulations of the Methodist College community are found. The By-Laws of the Student Government Association are all inclusive and each student is expected to abide by them. The Guidelines for the dormitories are not all inclusive; additional rules of conduct will be given the dormitory students by the Student Life Deans.

As is true in all societies not all college rules of conduct are spelled out. However, it is felt that those contained in the handbook serve as primary goals and objectives. Also, as true in all societies, *some* unstated rules are based upon social custom. We expect students to conduct themselves in a manner befitting young ladies and gentlemen in an intellectual world. Many times students away from home tend to forget from whence they came and adopt an attitude of "anything goes." Do not fall into this trap; conduct yourself here as you do at home. Make your college adventure one of excitement, challenge, and progress, but be ever mindful of your contemporaries.

Methodist College admits students of any race, sex, color, national and ethnic origin or any religious denomination to all the privileges, programs and activities generally made available to students at the college. Methodist College does not discriminate on the basis of race, sex, color, national or ethnic origin or religious denomination in the administration of its educational policies, scholarship and loan programs, athletics and all other college administered programs.

It gives me pleasure to express a welcome to each of you as we begin the 1982-83 academic year. The Christian message from the Student Government President is to be developed to their fullest extent. I hope that each of you will grow not only from your own experiences, but from the exchange of ideas with other students and other members of the college community as you engage in the many cultural and religious activities on campus. To all of you, whether you are beginning or coming to the end of your college years, I welcome you and share with you the vision of a rewarding year.

TABLE OF CONTENTS

SECTION I.	General Index
SECTION II.	Academic Index
SECTION III.	Financial Index
SECTION IV.	Motor Vehicle Index
SECTION V.	Student Affairs Index

SECTION I
GENERAL INFORMATION - INDEX

- A. Message from the President
- B. Message from the Student Government President
- C. Administrative Directory
- D. Problems--Quick Aid References
- E. Honor System
- F. Student Conduct
- G. Goals of Methodist College
- H. Historical Statement
- I. The College Seal
- J. Methodist College Alumni Association
- K. Alcohol and Drugs Policy
- L. Campus Solicitations
- M. Fire Evacuation Procedures

A. MESSAGE FROM THE PRESIDENT
OF THE COLLEGE

Office of The President

It gives me pleasure to extend a welcome to each of you as we begin the 1978-79 academic year. Dedicated to the ideals of academic excellence and the Christian concept of life, Methodist College exists only for the purpose of providing an atmosphere in which the God-given abilities which you young men and young women possess can be developed to their fullest extent. I hope that each of you will utilize all the facilities provided here so that you will grow not only from classroom experiences, but from the exchange of ideas with your fellow students and other members of the college community as you engage in the many cultural and religious activities on the campus. To all of you, whether you are beginning or coming to the end of your college years, let me assure you that each member of the college staff is here to assist you in any way possible. My office is open to each of you. Again, I welcome you and share with you the vision of a rewarding year.

Dr. Richard W. Pearce
President of Methodist College

Sincerely,
Ted Hough
SGA President 1978-79

Office of The Dean

Dr. Samuel J. Womack	Dean
Dr. James E. Vann	Dir. of Evening College
G. Gordon Dixon	Registrar
Dr. B.L. Crisp	Dir. of Student Teaching
Benjamin R. Guise	Head Librarian
Ruth Hoyle	Assistant Librarian
Norma C. Womack	Library Specialist
Peggy McCullen	Library Specialist
Blanche Harding	Library Specialist
Elaine Jenkins	Secretary to The Dean
Kathy Ditty	Secretary to the Registrar
Earleene R. Bass	Faculty Secretary
Peggy Rudd	Secretary, Student Records
Norman G. Blackburn	R.O.T.C. Coordinator

Office of Student Affairs

Gordon L. Joyner	Dean of Students
	Dir., Guidance and Placement
Ingeborg Dent	Dean of Women
Richard E. Coleman	Asst. Dean of Men
Gene Clayton	Dir. of Athletics
Sandra S. Combs	Nurse
Susan Dumas	Nurse
Ada A. Bacon	Residence Hall Dir.
Pauline Scott	Residence Hall Dir.
Huldah B. Jones	Residence Hall Dir.
Mildred Stanton	Residence Hall Dir.
Linda Harmon	Secretary, Student Affairs Off.
Renee Harris	Secretary, Dept. of Athletics
Laura B. Colligan	Secretary, Guidance and Placement

Office of the Business Manager

Roy A. Whitmire	Business Manager
William G. Morgan, Jr.	Comptroller
Alma B. Rhodes	Head Bookkeeper
Virginia Godwin	Asst. to Comptroller
Wilbur E. Johnson	Superintendent of Buildings & Grounds
Holman Milby	Director of Student Store
Doris Cassanova	Assistant Bookkeeper
Willie Thomas	Assistant Bookkeeper
Barbara Simpson	Assistant Bookkeeper

Office Of Admissions

James Stanley	Dir., Admissions & Financial Aid
Nell B. Thompson	Dir., Student Recruitment
G. Thomas Dent	Admissions Counselor
Marsha K. Hudson	Admissions Counselor
Patricia Douthit	Financial Aid
Jean Selyner	Admissions Secretary

D. PROBLEMS - QUICK

AID REFERENCES

<u>Your Problem</u>	<u>Who to See</u>
Locked Out of Room	House Director
Need Student ID Card	Dean of Students
Need Car Registration Sticker	Business Office
Need a Job	Director of Financial Aid
Who is my Faculty Advisor	Registrar
Repair to Dorm Room	Student House Manager or House Director
Want to Change Room or Roommate	House Director
Want to Take Academic Overload	Faculty Advisor, then Academic Dean
Parking Ticket	Business Office
Want to Appeal Parking Ticket	Business Manager
Absence from Class	Instructor for that Class
Will Classes be held during Bad Weather	Listen to local radio
Illness or Accident During Day	Infirmary
Illness or Accident After 4 p.m.	Get House Director to Call the Nurse
Bill for Damages	Business Office
When & Where to take Graduate Record Exams	Director of Guidance
Want to hold Social Function	Director of Student Union
Want to hold Function in Science Auditorium	Academic Dean



E. AN HONOR SYSTEM

Underlying the life of the College are certain basic assumptions: that all members of the community on campus are here in good faith to learn and to teach; that the atmosphere is one of respect and confidence in which teaching and learning can be pursued without distraction; that common standards of morality and ethics in academic and personal affairs are accepted by all students, administrators, and members of the faculty; and that all members of the College community are equally responsible for maintaining the moral, ethical, and intellectual soundness of the institution.

The proper embodiment of these assumptions is a total system in which each member of the College community is able to depend upon the honor of the other. You may expect that your professor's presentations will be as objective and as comprehensive as possible; you may expect administrators to be open and direct in their dealings with you and the faculty; and you will be expected to be a person whose word can be trusted and whose actions can be respected.



F. COURTEOUS STUDENT CONDUCT

Methodist College students are expected to be respectful to each other, all faculty members and college officials. Students should comply promptly with a reasonable request of a faculty member or college official. Using abusive or obscene language in any disagreement constitutes a violation of college regulations.

G. GOALS OF METHODIST COLLEGE

1. Methodist College is an undergraduate, liberal arts, coeducational, residential, fully accredited, church-involved college owned by the North Carolina Conference of the United Methodist Church.
2. Methodist College strongly supports the concept of a liberal arts education including the following:
 - a. Students should be given flexibility which is needed to keep pace with the changing world and choice to design their own academic program within the limits of a broad liberal arts education.
 - b. The faculty must continue working towards a flexible curriculum keeping pace with a changing world.
3. Students should be encouraged insofar as possible or practical to choose the quality of their campus life and make rules to govern themselves within these standards so long as these standards are reasonably compatible with the expectations for the other constituencies of the College - the alumni, parents, trustees, United Methodist Church, administration and faculty and the residents of Fayetteville.

If student activity falls below such standards and students make no effort to control themselves or to establish a reasonable quality of student life, then the administration will act. Certain minimal standards are expected of all students. The following are not intended to be a list of all college basic standards, but are intended to be representative of the minimal quality of student life which the College expects.

- a. Use and possession of alcohol by Methodist College students is strictly forbidden.
- b. Improper or illegal use of drugs or prescriptions is strictly forbidden.
- c. There will be no open dorms.
- d. There will be closing hours on women's dorms.
- e. All college activities will be chaperoned.
- f. Conduct befitting a lady or gentleman in today's world is expected of each student.

It is understood that there will not be total agreement on rules or standards. Rules should be fundamental and broad, leaving interpretations to be based upon time, place and individual circumstances. Specific regulations dealing with conduct are detailed elsewhere in the Student Handbook.

Students should know that "what is an acceptable standard" is a judgment. Methodist College must make this judgment if necessary, but we insist that students make it if possible.

Methodist College is willing to discuss and change the limits when the need arises. Ultimately, the limits must be compatible with a Methodist concept of life.

A person out of harmony with the College goals will be given every opportunity to understand and make

adjustments to the College philosophy. Continuing deviation in behavior and attitude that becomes disruptive to purposes of the College will not be tolerated, however.

When a student makes application for entrance to Methodist College, one thereby understands and agrees that the College reserves the right to exclude the student at any time if the conduct or academic standing is regarded by the College as undesirable, without assigning any further reason. It is understood and agreed that the College, or any of its officers or faculty, shall not be liable in any way for such exclusion.

H. AN HISTORICAL STATEMENT

Methodist College was chartered on November 1, 1956, as an institution dedicated to academic excellence and the Christian concept of life. The College is jointly sponsored by the North Carolina Conference of the United Methodist Church and the Methodist College Foundation of Fayetteville. Each has contributed to the capital development as well as the sustaining program.

In February of 1957, the college site of 600 acres was formally presented to the trustees by the foundation and in June of that year Dr. L. Stacy Weaver was elected as the first president of the College. Ground was broken for the first building in August of 1958. In February of 1960, the first seven students were accepted for admission. With four buildings completed, the first freshman class of 88 students was enrolled in September of that year. The formal opening service was conducted in the Student Union on September 19, 1960, with Bishop Paul N. Garber as the principal speaker.

In November, 1966, Methodist College received full accreditation by the Southern Association of Colleges and Schools. This accreditation was renewed in November, 1970.

Dr. L. Stacy Weaver was named president emeritus at his retirement on July 1, 1973. Dr. Richard W. Pearce, vice-president and dean of Florida Southern College, then assumed the office of president. Under his leadership the College has continued its pursuit of high academic standards, rejuvenated student life opportunities and increased community and church involvement.

I. THE COLLEGE SEAL

The college seal was designed early in the life of Methodist College. The horse and rider in the center is a reproduction of a picture of Bishop Francis Asbury, the first Bishop of the Methodist Church in America and referred to as the "Prophet of the Long Road." It is also symbolic of his successors, the early Circuit Riding Clergy, in their never-faltering effort to carry the influence of the church into the frontiers of America. Education has from the beginning been a major emphasis of the Methodist Church; therefore, Methodist College is naturally a traditional consequence of its heritage.

The Latin Words "Veritas et Virtus" means truth and virtue. The pursuit of truth is the primary aim of education and this motto introduces the idea of the joining together of education and the Christian virtues of faith, hope, and love.

J. METHODIST COLLEGE ALUMNI ASSOCIATION

The Methodist College Alumni Association, established in 1966, now has over 3,000 members. Its membership is made up of all former students of the College who attended for at least one full year and are in good standing with the College.

The purpose of the organization is to help promote the general welfare of Methodist College and to encourage and stimulate the interest of former students in the College and in each other. The association contributes to the growth of the college through contacting prospective students and by monetary donations.

K. ALCOHOL AND DRUGS

As a church-founded and related school, Methodist College seeks to uphold certain basic standards of behavior. We realize that not all persons accept these standards, but the college expects them to at least respect them so long as they are students here.

It is against college policy to possess alcoholic beverage . Anyone found with alcohol in his possession will be subject to disciplinary action.

Possession or use of any kind of illegal narcotics is absolutely prohibited on the part of Methodist College students. Please notice that the words "on campus" are not included in this policy. Proof of possession or use anywhere by one of our students will render him immediately liable to suspension from the school.



L. CAMPUS SOLICITATIONS

Soliciting of merchandise of any kind is not allowed without prior approval of the appropriate College authority. This policy applies to Methodist College staff, faculty, and student body as well as off-campus interests. Approval authority for on-campus solicitations is as shown below:

Administration Building
Reeves Auditorium
Classroom Areas
All Other Areas

Business Manager
Vice President
Academic Dean
Dean of Students

M. FIRE EVACUATION PROCEDURES

These rules must be strictly observed at the sound of the alarm:

1. Wear coat and shoes.
2. Turn off lights (unless nighttime).
3. Lower all windows.
4. Leave room; close all doors.
5. If you are in an area other than your own when the alarm rings, stay there, borrow the necessary articles, and leave the building with the group in that area and join your own group at their appointed station.
6. Walk quickly - do not run - to the designated stairway and exit.
7. Maintain complete silence during entire evacuation.
8. Proceed to the designated station. Remain silent so that roll can be checked quickly.
9. Remain in your group until an official gives the "all clear."
10. Proceed quietly into the building and return to your own area/room immediately.

SECTION II ACADEMIC INFORMATION

- A. Academic Calendar
- B. Academic Guide for Students
 1. Graduation Requirements
 2. You Enroll in a Degree Program
 3. The Academic Bulletin is a Contract
 4. Where to Get Advice
- C. How Students are Classified
- D. How Students are Registered - Late Registration
- E. Class Schedules
- F. Normal Course Load
- G. Class Meeting Times
- H. President's List and Dean's List
- I. Grading Policy
- J. Grading System
- K. What About Transcripts?
- L. Getting into Class
- M. Class Attendance
- N. Smoking, Use of Food and Beverages
- O. Dropping a Course
- P. Adding a Course
- Q. Avoiding Flunking Out
- R. Repeating a Course Failed
- S. Convocations
- T. Davis Memorial Library

A. ACADEMIC CALENDAR

1978 - 1979

1978

September 1	Friday	(10:00 a.m.) Residence Halls open: Registration for new students begins.
September 2	Saturday	Orientation for new students.
September 3	Sunday	(12:30 p.m.) Registration for continuing students begins. Orientation for new students continues. Last day for all students to register without penalty fee.
September 4	Monday	(1:00-5:00 p.m.) All students meet with Faculty Advisors.
September 5	Tuesday	Classes begin.
September 26	Tuesday	Last day permitted to drop without WF grade.
October 24-25	Tues.-Wed.	Finals for block courses.
October 25	Wednesday	Finals for Science 109 classes.
October 26	Thursday	Student teachers report to assigned schools.
October 27	Friday	New courses begin in Science 109 courses. Mid-term grades are due in Registrar's Office.
November 14	Tuesday	Registration for returning students, Spring Semester, 1978-79.
November 22	Wednesday	Lunch will be the last meal served. Dorms close at 5:00 p.m. for Thanksgiving vacation.
November 26	Sunday	(2:00 p.m.) Dorms open. Supper will be the first meal served.
November 27	Monday	Classes resume.
December 14-20	Thurs.-Wed.	First Semester Final Examinations.
December 20	Wednesday	Lunch will be the last meal served. Dorms close at 5:00 p.m. All dorm students are expected to leave within 24 hours of their last final exam.
December 22	Friday	Graduation exercises.

Mini Course dates have not yet been determined. Students will have one week to drop these.

1979

January 9	Tuesday	(2:00 p.m.) Residence Halls open for new students. Supper will be the first meal served. Registration begins.
January 10	Wednesday	New student orientation and registration for the continuing students begins. Last day of registration for all students without penalty fee.
January 11	Thursday	Classes begin.
February 1	Thursday	Last day permitted to drop classes without WF grade.
February 28	Wednesday	Finals for Science 109 courses.
Feb. 28-Mar. 1	Wed.-Thurs.	Finals for block courses.
March 2	Friday	Mid-term grades are due in the Registrar's Office. New Science 109 course begins.

March 5	Monday	Student teachers report to assigned schools.
March 9	Friday	Lunch last meal served. Dorms close at 5:00 p.m. for Spring vacation.
March 18	Sunday	(2:00 p.m.) Dorms open. Supper will be the first meal served.
March 19	Monday	Classes resume.
April 18	Wednesday	Registration for returning students, Fall Semester, 1979-80.
Apr. 30-May 4	Mon.-Fri.	Second Semester final examinations.
May 4	Friday	Lunch will be the last meal served. All dorm students are expected to leave 24 hours after their last exam.
May 6	Sunday	(10:30 a.m.) Baccalaureate Service. (2:00 p.m.) Graduation Exercises.

Summer School 1979

Term I	May 7 - May 25
Term II	June 11 - July 13
Term III	July 16 - August 17
August 19	Sunday Graduation Exercises.

B. ACADEMIC GUIDE

1. Graduation Requirements

Total of 128 s.h.	G.P.A. of 2.00 or better (a) at MC and (b) on total program, if some credits are transferred.
Academic Major	At least 9 s.h. must be done in residence at MC; "C" average required; no failing grade.
Academic Minor	At least 3 s.h. must be done in residence at MC; no failing grade.
General Education	From 59-63 s.h. work spread over the five academic divisions and 12 subject fields(See Basic Course Requirements in Academic Bulletin).

2. You Enroll in a Degree Program

Whether you plan to stay in college only one year, or one semester, or whether you plan to transfer to another school later, you will enroll in a Degree Program.

Methodist College must exercise academic responsibility for your program and for your academic welfare; it must act as the academic authority for your program. Therefore,

If at any time you wish to take a course or courses at another institution, you must obtain authorization for such action. Go to the office of the Registrar for this purpose. This is not an arbitrary use of authority by the college; it is designed to protect you against possible use of time and money that may not advance your Methodist College degree program. It also provides assurance that any course approved will be transferable for credit. The idea is not to prevent you from taking work elsewhere; only to insure that it will fit acceptably into your Methodist College program. It also allows you to attend the other college as a "transient" and not be required to fulfill all of its own student admission requirements.

3. The Academic Bulletin is a "Contract"

This is the official statement of the College's academic program and requirements.

Every student has the right to elect to be governed by the requirements set forth in the bulletin in effect for the year in which Methodist College is entered or that one in effect during the year in which he/she graduates. But it is a complete "package deal." There can be no mixing of the requirements, or of programs.

Although the college exercises a supervisory and guidance responsibility on behalf of the student, the latter is, in final analysis, the one who is fully

responsible for his/her program and for seeing that he/she is moving properly toward attainment of an academic goal. Every student should read carefully all academic requirements and other appropriate information in the bulletin. Ignorance cannot be an excuse.

4. Where to Get Advice

Academic Help

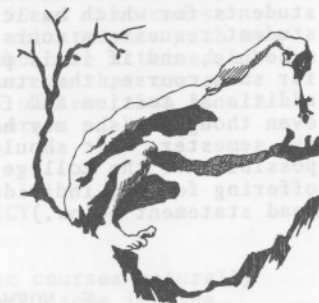
Every student is assigned a faculty advisor, who is ready to assist in the planning and oversight of the student's academic program. If the entering freshman already knows what subject field will be the academic major, he/she is assigned (as often as possible) a faculty advisor from that department. If one does not know what subject field to use as the major, he/she will be assigned at random. You may later request reassignment when choice of major is determined. Students entering the Teacher Education program in secondary school education will be assigned to an additional advisor in that program, as well as having an advisor in the subject field of their academic major. The Faculty Advisor:

- Reviews the student's academic program and must approve semester schedules prior to registration. Must approve any changes in the student advisee's program.
- Advisees student on academic problems of all kinds.
- Can be of great help with personal problems.

C. HOW STUDENTS ARE CLASSIFIED

Students at Methodist College are identified as Freshmen, Sophomores, Juniors, or Seniors according to the number of semester-hours of academic work they have completed. The schedule is as follows:

Freshmen	0 - 30 s.h.
Sophomores	31 - 62 s.h.
Juniors	63 - 94 s.h.
Seniors	95 -128 s.h.



D. HOW STUDENTS ARE REGISTERED - LATE REGISTRATION

Once each semester - usually a bit after the mid-semester point - students who are already in college and

continuing their programs are provided a special day to register for the next semester. No classes are conducted on the day of registration and the entire faculty and student body set up shop in the Student Union for registration procedures. Students are scheduled by classes and by alphabetical groups, to avoid long waiting lines. Prior to the day of registration each student must confer with the faculty advisor about the proposed schedule of courses for the following semester and have the advisor sign the schedule form. Continuing students who do not register on this occasion must wait until a later date to do so in the Registrar's Office and must be charged a late registration fee. They also run the risk of finding that specific classes they want or need have been closed because of full enrollments. College bulletin boards should be checked regularly for announcements of registration dates.

Any student, entering or returning, who fails to register prior to the first meeting of classes, and who registers late (within the calendar deadline set for final registration), not only is subject to a late registration fee but may be counted as "absent" for all class meetings held prior to entrance into the class. This matter is at the discretion of each instructor (see statement on "Class Attendance" elsewhere in this Handbook.)

E. CLASS SCHEDULES

Each semester the Registrar will prepare and distribute to students via campus mailboxes, a copy of the official schedule of classes. This schedule will show the course number and title, the time and the place at which the class meets, the name of the instructor (if possible), and the academic credit-hour rating of the course. Students use this information in making out their own proposed individual schedules for the following semester in consultation with their faculty advisors.

The college, in adopting its official schedule of classes, fulfills all instructional obligations to students for which basic tuition is charged. If any student requests a course which is not on the official schedule, and if it is possible to make the arrangements for such course, the student is obligated for full additional tuition and fee charges for that course, even though he/she may have paid the basic tuition for the semester. It should be remembered that it is rarely possible for the college to provide a special course offering for the individual student. (See Normal Course Load statement below.)

F. NORMAL COURSE LOAD

Because a student must acquire 128 semester-hours of academic credit to qualify for a Methodist College baccalaureate degree, an average course-load per semester for four regular academic years, would be 16 semester-hours. However, extensive educational studies have shown that the average student may handle up to 17 semester-hours of course requirements per semester with

reasonable hope of success. If the student attempts more than this, the chances of earning academic distinction may lessen. The College does not wish to discourage the superior student, or the more mature student, and will permit an academic overload only if the student has shown by academic performance that he or she is capable of extra work. If a student has made the Dean's List (grade-point-average of 3.2 or better) in any semester, up to 18 s.h. of course work may be taken the following semester with the approval of the faculty advisor. Any student attempting 19 or more semester-hours must have the recommendation of his/her advisor and the approval of the Academic Dean. Any amount of work beyond 17 semester-hours undertaken must be subject to additional tuition charges (see section on Basic Expenses in the Academic Bulletin).

Any student in the regular college program who registers for 12 or more semester-hours in any semester is classed as a "fulltime student" and is subject to all basic tuition and fee charges. These charges cover the academic program up to and including 17 s.h.

G. CLASS MEETING TIMES

Monday-Wednesday-Friday	Tuesday-Thursday
8:30-9:20	8:30-9:45
9:30-10:20	10:00-11:15
10:30-11:20	11:30-12:45
11:30-12:20	12:45-1:10 Lunch
12:20-1:10 Lunch	1:10-2:25
1:10-2:00	2:35-3:50
2:10-3:00	4:00-5:15
3:10-4:00	

H. PRESIDENT'S AND DEAN'S LIST

Each semester a "President's List" is compiled of all students carrying a load of 15 s.h. or more who attain a grade-point-average of 4.00 on that course-load. The "Dean's List" includes all students with an academic load of 15 s.h. or more who have attained a grade-point-average of 3.2 or better on that course-load. Students with a course-load of less than 15 s.h. cannot be considered for these honors.

I. GRADING POLICY

Because the nature of academic courses naturally varies (some involve laboratory work; some involve mastery of skills as well as knowledge content; some give a major role to in-class discussion, others depend more extensively on the lecture, and because a great deal of emphasis is now being placed upon what is called "competency education") no single grading policy appropriate to all courses is possible. Each instructor establishes his own policy and is expected to make this information available to students at the

initial class session of the semester. Many provide it in written form on course outlines, syllabi, etc. However, there is a uniform system at Methodist College which establishes the value of an "A" or a "B", etc. See "Grading System" below.

J. GRADING SYSTEM

The quality of academic work done at Methodist College is indicated by the following symbols (quality-point value of symbols shown where appropriate):

Symbol	Meaning	Quality Pts./S.H.
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing	1
F	Failed	0
P	Passed	0
INC*	Incomplete	0
WP	Withdrew Passing	-
WF	Withdrew Failing	-
W	Withdrew	-

*A temporary grade which must be removed within one semester. Until its removal it must be valued as an "F" in g.p.a. computation.

NOTE: See also other items in this Handbook entitled "Avoiding Flunk-out."

K. WHAT ABOUT TRANSCRIPTS?

A transcript is the official college record of your academic performance and credits earned. Instructors report student grades to the Registrar who records them and sends out grade reports when appropriate. If you get your degree and wish to enter graduate school, the transcript of your Methodist College record must be sent directly from our Registrar to the registrar of the graduate school. Or, you may wish to have a copy of your record sent to a prospective employer. If you wish to transfer to another college before completing your program here, a transcript must be sent to the admitting institution. You must request and authorize the Registrar to send out such reports. Go to the Registrar's Office and fill out required forms. The first copy of a transcript is sent out without charge. A fee of \$1.00 is charged for each subsequent copy of your record that you wish to have mailed to any recipient.

L. GETTING INTO CLASS

When you have properly registered for any given semester and satisfied all financial obligations, you

will be issued Class Cards - one card for each of the courses you will be taking. This card must be presented to the instructor at the first meeting of the class you attend. It is your "ticket of admission." The instructor has been asked to refuse admission to class of all who do not have these cards. Don't be offended if he finds it necessary to send you back to the business office or the registrar if you do not have your class card.

M. CLASS ATTENDANCE

The college policy on class attendance requirements is published in the Academic Bulletin. Read it carefully. Requirements may vary from instructor to instructor, or from department to department.

Every instructor will furnish you at the beginning of the semester with a written statement of attendance requirements for class. This may be included as part of a course syllabus or outline, or it may be distributed as a separate item. If you don't have one for every class, ask the instructor for a copy.

If you exceed the allowable number of absences in any class, the instructor may recommend that you be dismissed from the class. This carries with it an automatic grade of "F".

If you are absent from a class or classes, always check with the instructor to find out what material was covered and missed by you, or what assignments were made, or what special assignments you may need to fulfill to make amends for your absence. Don't depend on fellow students for such information. They may have more problems than you do! Remember, it is your responsibility to seek out the instructor to explain absences, ask information, etc. The instructor is not obligated to seek you out.

The authority to excuse students from classes in cases of public request, college-sponsored activities or family emergencies may be delegated to the Dean of Students. This privilege does not apply, however, to any student who has missed the equivalent of six sessions of a regular 3 semester-hour class which meets three days a week, or four sessions of a 3 s.h. class which meets two days per week. If the student loses the privilege of being excused by the Dean of Students, the decision to excuse that student from class lies with the appropriate instructor.

N. SMOKING, USE OF FOOD AND BEVERAGES

Smoking and/or consumption of food or beverages is not permitted in classes or in college auditoriums. The college has sought to provide adequate and proper means for such activities. Smoking is permitted in hallways and lobbies of instructional buildings and the Fine Arts building, and coin-operated dispensers of refreshments are available in the basement of the classroom building. A specific area of the library has been reserved for smokers.

There are very logical reasons for these regu-

lations: smoking has been officially ruled as dangerous to health (U.S. Surgeon General). Research has now shown that non-smokers can suffer the same health hazards as smokers if exposed to tobacco smoke. In group situations the non-smoker is at the mercy of the smoker unless the latter is considerate enough to refrain from this activity. Further, if the educational activity being carried on in a classroom is really serious and fulfilling its purpose, the use of the classroom for eating and drinking is not appropriate and creates unnecessary problems of hygiene and cleaning. Use of the classroom as a snack bar or refreshment center is not conducive to the most serious concentration on learning.

O. DROPPING A COURSE

If you think you should drop a course you should consult first with your faculty advisor. Then, if it still seems advisable, you must go to the Registrar's office and take formal "drop" action. There will be an extra charge for this. You do not "drop" a course simply by ceasing to attend class meetings. In such circumstances you would be counted as absent from each class session missed and be subject to penalties when your absences exceed the allowable limits. See the college's Academic Calendar (Academic Bulletin and on official bulletin board) for deadline dates for dropping courses without an automatic "WF" penalty.

P. ADDING A COURSE

If, after registering you decide you should add a course, consult your faculty advisor, check the Academic Calendar for the last date students will be permitted to enter any class, and see the Registrar. If the added course means you would be enrolled in more than 17 s.h. of academic courses, you will need to get special permission for the overload (see Academic Bulletin) and pay additional tuition charges. There will also be a routine charge for "drop-add" action.

If circumstances arise in which the college finds it necessary to change class assignments or make changes in your schedule (involving a "drop-add" situation) you will not be subject to any special charge for the change.

Q. AVOIDING FLUNK-OUT

In admitting you as a student, Methodist College has expressed its faith in your ability to achieve academic success. Our whole effort is dedicated to helping you realize that aim, although you know very well that your determination and dedication will be the dominant factor in this outcome.

The student who qualifies for a Methodist College degree must achieve at least a "C" average on all academic work. We use a system involving what we call "quality-points" to show how well you are progressing toward that degree goal. Each letter grade awarded carries a certain quality-point value. It is figured as follows:

Grade	Point-Value
A	4
B	3
C	2
D	1
F	0

To derive the number of quality-points you have earned we multiply the credit-value of each course (2 s.h., 3 s.h., etc.) by the number of quality-points your grade is worth. For example, if you earned an "A" in a 3 s.h. course you would get 12 quality-points. A "B" grade would earn 9 quality-points, etc. Now, since you must complete 128 s.h. of course work at a "C" average, or better, this means that at the end of your senior year you should have at least 128 time two, or 256 quality-points.

You may not start right out as a freshman and get a "C" or better average on all your courses, but we expect you to improve steadily. We will watch your progress and if you are headed for trouble, we will step in and try to help. We have a system that involves two categories of students who get into this kind of difficulty. In the first semester of deficiency such students are placed on "Academic Probation." That is a warning signal. If students on "Academic Probation" do not within one semester bring their academic record to the required level they then are placed on "Strict Academic Probation." That's when we step in and impose certain conditions.

Let's look first at the standards you must meet in order to avoid "Strict Academic Probation" and then we'll explain the conditions that are imposed on those who fall into that category. We base all "probation" on any deficit in quality-points shown by the student's record. First, at any time the student's academic record falls below the required "C" average (expressed in terms of a 2.00 grade-point average) that student will be placed on "Academic Probation." However, if the student's quality-point deficit reaches certain figures, he/she may at any time be placed on "Strict Academic Probation." The quality-point deficit is related to the number of semester-hours of academic work attempted. The student will be placed on "Strict Academic Probation" if:

1. After attempting 15 s.h. of work he/she has a quality-point deficit of 15 or more.
2. After attempting 16 to 30 s.h. of work he/she has a quality-point deficit of 21 or more.
3. After attempting 31 to 46 s.h. or work he/she has a quality-point deficit of 18 or more.
4. After attempting 47 to 62 s.h. or work he/she has a quality-point deficit of 15 or more.
5. After attempting 63 to 78 s.h. or work he/she has a quality-point deficit of 10 or more.

6. After attempting 79 to 94 s.h. of work he/she has a quality-point deficit of 5 or more.
7. After attempting 95 to 110 s.h. of work he/she has a quality-point deficit of 1 or more.

What happens when the student is placed on "Strict Academic Probation"? The student then must conform to the following requirements:

1. Repeat all grades of "F" in required courses as soon as scheduling permits.
2. Repeat all grades of "D" where advisable.
3. Be ineligible to participate in intercollegiate athletics, intramural sports, hold student office or participate in other extracurricular activities.
4. Report regularly to a special faculty advisor who will supervise students placed on strict academic probation.
5. Strive to substantially reduce his/her quality-point deficit.

Failure to comply with any one of the above five requirements may result in immediate suspension. If a student is suspended twice for academic reasons, the second suspension shall constitute dismissal and the student shall be permanently ineligible to return to Methodist College.

That's it! If it sounds demanding, the student must remember that if he or she fails to achieve some kind of academic self-discipline the college must take over in the student's own interest. It is designed only to insure the maximum possibility for academic success and is based upon years of experience which has shown quite clearly what conditions are essential to that success.

R. REPEATING A COURSE FAILED

Any failing grade you receive is going to pull down your grade-point average. Methodist College tries to make it as easy as possible for you to redeem yourself. We have a policy of permitting a student to repeat a failed course and using only the grade received on the repeat effort (the most recent grade received in any course always becomes the grade of record).

If a student wishes, he/she may repeat any course, regardless of grade received initially. However, he/she must be assigned the grade received on the most recent effort. If a student repeats a course in which the initial grade was "D" and happens to fail the course on the repeat attempt, he/she is 'stuck' with the failing grade; you cannot "Decide to keep the 'D'." There can be no choosing among grades.

An important point to remember is that, if you transfer academic credits to Methodist College from another institution, those grades transferred cannot change your grade-point-average on work done at Methodist College. You must still achieve a 2.0 or better average on your total college record, as well. This includes grades transferred. In other words, if you fail a course at Methodist College, you should repeat it at Methodist College, to improve your Methodist College record.

S. CONVOCATIONS

Each semester Methodist College sponsors, in cooperation with the entire college community, a series of cultural enrichment programs. These are planned or selected for their educational, informational, and entertainment value.

In addition, they provide the one opportunity for the college community to gather together for announcements, award of honors, student performances, and faculty contributions.



At the beginning of each semester, each student will be given a schedule of the various convocation programs. Each will be assigned a value of from one (1) to three (3) points. All full-time students are required to attend a sufficient number of convocations to accumulate a total of sixteen (16) points each semester. This is a requirement for graduation. Students engaged in student teaching or observing need only obtain 50% of the normal requirement.

In each semester there will be a sufficient variety in the number of programs, content, and scheduling to provide each student ample opportunity to accumulate the required sixteen (16) points. If, however, a student does fall short of the requirement there is the alternative of either paying a monetary fine of \$2.00 for each point short of the required sixteen (16) or fulfilling a writing assignment, the content and length to be determined by the Dean of Students.

T. DAVIS MEMORIAL LIBRARY

The library is the heart of the college's intellectual life. A variety of materials in all subject area is available to serve the academic needs of students and faculty.

These resources include approximately 66,000 volumes of which 5,500 are general reference works and almost 6,000 bound periodicals; 404 periodical subscriptions; 14 North Carolina, out-of-state and foreign newspapers and several thousand pamphlets, including State and Federal government documents covering a wide range of subjects; 1,880 microfilm reels; 1,550 music scores; 1,800 recordings of music and literature.

A Teaching Materials Center in the Classroom Building contains audio-visual equipment, filmstrips, tapes, records, etc. as well as a children's literature collection and teaching aids for the teacher education program.

A. FINANCIAL AID

Scholarships and financial aid are available and are awarded to students on an annual basis. All students must, therefore, submit financial aid applications for each year they expect to receive aid. Students must submit either the Family Financial Statement or the Financial Aid Form. We recommend that these forms be submitted to the appropriate need analysis service by March 1 of each year. Renewal or continued financial aid will be contingent upon financial need and satisfactory academic and character performance during the previous semester.



The college maintains work-study employment programs for qualified students. In order to be eligible for work-study a student must have demonstrated financial need as well as needed work skills. Applications are available from the Financial Aid Office.

All students who wish to receive financial aid must apply for a Basic Educational Opportunity Grant. Applications are available from the Financial Aid Office.

The college reserves the right to apply any reimbursement against any unpaid balances currently due on the student's account.

B. BUSINESS MANAGER

The Business Manager is the financial manager of the college. He supervises the overall operation of the Business Office, the maintenance section, security, and all custodial work.

C. COMPTROLLER

The Comptroller is responsible to the Business Manager for the fiscal operations of the college. He directly supervises the receipt/payment of cash for Accounts Receivable, Accounts Payable, student accounts, and financial reports.



D. FEES AND CHARGES

All fees and charges for the semester (Spring and Fall) are payable in advance at the Business Office. All financial obligations for the semester must be satisfied by the end of the first day of classes. Registration is not completed until all bills are settled. Transcripts or other statements of work completed will not be released by the Registrar until all charges at the Business Office have been satisfactorily cleared.

E. STUDENT ACCIDENT AND SICKNESS INSURANCE

The Executive Committee of the Board of Trustees has authorized the installation of a student accident and sickness insurance program which provides appropriate coverage in these areas. Each student enrolled will be billed for the annual premium to provide protection during the academic year. The plan provides protection 24 hours per day during the term of policy. Students are covered on and off the campus, at home, or while traveling between home and college, as well as during interim vacation periods. Students are also protected up to 48 hours for actual travel time while enroute between home and college prior to the opening and closing of the regular academic term.

This insurance supplements the services of the college student health program. The plan provides up to \$1,000 to cover cost of medical treatment, as the result of accidental bodily injury sustained in each separate accident. Furthermore, this group policy has an accidental death benefit of \$1,000 plus dismemberment schedule up to \$1,000.

If a student requires hospitalization because of sickness, the actual expenses of the treatment shall be paid according to the following benefits:

1. Room and Board not to exceed 30 days, daily rate up to \$15.00.
2. Miscellaneous hospital expenses, including ambulance service, up to \$150.00.
3. Surgeons' fees for operations due to illness from \$5.00 to \$200.00 according to surgical schedule.
4. Physicians' fees \$3.00 per visit, one visit per day, for sickness not requiring surgical operations, while confined as a hospital inpatient, maximum of \$90.00

F. DAMAGE DEPOSIT

Methodist College requires that upon enrolling in the college each resident must pay a \$40.00 damage deposit. This deposit is held in escrow to cover damage charged to that student. If a student is billed for any damages he/she is required to immediately pay whatever amount is necessary to maintain the damage deposit at the \$40.00 level.

This deposit remains in the Business Office throughout

a student's career at Methodist College. It is refunded only when a student permanently leaves the college (graduation, transfer, etc.) and the appropriate Dean certifies that there are no damages to the room.

G. DAMAGE ASSESSMENTS

The college cannot absorb the costs of unwarranted damages and vandalism that occur in the dorms through the school year. Therefore, every student is held responsible for his or her room. Any damages that occur to the room will be charged to its occupants, unless they can prove another person to have been the cause. "Wind" cannot be accepted as an excuse for not paying for a broken window.

Likewise, students are held responsible for the care of the area of the dormitory in which they live. Damage to the halls, restrooms, or lobbies will be charged to the perpetrator or in cases where the perpetrator(s) cannot be identified, the repair costs will be pro-rated among the occupants of that hall or area of the dormitory.

An additional key deposit of \$2.00 is assessed by the dorm directors. When an occupant leaves campus permanently without turning in the key, a charge of \$10.00 is rendered for replacement of the tumbler.

H. FEES, TUITION, ROOM AND BOARD

The cost of fees, tuition, room and board are as shown in the catalog. All such costs are due and payable prior to the end of the first day of classes.

All students are encouraged to make necessary financial arrangements prior to arriving for the first day of classes. Class cards will not be issued nor will you be allowed in class until all financial matters are properly dispensed with.

Those students (resident) desiring private rooms can expect to pay additional monies for that privilege. The cost of a private room will be an additional 50%.

I. CHECK CASHING POLICY

Personal checks may be cashed in the Business Office upon approval of the Comptroller. Personal checks may be cashed either in the Bookstore (for amount of the purchase only) or in the Business Office. A maximum amount of \$25.00 is established per check per day. The Methodist College I.D. card must be shown prior to the check being cashed.

Approximately one month to three weeks before the end of the semester personal checks will cease being cashed. This action is necessary to allow all checks time to clear the banks. A \$5.00 charge will be assessed those students writing checks with non-sufficient funds in their accounts. A second incident during the semester will result in the withdrawal of check cashing privileges and possible disciplinary action.

SECTION IV VEHICLE REGULATIONS

- A. College Responsibility
- B. Eligibility to Operate Motor Vehicle on Campus
- C. Registration Requirements
- D. Proof of Ownership
- E. Display of Permit
- F. Parking Regulations
- G. Traffic Violation
 1. Moving Violations
 2. Fines
- H. Speed Limits
- I. Miscellaneous Regulations



G. Traffic Violations

VEHICLE REGULATIONS

A. College Responsibility

Methodist College does not, nor does any of its employees, assume any responsibility for loss from theft or damage to vehicles parked in college parking.

B. Eligibility for Vehicle Operation

Any student may operate a motor vehicle on campus once it has been properly registered with the Business Office. All motor vehicles (including motorcycles and minibikes) must be registered. Students planning to have a motor vehicle on campus for only a short period of time can obtain a temporary parking permit from the Business Office.



C. Registration Requirements

Every motor vehicle operated on college property at any time (other than by visitors) must be registered

with the Office of the Comptroller. Such registration must be done at the beginning of the year or prior to the time the vehicle is operated on the campus. A \$5.00 fine will be charged for late registration.

D. Proof of Ownership

Each student who applies for registration of a vehicle must provide proof that the vehicle is owned by himself or his parent or guardian, proof of liability insurance (as required by North Carolina law), a valid driver's license, and proof of registration. Falsifying such information shall result in the immediate suspension of the privilege to operate a vehicle on campus and further disciplinary action by the Dean of Students.

E. Display of Permit

Identification stickers are issued. These are to be displayed on the right side of the rear bumper. Any other display of the sticker makes the registration invalid.

F. Parking Regulations

Vehicles are to be parked so that the registration sticker is easily visible from the street. Parking is permitted -- only in marked parking places -- except for the following areas:

1. Any parking spaces marked reserved or numbered.
2. The small lot at the south end of the classroom building. This lot is reserved.
3. The loading dock lot beside the Fine Arts Building.
4. The small parking lot between the Cafeteria and the Library. This lot is reserved for employees.
5. The street leading from the Cafeteria to the Gymnasium and the Boiler Plant. This is a fire lane.
6. No parking is permitted along the curbs painted yellow.
7. 15 minute parking is permitted along any curb painted white.

G. Traffic Violations

The operation of motor vehicles is a privilege granted to students. It may be revoked for cause. Students who receive four (4) traffic citations in any semester will have their privilege to operate a vehicle suspended.

Moving violations such as speeding or reckless driving, are subject to disciplinary action by Student Deans or student courts. In either case, no refund of the registration fee will be made.

Fines: All fines are to be paid to the Business Office.

First Violation: \$2.00

Second and subsequent violations \$3.00 per citation

H. Speed Limit

The speed limit is twenty (20) miles per hour.

I. Other Regulations

Any accident involving a motor vehicle on college property shall be reported to a security officer or to student life area personnel immediately.

When new license plates are obtained in January of each year, students must notify the Business Office of their new license number.

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

SECTION V STUDENT AFFAIRS

A. The Office of Student Affairs

B. Student Services

1. Book Store
2. I.D. Cards
3. Cafeteria Services
4. Health Services
5. Postal Services
6. Snack Bar
7. Guidance and Placement
8. Student Union

C. Student Activities

1. College Functions
2. Athletics and Intramurals
3. Clubs, Fraternities and Organizations
4. Religious Life
5. Homecoming
6. Spring Festival
7. Publications
8. Student Union Board

D. Dormitories

1. House Directory
2. Residence Counselors
3. General Information
4. Visitation Policies
5. Open House

E. Student Government Association

1. Student Constitutions
2. General Provisions



A. THE OFFICE OF STUDENT AFFAIRS

The Student Life Area exists for only one reason: to serve the students of Methodist College. Any problem or concern - no matter how large or small - dealing with the non-academic side of college life here is of deep interest to us. We want every Methodist College student to always feel perfectly free to come to any of the Student Life Area staff (Dean of Students, Dean of Women, Dean of Men, Director of Guidance and Placement, Campus Minister, Infirmary Staff, and Residence Hall Directors and Counselors) with their problems and questions. Your visits will always be welcomed and your conversations treated with concern and respect and held in confidence.

We also want you to feel free to drop in to see any of us whether you have a problem or not. We are not interested just in your problems, but in you as a person. We welcome any opportunity to get to know you better as an individual, and for you to know us.

B. STUDENT SERVICES

1. Book Store

The Book Store is located in the north end of the Student Union. All sales are cash.

During orientation and registration periods, the store 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. Regular hours of sale, which are subject to revision, are as follows:

Monday through Friday
8:00 a.m. to 4:00 p.m.

Saturday
8:00 a.m. to 12:00 p.m.



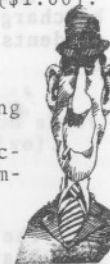
2. Student I.D. Cards

I.D. cards are issued once each year during fall registration. Cost of the card is one dollar (\$1.00). Validation stickers are issued for the spring semester.

These cards are essential for checking out books from the library, admittance to athletic contests and student functions, getting a check cashed at the Business Office, etc. They also grant you free admission to some functions held here at the College, such as performances of the Civic Music Association and the Fayetteville Symphony. The cards are coded to distinguish between boarding and commuting students. Boarding students must present them for cafeteria services.

They are to be shown immediately upon request by an official of the college. Refusal to show your I.D. card when requested to do so will be viewed as a serious offense. I.D. cards are not transferable and the use of another's I.D. card is an offense subject to suspension.

If you lose your I.D. card or have it stolen, immediately report it to the Office of Student Affairs. A replacement card can be obtained from the Student Affairs Office for a fee of \$2.00.



3. College Cafeteria



Students, members the staff and faculty, their families and visitors are extended the privilege of food service during those days when the cafeteria is in operation. Student prices are applicable to all persons except for Sunday lunches when persons other than students enrolled at Methodist College will be charged \$2.25 per plate, tax included. The cafeteria will be closed on college holidays and vacation periods.

a. Weekdays:	Breakfast	7:30 a.m. - 8:30 a.m.
	Lunch	11:30 a.m. - 1:15 p.m.
	Dinner	4:45 p.m. - 6:00 p.m.

b. Weekends:	Breakfast	9:00 a.m. - 9:30 a.m.
	Lunch	12:00 noon - 1:00 p.m.
	Dinner	5:00 p.m. - 6:00 p.m.

The following prices plus state sales tax will be charged eligible participants other than resident students:

Breakfast	\$1.10
Lunch	\$1.60
Dinner	\$1.65
Steak night	\$2.75
Sunday lunch	\$2.25
(Under 12 yrs.)	\$1.75

The cafeteria does not have "a la carte" service. Board charges will not be refunded except in case of withdrawal by a student who has paid board in advance beyond the week of withdrawal.

Shoes must be worn in the cafeteria at all times.

c. Cafeteria Trays

Part of the reason that the cost of board at Methodist College is relatively low is that we do not hire people to clean trays and dirty dishes off the tables after students have finished eating.

Each student is expected to carry his/her own tray to the dishwashing area. Students who persist in leaving their trays on the table will be charged with "obstructing and interfering with the normal operation of the college." Every student will be expected to carry out this minor task of assisting in the smooth and economical operations of the college.

4. Health Services

The college maintains an infirmary with registered nurses are on duty. The services of a physician will be made available to students requiring medical attention. The physician's fee and cost of prescription are paid by the student.

a. Infirmary Hours

Monday-Friday
8:00 a.m.-4:00 p.m.

Weekends
Nurse on call.

Please observe



these hours. In the event of a student illness or injury at a time other than regular infirmary hours, a nurse will be "on call." A schedule for the nurse on call will be posted in all dormitories, cafeteria, infirmary, and college switchboard.

b. Health Blanks

Each student must have a physical examination sheet filled out by the family physician (not a relative). This must be on file in the infirmary.

c. Reporting Illness

(1) Dormitory Students

In case of illness student reports to infirmary during infirmary hours. Illness during the night should be reported to the House Director. She will contact the nurse on call. Emergency situations are handled at any time, day or night.

(2) Off-Campus Student (day students)

Where illness interferes with class attendance, the student should present a note from parent or family doctor to the infirmary nurse.

(3) Special Medications

Individuals who take special medications for allergies, diabetes, etc., must notify the infirmary staff of the problem and the special medications.

d. Medical Information for Instructors

Medical notes from the infirmary may be obtained by the student when the instructor deems it necessary, to explain class absence. Medical notes for dormitory students will be sent to class instructors only when the student sees the doctor or nurse before class is missed.

e. Accident Plan

Read carefully your insurance brochure covering accidents and illness. Claims for insurance should be made in the infirmary to the nurse.

f. Billing for Medical Care

The regular infirmary fee taken from your activity fee entitles each student to the following:

- (1) Bed and linen in the infirmary.
- (2) Infirmary equipment and utilities.
- (3) Service of nurse.
- (4) Regular medication (all except prescription drugs).

The student receiving special medication or medical care will be billed.

NOTE: If you receive a bill from Cape Fear Valley Hospital or Highsmith Rainey Hospital, contact the infirmary.

g. Accident or Illness Away from School

Any boarding student involved in an accident or illness while away from the college should report the same to the infirmary upon return to campus.

h. Transporting Injured Students

No person should be transported from campus to a doctor or hospital without the approval of the college nurse in charge or other college official, except in extreme emergencies. To do so may involve the student, or students, as well as the college, in legal difficulties and may involve the students in financial responsibility for the medical services. In the event of an emergency, notify one of the following immediately: The college nurse, House Director, Dean of Students, Dean of Women, Dean of Men, or Academic Dean. Do not remove any sick person unless one of the above college officials approves such action.

5. United States Post Office
(Methodist College Branch)

Postal service windows will be open for sales and general delivery from 9:00 a.m. to 4:00 p.m. Monday through Friday, and 9:00 a.m. to 12:00 noon on Saturday. Post office boxes are assigned to each student.

The schedule of mail delivery and dispatch for the Methodist College Branch is daily (except Sundays and holidays, no service). Delivery approximately 9:00 a.m. Dispatch at 4:30 p.m.

Please mail packages to the branch office. The mail chute and exterior dispatch boxes are located at the Student Union, Administration Building, and dormitories for the convenience of college personnel. Letters may be dispatched daily, except Sunday, until 4:30 p.m. by depositing them in the exterior boxes.

Campus Mail

The primary means of communication to all members of the Methodist College community is through Campus Mail. Every student, both dormitory and commuter, is assigned a mailbox in the Student Union. The assignment of these mailboxes takes place during registration.

Frequently what appears to be junk mail is found in the Campus Mailboxes. It is strongly advised that when this occurs that you do not discard all items, as there might very well be important information mixed up with the alleged junk mail.

It is the responsibility of each student to check his/her mailboxes each day, preferably in the afternoon.

6. Snack Bar



The Snack Bar is located in the Student Union and is the entrance to the Book Store.

"A La Carte" services are available in the Snack Bar. A full line of sandwiches are available as are french fries, cold drinks, ice cream, candies, gum, crackers, and other items.

7. Guidance and Placement Services

Methodist College maintains a Placement Office with its services available to all graduating seniors and alumni. All services are offered without charge. The Director is available for counseling interviews with students about career choices and information about job opportunities.

All students are urged to visit the Guidance and Placement Office when they become seniors regardless of whether they have immediate need of the service. Students are offered an opportunity to assemble a complete dossier of academic records and recommendations to supplement applications for positions and to have a permanent file for future reference. Pertinent recommendations are far easier to accumulate during the time the student is enrolled. Additional materials may be added at any future date so that information may remain current.

The Placement Office maintains information of positions available for students and arranges interviews on campus with representatives from school systems, business firms, and government agencies. To those seeking employment for which there is little or no campus recruiting, the staff endeavors to provide individual assistance. Information about part-time and summer employment is also provided.

The Placement Office maintains contact with alumni of the school who desire to use its services. Information regarding job vacancies and other pertinent facts is mailed to alumni with reactivated files.

Students are invited to visit the Guidance and Placement Office in the Student Union Building and acquaint themselves with the services provided for them.



8. Student Union

Next to the dormitories, the Student Union is the resident student's home away from home. The Student Union is the center of student activity and is open from 8:00 a.m. through 9:30 p.m. Monday through Friday 9:00 a.m. through 9:30 p.m. Saturday and 12:00 p.m. through 8:00 p.m. Sunday. A student worker or the Union Director is on duty to supervise student conduct and assist all students in any matter pertaining to entertainment or student activity.

You will find no formal rules for your conduct in the Student Union. You are expected to follow the rules of common courtesy, good judgment, and gentlemanly or ladylike behavior just as in every other place on the campus while you are a student at Methodist College.

Granted, this is a place to relax - the privilege is not intended to permit undue public display of affection, awkward lounging positions, abuse of furniture, or any other behavior that is not in good taste or which may be offensive to others.

Located in the Student Union Building are the Offices of the Dean of Students, the Dean of Women, the Dean of Men/the Union Director, the Student Government Association Executive Committee, the Student Union Board, the SGA Senate, the Guidance and Placement Office, and the Campus Minister. Also, found in the Union are the Book Store, the Snack Bar, the Student Mailboxes, the Post Office, and a game room.

The game room is the most heavily used portion of the Union and is frequently the most abused. Located in the game room is a pool table, ping pong table, pin ball machines and fooseball table. Money is required to play all of the games, with the exception of ping pong. Due to the heavy use of the game room and frequent abuse of the equipment it has become necessary to adopt some rules for the game room. They are as follows:

Rules of the Game Room

1. No gambling is permitted.
2. No vile or profane language will be tolerated in the game room.
3. No paper or other foreign objects will be used as a means of preventing the balls of the fooseball table or pool table from returning to the ball rack.
4. Hands will not be used as means of preventing the balls of the fooseball or pool tables from returning to the ball rack.
5. The pin ball machine will not be tampered with in any manner. This includes placing matchbooks or other objects under the legs of the pin ball machine.
6. There will be no sitting on the pin ball machine or pool tables.
7. Pool balls will not be removed from the pool table.

8. Pool cues will not be slammed or beaten upon the table or floor.
9. Chalk for the pool must remain on the pool table.
10. Ping pong paddles will not be slammed on the table and broken.

The above rules are displayed in the game room, and it is expected that all students will abide by them.

The Director of the Student Union is responsible for the operation of the Union. Student workers in the Union are, in the Director's absence, in charge and will be afforded the same respect as shown the Director. It is suggested that should a student be requested by either the Director or a worker to correct his/her conduct it be done rapidly.

It is expected that all students conduct themselves in a courteous manner while in the Union being ever mindful of their contemporaries.

C. STUDENT ACTIVITIES

1. College Functions

College social functions are solely for the college student and his or her date or escort, and are not open to the general public. Any group wishing to sponsor a function should obtain approval through the proper Student Government channels and the Dean of Students. If the function is to take place in the Student Union it will be necessary to notify the Student Union Board. These arrangements will serve to avoid conflicts and lack of coordination for social activities.

2. Athletics and Intramurals

Many opportunities for participation in recreational, intramural, and intercollegiate activities are available for men and women.

The men's athletic program at Methodist College is a member of the Dixie Intercollegiate Athletic Conference and National Collegiate Athletic Association, Division III and fields teams in the following sports:

Cross Country	Soccer
Basketball	Junior Varsity Basketball
Baseball	Track
Tennis	Golf

Both the Conference and NCAA regulations prohibit athletic scholarships.

The women's athletic program at Methodist College is a member of the North Carolina Association of Intercollegiate Athletics for Women and the National Association of Intercollegiate Athletics for Women. The women Monarchs participate in the following sports:

Volleyball	Tennis
Basketball	Softball
Track	

If you have athletic ability in any of the activities listed or you would like to make Methodist College your first try at athletics, you are invited to try out for any of the intercollegiate sports. If you are not interested in becoming a player in the athletic program, then please support your teams by being a loyal spectator.

Methodist College's Intramural Program offers a broad range of activities conducted throughout the entire school year. The purpose of the intramural program is to promote and foster the aims and ideals of intramural activities among the students and to teach the principles of sportsmanship, honesty, and fair play. Each enrolled student shall be eligible to participate in all intramural activities.

These activities include:

football	soccer
basketball	volleyball
softball	badminton
horse shoes	tennis
wrestling	golf
cross country	



Trophies are given to each member of the championships teams and to the individual winners as well. An outstanding intramural athlete is chosen each year.

3. Campus Fraternities and Organizations

There are social and honorary fraternities, and other organizations at Methodist College. All organizations are open to the general student body and a student may become a part of any by request and/or invitation.

By belonging to a fraternity or organization, a student becomes involved in total campus life. Personal enrichment and satisfaction can be found in becoming a member of any of the many fraternities or organizations. There is no limit as to how many organizations a student may belong to, only the student can tell through understanding their individual needs and wants and time available. All students are encouraged to become a part of any of the organizations.

Alpha Xi Delta Fraternity: A national women's fraternity chartered on the campus of Methodist College in the spring of 1974. The Zeta Mu Chapter offers a bond of sisterhood and lifelong friendships to its members, along with an opportunity for leadership training and service to the needs of the campus community.

Alpha Chi: Alpha Chi is a National Honor Scholarship Society which established the North Carolina Mu Chapter on the Methodist College campus in the fall of 1976.

Pi Kappa Phi Fraternity: A men's fraternity founded on the campus during the spring of 1974. Pi Kappa Phi members strive for common loyalty, high standards of scholarship and to uphold the traditions of the college.



Lambda Chi Alpha Fraternity: A men's fraternity founded on the campus during the spring of 1974. Lambda Chi encourages high standards of intellectual, moral and social development among its members.

Panhellenic Council: The Panhellenic Council, a self-regulating body composed of delegates from each of the two sororities on campus, affords cooperation and harmonious functioning of the groups as a unit as well as separate organizations.

Greek Council: The composition of this body is limited to the president's and representatives of the Greek social fraternities on campus.

The Art Club: An organization established for the purpose of promoting art related activities. It aids in organizing art displays both on a professional level as well as on a student level.

The Cheerleaders: A group of women and men dedicated to lending support to all the athletic events at Methodist College. Its members are selected by a panel of impartial judges based on cheerleading abilities.

Economics and Business Club: An active club that is open to all members of the college community. Its membership provides some of the most active events of the college year.

Ethos (Sociology): An organization composed of those students active in sociological areas. Annually Ethos sponsors a field day for underprivileged children and a spring outing for residents of local rest homes.

Foreign Students Association: An association formed to bring the foreign students at Methodist College together, promote cultural activities at the college and local community levels, and act as a channel through which

the Student Government and the college administrators could be informed about the special problems of the foreign students.

Green and Gold Masque Keys: Composed of students sharing an interest in drama. The Masque Keys produce two performances each year, one during the fall semester and the other in the spring.

History and Political Science: Composed of majors and minors of the two disciplines the club seeks companionship and friendship through socialization. Also, the club engages speakers for addresses concerning subjects of interest to the club and conducts field trips to various historical and legislative events.

Koinonia: The ecumenical Christian group of the the college community has its major emphasis on sharing, fellowship, and service to the college community. The group also sponsors the regular Sunday morning worship service held in Hensdale Chapel.

P.E. Majors Club: Composed of those students majoring in Physical Education. Its goals are to promote fellowship through athletics to its members.

Methodist College Chorus: A group of young men and women who are members of the college chorus. An annual tour is conducted to various sites along the eastern seaboard. The chorus has performed at Disney World, the National Cathedral and other points of interest.

Methodist College Stage Band: A performing arts group that conducts at least two concerts each year. Composed of members of the stage band the group plays all types of music.

Methodist College Wind Ensemble: The ensemble performs traditional and contemporary concert band literature as well as some orchestral transcriptions. Membership is open to all interested students without audition.

Monarch Club: Composed of those students earning a varsity letter in a sport. Its goals are to actively support all athletic events.

Science Club: Membership is open to all members of the college community. The purpose of the club is to stimulate interest in various scientific and mathematical fields.

Spanish Club: Stresses activities that are related to the Spanish majors. Also, promotes school spirit through fund raising drives.

Student Education Association: Composed of students majoring or minoring in education.

Before scheduling events and meetings, the presidents of the various organizations are requested to check the college calendar in the Director of the Student Union's office and complete the facility reservation form in Mr. Lowdermilk's office.

Community clubs open to Methodist College students are the Cape Fear Radio Relay Society, Chess Club, and Piedmont Gem and Mineral Society.

4. Religious Life

Koinonia is the religious life organization on the Methodist campus, and the center of the college spiritual community. Under the direction of the Reverend Paul Granger, campus minister, Koinonia coordinates Sunday chapel services, Faith-in-Life Week, weekly Bible Study, weekly prayer breakfast, and the N.C. Conference Minister-In-Residence program.

5. Homecoming

The second weekend in October of each year has been designated Homecoming Weekend. However, the festivities of Homecoming begin on Monday and run through Saturday. There is some activity occurring each night ranging from a Fashion Show sponsored by a women's dormitory to a Bon-Fire one evening. A complete schedule of events is published two weeks prior to the Homecoming Week.

The weekend is aimed toward attracting Alumni back to our campus and demonstrating to them the talents of certain athletic and cultural groups on campus. Saturday is the Big Day with a Sidewalk Chalk Art Contest, a noon picnic, being entertained by the Methodist College Stage Band, the Chorus and the Handbell Choir throughout the picnic. These activities are followed by the traditional soccer game.

The culmination of Homecoming is either a concert or a dance on Saturday night. The format may change on an annual basis, but please be assured that the quality of entertainment will be high.

6. Spring Festival

Spring Festival is a time for unwinding from the rigors of the long winter. The activities of Spring Festival range from a picnic to the annual Miss Methodist College Pageant and a Saturday night dance.

7. Student Publications

SMALL TALK is the campus newspaper. It is distributed free to the students biweekly. "Tapestry" is the literary magazine published once a year. The very best of student prose and poetry is selected and published in this magazine. The "Carillon" is the yearbook published as the annual pictorial record of campus life.

These media are produced by students primarily for the benefit of the college community. They serve as vehicles for dissemination of information, and they provide outlets for student



creativity, dialogue, discussion, expression of opinion, and challenge.

Every student who pays the activity fee both semesters is entitled to a yearbook. Any student who pays an activity fee for only one semester must pay an additional fee by February 1 if a yearbook is desired. Any year book not picked up within 30 days of the initial distribution date becomes the property of Methodist College.

The Publications Center is located in Room C-101 in the Classroom Building. Students wishing to join any publications is invited to stop by and make application with Gwen Sykes, Coordinator of College Publications in C-101. Positions are open to all students.

8. Student Union Board

The Student Union Board is charged with the responsibility of planning, programming, and implementing entertainment for the student body. The Board is composed of volunteer students.

The Director of the Student Union works in close conjunction with the Union Board in all their planning. However, the Union Director does not plan, program, nor implement any entertainment without the approval of the Union Board. The Union Board and the Director of the Union prepare all entertainment paid for by the Student Activity fees which is paid by full time students.

The Student Union Board provides movies, Coffee Houses, dances and concerts. Students are urged to become involved in the Union Board activities. If you are interested, contact the Union Director and he will put you in touch with the Chairperson of the Union Board.

D. DORMITORIES

Dormitory guidelines are periodically revised and updated by the joint House Council under the direction of the Dean of Students and Men, Dean of Women and the House Directors. All rules must be in keeping with College policy and SGA regulations. Violations of dormitory rules may be handled by the appropriated Judicial Board or the student Deans.

The college reserves the right to change dormitory room assignments for any dormitory student. The payment of room fees does not constitute a leasee-leasor contract. While the student is in residence in a dorm, the occupancy of that dormitory room is a use of a college facility. This usage does not give the same latitude as does a leasee-leasor rental contract.

The Residence Halls will be closed during Thanksgiving, Christmas and Spring Holidays as will the cafeteria.

Students must leave within twenty-four hours after their last final exam unless they are a part of the graduation exercises.

1. House Directories

Garber and Weaver Halls

	Weaver	Garber
House Director	Mrs. Huldah Jones	Mrs. Mildred Stanton
TELEPHONES (Area Code 919)		
House Director	488-7612	488-7575
Dormitory	488-6301	488-0020
Pay Phone	488-6301	488-0020

Cumberland and Sanford Halls

	Cumberland	Sanford
House Director	Mrs. Ada Bacon	Mrs. Pauline Scott
TELEPHONES (Area Code 919)		
House Director	488-8496	488-2735
Dormitory	488-0315	488-6275
1st Floor Pay Ph.	488-9813	488-9841
2nd Floor Pay Ph.	488-9850	488-9849

2. Student Counselors

The Student Counselors are one of the first contacts you will make with the campus. They are a member of a program designed to aid the student in his new environment. Chosen for their interest, academic standing and wholesome maturity, they will meet with you and help you become adjusted to campus life. The Student Counselors are upperclass students who form a link between you and the administration. The core of this relationship and program is you. Your cooperation determines its strength. Your student counselors are here to answer your questions concerning curriculum, social affairs, athletics, dorm rules, etc.

In each of the dormitories there are student residence counselors. There is a minimum of one counselor per floor. Students selected for these positions are carefully screened. They attend training classes to prepare them for their responsibilities.

Application for counselor positions are accepted through the appropriate Dean's Office. In order to be considered, applicants must meet the following minimum requirements:

- Have junior or senior status during his/her tenure of office.
- A grade point average of 2.0 or higher.
- Letter of recommendation from two (2) faculty or staff members.
- Recommendation of the House Director.
- Recommendation of the Student Government Association President.

3. General Information

a. Moving In-Out of the Dormitory. Room assignments are usually on a semester basis with the approval of the appropriate Dean. Students who desire to keep a room from one semester to the next must make their reservations prior to the end of the current semester. Those who make advanced reservations may leave their personal belongings in the room between the Fall and Spring semesters.

The following specific rules apply:

- (1) No one is permitted to move into the dormitory without the prior permission of the appropriate Dean.
- (2) Each prospective resident must go through the established check-in procedures before moving in.
 - (a) Present to the House Director proof of the appropriate Dean's approval.
 - (b) Be in possession of a valid Dormitory Student I.D. Card.
 - (c) Pay a key deposit.
 - (d) Pay Dormitory Activity Fee.
- (3) All rooms must be cleared at the end of the Spring semester.
- (4) It is expected that vacated rooms will be left in a reasonable state of neatness.
- (5) Dormitories and rooms are checked within 24 hours after the dormitories close for each semester. Personal property left behind will be removed and disposed of unless prior arrangements have been made through the appropriate Dean.
- (6) Students who move out of the dormitory during a semester must notify the appropriate Dean of their departure date. This is necessary in order to settle your account with the Business Office.

b. Keys. Each student will be issued one (1) room key and a mattress cover. A deposit of \$5.00 is required for both. The deposit will be returned to the resident when the key and mattress cover are returned in good condition. Residents are required to turn their room keys at the end of each semester, even if reservations have been made for the upcoming semester.

c. Securing Valuables. Students must keep their rooms locked at all times. The College is not responsible for loss of personal items. Roommates are urged to cooperate. An engraver is available through the Dean of Students office for use in marking your valuables. You are strongly encouraged to mark your personal items.

d. College Insurance does not cover your personal effects. The college assumes no liability for the security of your effects and urges all students to secure their rooms at all times and to provide themselves with insurance to cover any possible loss.

e. Pets. For health reasons, no pets are to be kept in college dormitories. The only exception is aquariums.

f. Guests. Guests staying in the dormitories must have a host who is a dormitory resident. Arrangements for guests will be made with the House Director. Upon arrival guests are to be checked in and sign the guest register. Guests must abide by the same rules as the host. The host or hostess is responsible for the conduct of their guests.

g. Electrical Appliances. No electrical appliances other than radios, televisions, phonographs, hair dryers, fans, razors, or lamps may be attached to any dormitory electrical outlet. Cooking equipment may not be kept or used in dormitory rooms. Coffee pots and popcorn poppers will be authorized for use in students' rooms provided:

- (1) They are UL (United Laboratories) approved.
- (2) When in use they must sit on an asbestos pad. (These may be purchased at a minimal cost in the housewares department of any variety or hardware store).

Extension cords or other temporary type multiple receptacles or outlets are strictly forbidden.

h. Quiet Hours. Students are expected to maintain reasonable quiet in the halls at all times but especially during the following periods:

	Morning	Evening
Monday-Thursday	Until 12:00 noon	after 7:30 p.m.
Friday-Saturday	Until 12:00 noon	after 1:00 a.m.
Sunday	Until 12:00 noon	after 12:00 p.m.

T.V.'s, radios, and record players operated in the dormitory during quiet hours must be played low enough so as not to disturb neighboring students.

i. Other Residency Stipulations. Any student in the regular college program who registers for 12 or more semester-hours in any semester is classified as a full-time student. All fulltime, unmarried students are required to reside in the residence halls and take their meals in the college cafeteria or live with their parents or spouse. Dormitory students must carry a 12 semester-hour course load. Any exceptions must have the prior written approval of the Dean of Students.

j. Linen Rental Service. The linen company will provide two sheets, three bath towels and one pillow case per student each week for \$18.00 per semester plus \$.72 tax, or \$36.00 per academic year plus \$1.44 tax. These were the rates for the previous school year and are subject to increase. The college linen fee should be paid in advance to the Business Office or paid to the Business Office upon arrival at the College for the fall term. Full-size kapok-filled pillows are also available from the company. The cost for this is \$3.50 plus \$.14 tax (total \$3.64) and the pillow becomes the property of the student. This service is entirely voluntary. Any student participating in any linen service for a period of two weeks is not eligible for any refund.

k. Private Telephones. Students desiring a private telephone for their dormitory room may make arrangements by calling the local telephone company and requesting telephone service. This is not a school service and the securing of telephone, charges for it, etc., is purely a private transaction between the individual student and the phone company.

1. Room Checks. Dormitory rooms will be inspected at least weekly, to preserve cleanliness, fire, and safety standards as well as to determine maintenance needs. All students are expected to cooperate fully to insure cleanliness, sanitation and economy in the operation of the College. Additionally, dormitory rooms may be inspected and/or searched subject to the provisions of 2.04 of the General Provisions of the Student Government Association of Methodist College. Also, the Deans of Men and Women, plus certain other college administrators in the pursuit of their duties may enter any dormitory room after knocking.

m. Security. Personal and property security should be the concern and is the responsibility of every member of the college community at all times. It is recognized however, that added security measures may be necessary for women residents, therefore, the following additional measures have been implemented and apply to the Women's Residence Halls, residents, and visitors.

(1) The women residence halls are locked at 12:00 midnight Sunday through Thursday, and at 1:00 a.m. on Friday and Saturday. The halls open at 7:00 a.m. daily. After closing hours no one but the security guard or the House Director may open the doors to let residents in. The end doors may not be used at all after the night locks are set by the House Director at 7:00 p.m. during the summer months, at 5:00 p.m. during the winter months.

(2) Security Guard Hours:
Weekdays 12:00 midnight - 5:00 a.m.
Weekends 1:00 a.m. - 6:00 a.m.

A security guard resumes duty in the lobby after locking the doors. He performs periodic safety checks, lets residents and preregistered guests in or out and brings all emergencies to the immediate attention of the House Director. He is not authorized to use the intercom to page residents after closing hours.

(3) Locator/Sign-out System.

Locator/Sign-out cards are kept in a metal rack in the dorm office. At the beginning of the semester each student has to fill out her card and use it to show whether she is in or out of the dormitory:

Black Square: OUT of the dormitory

Blank: IN the dormitory

After 7 p.m. turning the card to the proper corner is mandatory. Office workers, guards, and staff member rely on this information.

After the guard leaves in the morning, there is no admittance until the dorm is officially unlocked at 7:00 a.m.

(4) Dormitory Office. The office is open 24 hours to give residents access to their locator cards. Office workers to answer phone calls and/or relay messages are on duty:

Sunday - Thursday 7:00 p.m.* - 12:00 midnight

Friday - Saturday 7:00 p.m.* - 1:00 a.m.

NOTE: During Open House the office is staffed.

* Starting hours are subject to change.

n. Dormitory Office Telephones. Incoming calls for residents have to be limited to brief messages. No collect calls may be accepted on this number. Violators will be severely fined. Since dormitory offices are seldom staffed before 7:00 p.m., it is wise to contact the resident you wish to see by phone before your arrival.

o. Intercom. The system may only be used by college staff members of office workers.

p. Restricted Areas. The immediate proximity of Women's Residence Halls, i.e. - areas under windows or between buildings and retaining walls and steps at the east and west end doors - are restricted areas for members of the opposite sex at all times.

After closing hours, the sidewalks in front of the dorms are "off limits" and the front patio may only be entered to escort a resident to the door.

Male visitors are restricted from the dormitory office at all times. They are restricted from dormitory kitchens unless accompanied by a resident.

Women visitors may not enter the halls unless they are accompanied by a resident at all times.

4. Room Visitation Policy



Methodist College does not permit students to have visitors of the opposite sex present in their dormitory rooms. Violation of this policy is a suspendable offense. The only exceptions to this policy are as follows:

1. On occasions males may assist women students in taking heavy luggage to or from the female student's dormitory room. Permission must be obtained from the House Director prior to the male student's going on the hall.

(Females are not needed, or permitted to visit, male student's dormitory rooms to help them pack or unpack their belongings.)

2. During the authorized and announced open house periods, dormitory rooms are open for visitation. Room doors must remain wide open at all times during the open house and the room fully lighted.

Dormitory officers and/or residence counselors will be present as chaperones during Open House.

5. Open House

An open house policy was approved by the Methodist College Board of Trustees for the purpose of providing a social outlet for those students who remain on campus during weekend breaks from classes. It should be noted that this privilege is extended to the student body only as long as it is exercised in a responsible manner.

"Open House" is a planned social event. It is an occasion when the dormitory residents may invite other than regular occupants to visit. The atmosphere of the event should be one of receptivity and hospitality. The open house period is to be conducted in a manner which is consistent with the philosophy and goals of the college. These are stated in various college publications. Persons whose behavior is found to be contrary to the standards explicit in these statements will have their visitation privileges revoked at the least.



In as much as Open House is a social function the direct responsibility of conducting the program rests with the dormitory officers. It will be the responsibility of the assigned officer to insure compliance with the established policies.

The following minimum guidelines are to be followed during open house:

- A. Conduct befitting a lady or gentleman in today's world is expected of each student.
- B. All guests will be signed in and out of the dormitory guest register.
- C. The host or hostess is responsible for the conduct of their guest and must accompany the guest at all times while they are in the dormitory.
- D. When a member of the opposite sex is present in a room, the door must be opened fully.
- E. Rooms must be well lighted.
- F. Open house hours will be as follows:

Friday	6:00 p.m. to 11:30 p.m.
Sunday	2:00 p.m. to 5:00 p.m.
	6:00 p.m. to 11:30 p.m.

- G. Changes in the schedule of open house must be approved by the appropriate Dean. This authority may be delegated to the House Director.

E. STUDENT GOVERNMENT ASSOCIATION

The Student Government Association at Methodist College is the largest organization on campus, as it includes each and every student in its membership. The SGA is student self-government that is run by the students for the students.

The governing body consists of three branches: Executive, Legislative, and Judicial. Each student is a "citizen" of the association and is subject to the by-laws and regulations of the SGA Constitution.

Its purpose is to unify, protect, and defend the rights and liberties of all its members within the guidelines of college policy, and to provide constructive student-life activities with the best interests of the students in mind.

1. Student Constitutions

Copies of the Constitution of the Association of Women Residents of Methodist College and the By-Laws of the Student Government Association are on reserve in Davis Memorial Library. They may be checked out for 24 hour periods.

Additional copies are available from the following offices:

House Director
Student Government Association
Dean of Students

2. Acts of the Student Government Association Senate include:

- Delineation of punishment
- Restriction of campus areas
- Hazing
- Cheating
- Stealing
- Vandalism
- Disruption of the peace
- Possession of alcoholic beverages
- Indecent behavior
- Student responsibility
- Perjury
- Contempt
- Violation of court sentence

Copies of the General Provisions of the Student Government Association of Methodist College may be secured from the circulation desk at Davis Memorial Library, in the apartment of each house mother, from each dorm president, and in the offices of the Student Government Association located in the Student Union.

METHODIST COLLEGE ALMA MATER

LOIS JANET LAMBIE

Hail to thee, our al - ma Ma - ter! Raise we now our hearts to thee,

Sing - ing forth our high - est prais - es, Pledg - ing our deep loy - al - ty

Green shall grow thy fields of learn - ing; Gold shall glow thy torch of truth,

Meth - od - ist Col - lege, God go with thee Now and thru e - ter - ni - ty

Methodist College students adopted this song and the Board of Trustees approved it in 1967 as the official "Alma Mater".

Dr. John O. Tobler and the Student-Faculty Committee worked on this project for a year. Miss Lois Lambie, a friend of the college and teacher at Seventy-First High School, wrote words and music.

"Hail to the, our Alma Mater!
 Raise we now our Hearts to thee
 Singing forth our highest praises,
 Pledging our deep loyalty.
 Green shall grow thy fields of learning;
 Gold shall glow thy torch of truth.
 METHODIST COLLEGE, God go with thee
 Now and through eternity."

