MONARCII Handbook

Methodist College 1981-82



1981-82 CALENDAR

FALL		
August 27	Thursday	6:00 PM Dorms open for CLEP Students
August 28	Friday	8:30 AM CLEP Examinations 10:00 AM Dorms open for Orientation Staff
August 29	Saturday	8:30 AM Student Orientation & Registration begins
September 1	Tuesday	Classes begin
September 8-9	Tuesday/Wednesday	Last day to begin a class
October 7-10	Wednesday-Saturday	Homecoming Week
November 18-19	Wednesday/Thursday	Registration
November 20	Friday	Thanksgiving Holidays begin
November 30	Monday	Classes resume
December 11	Friday	Christmas Dinner & Dance
December 14	Monday	Exams begin
December 18	Friday	Graduation
SPRING		
January 9	Saturday	8:00 AM Registration begins
January 11	Monday	8:00 AM Classes begin
January 18-19	Monday/Tuesday	Last day to begin a class
January 24-29	Sunday-Friday	Faith in Life Week
February 13	Saturday	Valentine's Dance
February 26	Friday	Spring Holidays begin
March 8	Monday	Classes Resume
March 15-20	Monday-Saturday	Greek Week
March 29 - April 3	Monday - Saturday	Spring Festival
April 11-17	Sunday-Saturday	Fine Arts Festival
April 14-15	Wednesday/Thursday	Registration
April 26	Monday	Final Exams begin
April 30	Friday	Final Exams end
May 2	Sunday	Graduation

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A WELCOME From The President of the Student Body

As we start the new academic year at Methodist College, we can see a coming trend. Our country is entering a new era; people bursting with a quest for knowledge, security and patriotism. An era which will undoubtedly play an important role in the direction we go as a country, and as individuals. It is ever so important that we as individuals, take advantage of our college career and grasp all the knowledge available. Even though life is one continuous learning process, these are some of the most important years, for during these years you will lay the foundation on which you will build your careers and lives.

The Student Government Association (SGA) is here to aid students in any matters which they are directly concerned with. The list of other SGA functions and activities is long, as we are an active organization. With student support and participation, we can have an ever more active and powerful SGA. As SGA President, my main objective is to ensure the quality of student life programs and activities.

So, to you new and returning students, I extend a warm welcome and invite you to participate actively in all student life programs. May God bless and watch over us as we attempt to accept the challenges before us.

Rick Kugelmann SGA President

A WELCOME From The President of the College

Welcome to Methodist College. We hope that you will become involved because involvement is the strength of any experience. You should spend forty hours a week in class and study; that leaves substantial time for pursuing your other interests.

Any organization having more than a few people as members must have guidelines for efficiency. That is the purpose of this handbook. It is the accumulation of twenty years of experience with dorm life at Methodist College and the added experience of administrators on the campus. These guidelines were created by both students and administrators. Their goal was to fulfill the purposes and objectives of the college in considerate and respectful community living.

Not everyone agrees with all the rules; we don't expect that. However, if you have applied and been accepted at Methodist College then you accept these guidelines. We hope you will improve them. We will take immediate action if you abuse them.

We want the student life arena to be a meaningful part of your college experience. It is our sincere hope that these guidelines will set the character of that experience.

If you have questions, ask any administrator. The door is open to both my office and my home. You will be welcome in either.

Dr. Richard W. Pearce President

COLLEGE DIRECTORY

Mailing Address: Methodist College

Fayetteville, N.C. 28301

Telephone Number: (919) 488-7110 For All Faculty and Administration

OFFICE President Vice President Academic Dean Dean of Students Dean of Women Dean of Men Business Manager Comptroller Athletic Director Registrar	William G. Morgan Gene Clayton G. Gordon Dixon	Administration Bldg. Student Union Bldg. Student Union Bldg. Student Union Bldg. Administration Bldg. Administration Bldg. Classroom Bldg. Administration Bldg.	224 239 221 278 272 273 235 234 261 220
Director of Publications	Gwen Sykes	Student Union Bldg.	246
Campus Minister Librarian Director of Admissions	Dennis M. Adams Norma C. Womack G. Thomas Dent	Student Union Bldg. Davis Memorial Library Administration Bldg.	276 227 236
Director of Financial Aid	Donna Holt	Administration Bldg.	231
Director of Evening Division & Alumni Affairs	Nell B. Thompson	Administration Bldg.	237
Director of R.O.T.C.	Major Sid Chambers	Classroom Bldg.	214
Director of Guidance & Placement	John Sill	Classroom Bldg.	254
Faculty Secretary Teacher Materials Center		Classroom Bldg. Classroom Bldg.	253 262
President, S.G.A. Nurse Director of Food Service	Rick Kugelmann Sandra S. Combs Athony Holmes	Student Union Bldg. Infirmary 488-3501 Cafeteria 488-2104	

IMPORTANT TELEPHONE NUMBERS DORMITORIES

GARBER	WEAVER
488-0020 - Office	488-6301 - Office
488-7575 - Director	488-7612 - Director
488-9834 - 2nd Floor	488-9928 - 2nd Floor
CUMBERLAND	SANFORD
488-0315 - Office	488-6275 - Office
488-8496 - Director	488-2735 - Director
488-9813 - 2nd Floor	488-9849 - 2nd Floor

WHERE TO GO TO SEE ABOUT WHAT

YOUR PROBLEM

- 1. Locked out of room
- 2. Need Student ID Card
- 3. Need Car Registration Sticker
- 4. Need a job
- 5. Who is my Faculty Advisor
- 6. Repair to dorm room
- 7. Want to change room or roommate
- 8. Course changes
- 9. Want to take academic overload
- 10. Parking ticket
- 11. Want to appeal parking ticket
- 12. Absence from class
- 13. Will classes be held during bad weather
- 14. Illness or accident during day
- 15. Illness or accident after infirmary clos-
- 16. Bill for damages
- When & where to take Graduate Record Exam
- 18. Want to hold social function
- 19. Withdrawal from school
- 20. Want to hold function in Science Auditorium
- 21. Transcript
- 22. Veterans' Affairs

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 all students to respect them while they attend Methodist College.

It is against college policy to possess alcoholic beverages. 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 these policies. Proof of possession or use will render a student immediately liable to suspension for the College.

SMOKING, USE OF FOOD AND BEVERAGE IN CLASSROOM AND OTHER BUILDINGS

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

WHO TO SEE

- 1. House Director
- 2. Dean of Students
- 3. Business Office
- 4. Director of Financial Aid
- 5. Registrar
- Student Hall Counselor or House Director
- 7. House Director
- 8. Faculty Advisor
- 9. Faculty Advisor, then Academic Dean
- 10. Business Office
- 11. Business Manager
- 12. Instructor for that class
- 13. Listen to local radio
- 14. Infirmary
- 15. Get House Director to call the nurse
- 16. Business Office
- 17. Director of Guidance
- 18. Director of Student Union
- 19. Dean of Students
- 20. Academic Dean
- 21. Registrar
- 22. Veterans Office

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.

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.

RELEASE OF INFORMATION

You, as a student, have certain rights regarding the confidentiality of your student records, in accordance with the Family Educational Rights and Privacy Act of 1974. A basic statement for the release of directory information is outlined in the Methodist College Academic Bulletin 1981-83 on page 7. Copies of the policy

statement can be found in the following offices: President, Dean of Students, Academic Dean, Registrar and Admissions.

The intent of the Family Educational Rights and Privacy Act of 1974 is to provide assurances that (1) a student's personal files will not be released to third parties without legitimate educational interest and, (2) access to records is provided for students with the right to review the records.

POLICIES OF METHODIST COLLEGE

Adopted by the Board of Trustees Nov. 3, 1973.

- 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.
- 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 toward 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.
- 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. 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 will not be tolerated.

When a student makes application for entrance to Methodist College, that student agrees that the College reserves the right to exclude the student at any time his or her conduct or academic standing is regarded by the College as undesirable. A student registering at Methodist College is expected to know the College's goals, purposes and rules

THE OFFICE OF CAMPUS LIFE

The Campus Life Office 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 nonacademic side of college life is of deep interest to us. We want every Methodist College student to feel free to come to any of the staff (Dean of Students, Dean of Women, Dean of Men, Residence Hall Directors and Counselors) with their problems and questions. Your visits will be welcomed and your conversations treated with concern, respect and held in confidence. The office is located in the student union.

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.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association at Methodist College includes every student in its membership. The SGA is student self-government run by the students for the students.

The governing body consists of three branches: executive, legislative, and judicial. Every student is a "citizen" of the association and is subject to the SGA constitution, by-laws and regulations.

The SGA's purpose is to assist the student to understand college life and college requirements, to maintain student judicial boards, to advocate change and improvements, and to facilitate and expedite the students college experience.

STUDENT UNION BOARD

The Student Union Board is the student-run organization which plans and implements the general entertainment for the student body. The board is composed of volunteer students that work on such committees as Dance & Concerts, Cultural Affairs, Student Union Decorations for all the social functions, Coffee House, Feature Films, Dinner Theater, Hospitality, Recreation & Publicity. The Student Union Board is a very active and social minded group. The students who

participate as members of the board, learn a great deal about themselves and others in their working relationships as a cooperative effort to plan these social experiences. Through their efforts, these students make the college entertainment what it is. The Union Board needs participants, performers, planners and workers. If you are looking for a way to "get involved and take a leadership role" then the Union Board is definitely a place for you. The Dean of Students is the advisor for the Board, so contact him for further information.

STUDENT PUBLICATIONS

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

Every student who is paying an 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 to receive a yearbook. Any yearbook not picked up within 30 days of the initial distribution becomes the property of Methodist College.

The Publications Center is located in the Student Union. Students wishing to join any publications staff are invited to stop by and make application with Coordinator of College Publications. Any open position is available to any qualified students.

COLLEGE SOCIAL HIGHLIGHTS

HOMECOMING

The second weekend in October of each year is designated as "Homecoming Weekend." The festivities begin on Wednesday, October 7, 1981 and go through Sunday, October 11, 1981. This year's theme for Homecoming is "Southern Nights." During the week a varied array of social events are planned for the campus including dances, a fashion show, theatrical productions, the annual bon fire, the leg auction, a picnic, a Homecoming parade, soccer game, the alumni banquet and the "Southern Night Gala Bali" on Saturday with music provided by Bill Deal and the Rhondels.

SPRING FESTIVAL

Spring Festival is a time when all students begin to unwind from the rigors of a long winter. The week long activities sponsored by the Student Union Board will be held from March 29, 1982 through April 3, 1982. The theme for the week long festival is "Fun." A Spring Festival Dance featuring music by The Catalinas will headline the week long activities to be held Saturday, April 3rd.

FAITH IN LIFE WEEK

Faith in Life Week to be held January 24-29, 1982 is a unique Religious Experience featuring noted speakers, a contemporary Christian rock group "Damascus Road" and movies one of which will be "Oh God Book II". Koinonia sponsors the week and urges every student to participate in the experience.

THE FINE ARTS FESTIVAL

The second in a new series of Fine Arts Festivals will be held April 11-18, 1982. Last year's festival featured a world premiere of Maxwell Anderson's Raft on the River. In 1982 we will pay tribute to Tennessee writer James Agee. Dr. Jack Peyrouse of the Theater Department will direct All The Way Home, based on Agee's novel A Death in the Family. All films written by Agee including African Queen have been ordered. The Music Department will do excerpts from Barber's Knoxville, 1915, and movie maker Ross Spears will be here with Agee his documentary nominated for an Oscar in 1980. Composer Kenton Coe, who wrote the music for Agee, will also attend. We will have exhibits of Appalachian crafts and will also hear papers on Agee's

CAMPUS ORGANIZATIONS

Methodist College has numerous academic, religious, social, and honorary organizations functioning on campus.

All students are encouraged to take part in any of the organizations.

Groups desiring to form a club must file the organization's constitution with the S.G.A. Each club must renew its status annually by reporting the time and place of meetings.

the name of its faculty advisor, and the names of its officers to the S.G.A.

Before scheduling events and meetings, the organizations are requested to check the college calendar in the Dean of Students Office and, if necessary, complete the facility reservation form in Mr. Lowdermilk's office.

Community clubs meeting regularly on campus are open to Methodist College students. Currently these are the Cape Fear Radio Relay Society, Chess Club, and Piedmont Gem and Mineral Society. For information contact the Dean of Students.

USE OF COLLEGE FACILITIES

The use of all college facilities must be scheduled through the proper offices, by your club or organization. To schedule the various facilities please contact these offices:

Reeves Auditorium, Cafeteria, Private Dining Rooms — Vice President
Classrooms, Science Lecture Hall — Dean of
Academic Affairs
Student Union, Dormitories — Dean of
Students
Athletic Fields — Athletic Director

Ethos

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.

Greek Council

The composition of this body is limited to the presidents of the Greek Letter Fraternities on campus.

Alphas 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 friendship to its members, along with an opportunity for leadership training and service to the needs of the campus community.

Pi Kappa Phi Fraternity

A men's fraternity founded on 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.

Kappa Delta

A national women's fraternity open to all interested female students. KD is a service organization which also provides recreation and learning experiences for its members.

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.

Cheerleaders

A team of men and women dedicated to lending support to all athletic events at Methodist College.

Economics and Business Club

The Economics and Business Club is one of the most active clubs on campus. It provides the leadership training ground in the field of economics and business. Membership to this club is open to all students of the College. All activities are planned by the members.

Black Student Movement

Offers students an opportunity to become acquainted with the cultural heritage, past, present and future, of Black Americans. The BSM offers assistance to community organizations working for the good of underprivileged Blacks and other minorities.

The Entrepreneur Club

The Entrepreneur Club is a professional business club for those students who want to expand their classroom knowledge. We provide lectures on current business topics given by entrepreneurs in their respected fields, and a year end "Job Fair" for graduating students.

Green and Gold Masque Keys

This club is 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 Club

This club is 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 areas.

Koinonia

The ecumerical Christian group with membership composed of all members of the college community. Major emphasis is placed on sharing, fellowship and service to the college community. The group sponsors the regular Sunday morning worship service held in Hensdale Chapel, weekly study periods, and fellowship breakfasts in addition to a Faith In Life Week.

Methodist College Chorus

A group of young men and women who are interested in music. An annual tour is conducted to various cities along the 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 auditions.

International Club

The IC is to all students; the International Club offers entertainment and recreation to its members. Students from countries other than the United States participate in this organization, and invite other interested students to join.

Monarch Club

This club is composed of those students earning a Varsity Letter in a sport. The goals are to actively support all athletic events.

Science Club

The Science Club 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 better understanding and appreciation of the Spanish culture through various activities.

Student Education Association

The SEA is composed of students majoring or minoring in education.

Women's Athletic Association

This organization sponsors activities and an intramural program for the women of the college. The purpose is to develop qualities of leadership, to promote interest in women's athletics and to provide wholesome activities for the female student.

METHODIST COLLEGE CLUBS AND ORGANIZATIONS **ADVISOR** ORGANIZATION

		_	-	
I. C	ampus	Government	and	Leadership

SGA Judiciary Association of Men Residents Cumberland Sanford Association of Women Residents Garber Weaver

ROTC

*Omicron Delta Kappa

II. Student Publications

Carillon sMall Talk Tapestry

III. Social. Recretional, and Entertainment

Student Union Greek Council Panhellenic Council Kappa Delta Alpha Xi Delta Interfraternity Council Lambda Chi Alpha Phi Kappa Phi

VI. Intramurals, Sports, and Pep Clubs

Mens Intramurals Women's Intramurals Cheerleaders Monarch Club Majors Club

V. Religious, Service and Professional

Black Student Movement **Business and Economics** Ethos International Club Koinonia *Pi Gamma Mu Political Science Science Spanish Student Education Association Entrepreneur Club

* Alpha Chi

VI. Creative and Performing Arts

Art Club Music Club Chorus Stage Band Wind Ensemble * Alpha Psi Omega Green and Gold Masque Keys

Dean Ray Dr. Perkins Dean Braley Mrs. Bacon Dean Braley Dean Downing Mrs. Ashford Mrs. Jones Maj. Chambers

Dr. Caveno

Mrs. Sykes Mrs. Sykes Dr. Christian

Dean Ray Dean Downing Dr. Cavano

Mrs. Matthews Mrs. Porter Dean Braley Dr. Preslar

Mr. Sykes Ms. Blackwell Mrs. Sykes Mr. Miller

Mr. Clayton

Mr. Rogers

Rev. Dennis Adams Dr. Gautam

Mrs. Nick

Rev. Dennis Adams Mr. Pulliam

Dr. Tobler Dr. Folsom

Mrs. Matthews Mr. Swing

Mr. Rogers Mr. Porter Mr. Rogers Mr. Rogers

Dr. Peyrouse Dr. Peyrouse

^{*}Denotes honorary membership society.

STUDENT SERVICES

Snack Bar

The Snack Bar is located in the Student Union.

"A la carte" services are available in the Snack Bar. A full line of sandwiches are available as are French fires, cold drinks, ice cream, candies, crackers, and other items.

Bookstore

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

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. 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 is approximately 9:00 a.m. and dispatch is 4:30 p.m.

Please mail packags at the branch office. Mail chute and exterior dispatch boxes are located at the Student Union, Administration Building, and dormitories.

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 during registration.

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

Davis Memorial Library

The library is the heart of the college's intellectual life. A variety of materials in all subject areas 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 7,500 bound periodicals; 437 periodical subscriptions: North Carolina, out-of-state and foreign newspapers and several thousand pamphlets, including state and federal govenment documents covering a wide range of subjects; 2,700 microfilm reels; 1,675 music scores; 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.

An open stack policy is in effect meaning that all students may browse among books on the main floor and in the mezzanine area whenever that library is open. Books other than reference and reserve books are loaned for a specified period. A fine rate of ten cents per day is assessed for overdue books, and accounts must be settled each semester before a student can receive grades.

Hours of operation are as follows:

Monday-Thursday	7:45 a.m10:00 p.m.
Friday	8:00 a.m5:00 p.m.
Saturday	12:00 noon-4:00 p.m.
Sunday	5:00 p.m9:00 p.m.

The library is both a good place to study and a valuable educational tool. Special instruction is available in library use.

College Cafeteria

Students, members of the staff and faculty, their families and visitors are extended the privilege of food service during those days when the cafeteria is in operation.

Hours of operation:

Weekdays:	Breakfa	as	st					.7:15-8:15
	Lunch							11:30-1:15
	Dinner							.5:00-6:15

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.

Street Shoes must be worn in the cafeteria at all times.

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 obstruction and interfering with the normal operation of the college.

Remember, an unlimited seconds program can be run effectively only when (1) student I.D.s are checked at the door; (2) all non-boarding students who enter the dining room are charged the full meal price; (3) no food or dishes are carried from the dining hall. If you have complaints or questions about the food service, please address these directly to the on-campus Food Service Director or to the Chairman of the Food Service Committee. The food service contractors are eager to please and to work with us in providing the best meals possible. You can help them do this by voicing your comments and suggestions.

Health Services

The college maintains an infirmary with registered nurses on duty. The services of a physician will be made available to students requiring medical attention.

Infirmary Hours: Mon-Fri 8:00-12:00

Each student must have a physical examination sheet completed by the family physician. This must be on file in the infirmary.

Reporting Illness

1. Dormitory Students

In case of illness students should report to infirmary during infirmary hours. Illness during the night should be reported to the House Director. Emergency situations are handled at any time, day or night.

2. Off-Campus Student (day students)
Where illness intereferes with class at-

tendance, 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 immediately upon their arrival at Methodist College.

4. 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.

5. Billing for Medical Care
The regular infirmary fee taken from your activity fee entitles each student

to the following:

- a. Bed and linen in the infirmary.
- b. Infirmary equipment and utilities.
- c. Service of nurse.
- d. Regular medication (all except prescription drugs.

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

6. Accident or Illness Away From Col-While On College Matters

Any boarding student involved in an accident or illness occuring away from the College, while on college sponsored activites, should report the same to the infirmary immediately upon return to campus, to preserve the student's insurance rights.

7. 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 complications and may involve 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.

Guidance and Placement Services

Methodist College maintains a Guidance and Placement Office with its services available to all graduating seniors and alumni. This office is located in the Classroom Building, room 101. All services are offered without charge. The Director is available for counseling 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 encouraged to assemble a dossier of academic records and recommendations to supplement applications for positions. This too creates a permanent file for future reference or other potential employers. Additional materials may be added at any future date to keep the dossier current.

The Placement Office maintains information on positions available for students and arranges job interviews with representatives from school systems, business firms, and government agencies. Information about part-time and summer employment is also provided.

Student I.D. Cards

I.D. cards are issued once each year during fall registration. Cost of the card is two dollars (\$2.00). Validation stickers are issued for the spring semester.

These cards are essential for checking out books from the library, 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 Community Civic Series and the Fayetteville Symphony. The cards are coded to distinguish between boarding and commuting students. Boarding students must present their I.D. card 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 Stu-

dent Affairs. A replacement card can be obtained from the Student Affairs Office for a fee of \$5.00.

Athletics and Intramurals

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

Methodist College is a member of the Dixie Intercollegiate Athletic Conference and National Collegiate Athletic Association, Division III. The College fields the following intercollegiate teams:

Cross Country Soccer
Basketball Junior Varsity Basketball
Baseball Track
Tennis Golf
Both the Conference and NCAA regulations
prohibit athletic scholarships.

Methodist College is also a member of the Womens Division of NCAA. The women Monarchs participate in the following intercollegiate sports.

Volleyball Tennis
Basketball Softball
Track

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. Every enrolled student shall be eligible to participate in all intramural activities.

These activities include:
Football Soccer
Basketball Volleyball
Softball Badminton
Horseshoes Tennis
Wrestling Golf
Cross Country

Student Union

Along with the dormitories, the Student Union is every student's home away from home. The Student Union is the center of student activity and is open from 8:00 a.m. through 10:30 p.m. Monday through Friday, 9:00 a.m. through 10:30 p.m. Saturday and 12:00 p.m. through 8:00 p.m. Sunday.

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.

Granted, this is a place to relax — the privilege does not include public display of affection, awkward lounging positions, abuse of furniture, or other behavior not in good taste or 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 Student Government Association Executive Committee, the Student Union Board, the Student Government Association Senate, and the Campus Minister. Also found in the Union are the Bookstore, the Snack Bar, the student mailboxes, the Post Office, a game room, and Publications Center.

The game room is provided for your enjoyment. Located there are pool tables, ping pong tables, pinball machines, and a foosball table. Rules for the game room are posted in the game room.

Checkers, Backgammon, Ping Pong paddles and balls may be obtained from the student life office by depositing your I.D. card pending prompt return of the items.

HOUSING

Dormitories

Dormitory guidelines are periodically revised and updated by the joint House Council under the direction of the Deans of Students, Men and Women and the House Directors. All guidelines must be in keeping with college policy and SGA regulations. Violations of dormitory guidelinesmay be handled by the appropriate Judicial Board or the student Deans. Methodist College retains the sole right and responsibility for maintenance, heating, air conditioning, selection of house mothers, providing basic dormitory furniture, placement of students, and enforcement of college policy.

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 the use of a college facility. This usage does not give tte same latitude as does a leasee-leasor rental contract.

The residence halls will be closed during Thanksgiving, Christmas, Fall and Spring holidays as will the cafeteria. All students must plan to be at home or make other accomodations during these holiday periods.

Students must leave within twenty-four hours after their last final exam unless they are a part of the graduation exercises or are granted special permission by the Dean of Students to remain in the dorms an extended time.

Resident Counselors

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

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

- a. Have junior or senior status.
- b. A grade point average of 2.0 or higher
- c. Letter of recommendation from two faculty or staff members.
- d. Recommendation of the House Director.

General Information

Moving In-Out of the Dormitory. Room assignments are made on a semester basis by the appropriate Dean. Students who desire to keep a room from one semester to the next must make reservations prior to the end of the current semester. Those who make advance reservations may leave their personal belongings in the room between the fall and spring semester. The following specific rules must apply:

 No one is permitted to move into any dormitory without the prior approval of the appropriate Dean.

- Each dorm resident must go through check-in procedures before moving in.
 a. Present the House Director approval of the appropriate Dean.
 b. Possess a valid current resident student I.D. card.
 - c. Pay key and mattress cover deposit.d. Pay a dormitory activity fee.
- All rooms must be cleared and cleaned at the end of the spring
- It is expected that vacated rooms will be vacated in the same condition and state of cleanliness as when first occupied.
- Personal property left at the end of a semester or upon leaving college will be considered abandoned and disposed of unless prior arrangements have been made through the appropriate Dean.
- Students who vacate a dormitory during a semester must notify the appropriate Dean prior to their departure.

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. Close 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.

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. Any lost or misplaced item must be reported to the Dean of Students office.

College Insurance. 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.

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

Electrical Appliances. No electrical appliances other than a radio, television, phonograph, hair dryer, fan, razor, or lamp may be attached to any dormitory electrical outlet. Cooking equipment may not be kept or used in dormitory.

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

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

Mon-Thurs	Morning Until 12	Evening
Wion-Thurs	noon	after 7:30 p.m.
Fri-Sat	Until 12	s and ideals of his
	noon	after 1:00 a.m.
Sun	Until 12	
	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 not to disturb neighboring students.

Other Residency Stipulations. Any student in the regular college program who registers for 12 or more semester hours in any semester is a fulltime 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. Dormitory students must carry a 12 semester hour course load at all time. Any exceptions must have the prior written approval of the Dean of Students.

Linen Rental Service:

We have made arrangements with one of the nation's leading rental services, NA- TIONAL LINEN SERVICE OF FAYET-TEVILLE, N.C. to furnish two (2) sheets, one (1) pillow case, and two (2) large bath towels which may be exchanged each week. The cost will be furnished upon request.

THE LINENS RENTAL FEE must be paid in advance and checks made payable to:

NATIONAL LINEN SERVICE P.O. BOX 1149 FAYETTEVILLE, N.C. 28302

The College highly recommends this service to you, although it is not mandatory. Participation in the program can mean better living and housekeeping conditions for all residence hall students.

Damage Deposit. Methodist College requires each dorm resident to post a \$40.00 damage deposit. This deposit is held in escrow to cover damage charged to you or your room. A student billed for any damages to college property or to a dorm room will have that amount deducted from the damage deposit and further will be required to immediately reimburse the deposit to \$40.00 to continue to stay in dorm. Any damages so assessed may be appealed to the Dean of Students.

The deposit remains with 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 or college property.

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 reponsible 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.

You are required to conduct yourself as an adult and respect college property. College furniture must not be removed from the dormitories. If you damage or break anything you will be charged for the cost of repairing or replacing the item.

The following is a partial list of the cost of replacing or repairing some of the items in the dormitory; labor is additional at the rate of \$8.00 per hour:

Bed repair (minor)	8.00
Blinds repair	10.00
Blinds replacement	25.00
Ceiling repair	At Cost
Chair repair	20.00
Curtains repair	At Cost
Curtains replacement	18.00
Desk Repair	8.00
Door Glass	110.00
Door Repair	15.00
Door Replacement	95.00
Floor damage	At Cost
Hardware replacement	8.00
Light fixture repair	10.00
Light fixture replacement	20.00
Lock repair	10.00
Lock replacement	24.00
Mattress replacement	85.00
Mirror replacement	15.00
Room Cleaning	25.00
Screen repair	10.00
Screen replacement	18.00
Wardrobe & Closet repair	At Cost
Wardrobe & Closet replacement	At Cost
Window Glass	28.00
Paint, per gallon	11.00

KEYS: Each student will be issued one (1) room key and a mattress cover. A deposit of \$10.00 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 in their room keys at the end of each semester. When an occupant leaves the campus permanently without turning in the key, a charge of \$10.00 is rendered for replacement of the tumbler.

Methodist College allows guests in the Dormitories.

The following rate schedule for overnight guests is provided:

Guest occupying a room with	
student host	\$1.50
Guest occupying room on 1st floor	
(double)	2.50
Guest occupying a private room	5.00
Parent occupying room on 1st floor	2.50*
Athletic Teams etc. (double)	2.50
Summer camps and youth groups	
(double)	3.50
Conference and Workshop groups	
(double)	4.50
Set of Linen per issue (2 sheets,	
2 towels, 1 wc, 1 pc)	3.00

*During registration and final exams parents may stay in the dorms for one night only-paying only the cost of the linen. (Additional nights at rate.)

The House Directors are to collect fees from individual guests and maintain a ledger noting each transaction. All money is to be deposited in the Business Office Fees from groups will be collected by the group coordinator and sponsor. The dorm account will be credited for the appropriate sums collected.

Guests staying in the dormitories must have a host who is a dormitory resident. Arrangements for guests are made with the House Director. Upon arrival, guests are 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 his/her guests.

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 a telephone, charges for it, etc. is purely a private transaction between the individual student and the phone company.

Security. Personal and property security is the concern and 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 admit residents. The end doors may not be used at all after the night locks are set by the House Director at closing.

2. Security guard hours:

Weekdays 12:00 midnight-5:00 a.m. Weekends 1:00 a.m.-6:00 a.m.

A security guard assumes 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 dormitory
Blank: IN the dormitory

After 7:00 p.m. turning the card to the proper corner is mandatory. Office workers, guards, and staff members 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. (Except for emergencies.)

4. Dormitory office.

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

NOTE: During Open House the office is staffed at all times. *Starting hours are subject to change.

Dormitory Office Telephones. Incoming calls for residents have to be limited to brief messages. No collect calls will be accepted.

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

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 and from dormitory kitchens unless accompanied by a resident.

Women visitors may not enter the men's halls unless they are accomplished by a resident at all times, nor may male visitors enter the women's dorms without a resident.

Room Changes. Room changes are permitted only when such requests are made through the appropriate dean during the first ten days of a semester. There is a \$5.00 charge for any move permitted after the first ten days.

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" dormitory rooms are open for visitation.

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 weekends. It should be noted that this privilege is extended to the student body only when exercised in a responsible manner.

Open House is a planned social event by the entire dorm population. It is an occasion when the dormitory residents may invite others 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.

Open House is a dorm wide social function. It is the responsibility of the dormitory officer to insure compliance with the established policies.

The following minumum 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 on 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.-11:30 p.m.
 Sunday 2:00 p.m.-5:00 p.m.
 6:00 p.m.-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.

Room Check and Room Search Policy

- A dorm resident pays for the privilege of use of a college facility the dorm room and associated common areas - stairs, halls, reception room, etc. Dormitory room fees are not a rental and do not create a landlord/tenant relationship, only a privilege to use the area under college supervision.
- The college has the right to check any and all college facilities, including dormitory rooms, for:
 - a. Sanitation needs
 - b. Maintenance requirements
 - c. Safety requirements
 - d. Regular room checks

During a room check, a dorm officer and college official will open the door and step inside. They will observe only the condition of the room, unless there is an obvious sanitation, maintenance or safety need which must be attended immediately. In addition, any obvious violations of college policy will be dealt with through the Dean of Students' office or the Dorm Court. Methodist College considers all its students responsible persons who understand and accept college regulations by choosing to enroll at Methodist College. The use of a dorm room and its contents are considered private by the college, subject only to room checks and searches. College policy violations, sanitation. maintenance and safety requirements will be brought to the dorm students' attention prior to any action unless an emergency exists. Should any student fail to respond to a request to enter a room in order to perform normal maintenance, safety and sanitation requirements within 72 hours after notification is placed in the student's mail box, the college reserves the right to enter; to move the student's possessions as necessary; to perform the normal maintenance, safety and sanitation requirements, and the student will be summoned to appear before the Dean to explain the student's apparent insubordination and lack of courtesy. Should the explanation be insufficient, the Dean may assess a proper penalty.

The use of a dorm room is a trust placed in the student.

The college will act with utmost regret and deep disappointment when a student vandalizes, destroys or otherwise abuses the room. In those cases, the college will assess the cost of repairs to the student and also such personal corrective measures as necessary.

- For protection of students personal property and personal rights - no dorm room or fraternity/sorority suite may be searched unless:
- a. The search is led by one or more of the following persons.
 - 1) President of the college.
 - 2) Dean of Students
 - 3) Dean of Men
 - 4) Dean of Women
- 5) The President of the dorm. In the absence of the dorm president, the authority to lead a room search may be exercised in the following order:

Dorm Vice-Pesident Dorm Secretary Dorm Treasurer

- b. Every search must be witnessed by the student whose room is being searched if possible and in addition to that student, by at least one other student or college official or employee.
- No search shall be made unless:
 It is obvious that a violation of college policy is in progress.
- A search warrant, based upon reasonable cause, has been properly issued (See 2.04 General Provisions of S.G.A.)
- d. The college has the right to enter and search any room after the time expires for students to vacate their room privilege at the end of the Spring and Summer term or at the end of the Fall term if the student has not preregistered, file a room request and maintained a damage deposit.
- 4. If two students jointly share a dorm room, both students will be responsible jointly for any violation of college policy occurring in that room. All room occupants are jointly and individually responsible for all guests, all action, and all substances in that room. It is no defense to answer that your roommate

brought in, possessed, used or performed the violation. You are an accessory to the fact by condoning it. You must be able to show complete ignorance of the fact or be an accessory and liable. If your roommate insists on violating college policy, you must either get a new room or ask him/her to be required to move as well as be charged with a policy violation.

5. Automobile Search - A Student's Personal Automobile Or Motor Vehicle operated on the campus may be searched based upon the guidelines set forth by the S.G.A. in searching a dormitory room.

FINANCIAL MATTERS

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 May 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 a demonstrated financial need as well as needed work skills. Applications are available from the Financial Aid Office.

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 arranged. Transcripts or grades will not be released by the Registrar until all charges at the Business Office have been satisfactorily cleared.

Private Rooms in Dorms

Those students (resident) desiring private rooms can request one at an additional cost of 50 percent above the double occupancy rate.

Reimbursements

The College reserves the right to apply any reimbursement against any unpaid balance currently due.

Check-Cashing Policy

Personal checks may be cashed in the Business Office with approval of the Comptroller. Personal checks may be cashed either in the Bookstore (for the amount of the purchase only) or in the Business Office (not exceeding \$25.00). The Methodist College I.D. card must be shown prior to the check being cashed.

Approximately three weeks before the end of any semester personal checks will not be cashed. This is necessary to allow all checks time to clear the banks. A \$10.00 charge will be assessed those students writing a check with insufficient funds in their account. A second incident during one semester will result in the denial of check-cashing privileges and disciplinary action.

Student Accident And Sickness Insurance

The College requires all students to participate in a group accident and sickness insurance program. 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's 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 scheduled 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. Surgeon's 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.

VEHICLE REGULATIONS

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 areas. The College urges automobile owners to acquire adequate insurance to cover such losses.

Registration Requirements

Every motor vehicle operated on college property (other than by visitors) must be registered with the Business Office. 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.

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.

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.

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

Parking Regulations

- Vehicles are to be parked so that the registration sticker is easily visible from the street.
- 2. Parking is permitted only in marked parking places except for the following areas:
 - a. Any parking spaces marked reserved or numbered.
 - b. The small lot at the south end of the Classroom Building is reserved for facul-
 - c. The loading dock beside the Fine Arts Building.
 - d. The small parking lot between the Cafeteria and the Library is reserved for employees.
 - e. The street leading from the Cafeteria to the Gymnasium and the Boiler Plant is a fire lane and must not be blocked by parked cars.
 - f. Any area where the curbs are painted yellow.
- 3. Any accident involving a motor vehicle on college property shall be reported to a security officer or to a student Dean immediately.
- 4. When new license plates are obtained in January of each year, students must notify the Business Office of their new license number, if changed.
- 5. The motor vehicle laws of North Carolina and college ordinances are in effect on college property.

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 auto registration fee will be made.

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

First violation: \$2.00; second violation: \$4.00; 3rd & thereafter: \$8.00 per citation

ACADEMICS

Graduation Requirements

Total of 128 s.h. . . G.P.A. or 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 56-58 s.h. work spread over the five academic divisions and 12 subject fields (see Basic Course Requirements in Academic Bulletin).

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 follow:

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

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 reautrements.

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 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.

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 a major, he/she wil 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.

Advises the student on academic problems of all kinds. Can be of great help with personal problems.

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.

Class Meeting Times

Monday-Wednesday-	
Friday	Tuesday-Thursday
8:00-8:50	8:00-9:15
9:00-9:50	9:30-10:45
11:00-11:50	11:00-12:15
1:00-1:50	12:30-1:45
2:00-2:50	2:00-3:15
*Students must be	careful to schedule a
lunch break.	

Normal Course Load

Because a student must acquire 128 semester hours of academic credits 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 attmpting 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.

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	Qualty Pts./S.H.
A	Excellent	4
В	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.

Class Attendance

The following statement of policy and the procedures to implement class attendance have been adopted by the faculty:

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

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

B. Procedures

 The attendance policy of each instructor as it applies to his various classes is to be set forth in writing and distributed to class members at the beginning of the semester. No policy shall provide for unlimited absences.

- The instructor will report the total number of absences of each student at the end of the semester, using grade sheets supplied by the Registrar.
- 3. When an instructor reports to the Academic Dean the continuous absence of any student for a period of one week or more, the Academic Dean may request the appropriate Student Dean to investigate. If the investigation provides information of a significant nature, the Academic Dean will advise the instructor.
- 4. 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 three semester-hour class which meets three days a week, or four sessions of a three semesterhour class which meets two days per week. If the student loses the privilege of being excused by the appropriate dean, the decision to excuse that student from class lies with the appropriate instructor.

PRESIDENT'S AND DEAN'S LIST

Each semester a "President's List" is compiled of all students completing a load of 15 s.h. or more who attain a grade point 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.

WHAT ABOUT TRANSCRIPTS?

A transcript is the official college record of your academic performance and credits earned. You must request and authrozie 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.

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 intructional 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 each 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. If 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.)

AVOIDING FLUNK-OUT

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.

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 "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 times 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.

FORMS OF ACADEMIC PROBATION

We base all probation on any deficit in quality-points shown by the student's record. First, at any time the student's academic records 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:

- After attempting 12-15 s.h. of work he/she has a quality-point deficit of 15 or more.
- After attempting 16 to 30 s.h. of work he/she has a quality-point deficit of 21 or more.
- After attempting 31 to 46 s.h. of work he/she has a quality-point deficit of 18 or more.
- After attempting 47 to 62 s.h. of work he/she has a quality-point deficit of 15 or more.
- After attempting 63 to 78 s.h. of work he/she has a qualty-point deficit of 10 or more.
- After attempting 79 to 94 s.h. of work he/she has a quality-point deficit of 5 or more.
- 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:

- Repeat all grades of "F" in required courses as soon as scheduling permits
- Repeat all grades of "D" where advisable.
- Be ineligible for intercollegiate sports and activities, positions of campus leadership, and participation in noncredit fine arts or liberal arts programs other than as a spectator.
- Report regularly to a special faculty advisor who will supervise students on strict academic probation.
- Strive to substantially reduce his/her quality-point deficit.
- Attempt max. of 14 s.h. per semester. This total includes both repeat and new courses.

Failure to comply with any of the above five requirments 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.

REPEATING A COURSE FAILED

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 fails the course on the repeat attempt, he/she receives the failing grade; you cannot decide to keep the "D." There can be no choosing among grades.

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. See the college's Academic Calendar (Academic Bulletin and on official bulletin board) for deadline dates for dropping courses without an automatic "WF" penalty.

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

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 an opportunity to register for the next semester. 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 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 reguarly 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 direction of each intructor (see statement on "Class Attendance" elsewhere in this Handbook).

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 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.

WHAT IS PLAGIARISM? CHEATING?

Methodist College assumes the basic honesty of its students. However, for the protection of the rights and interests of all it is felt that specific definitions of cheating and plagiarism (both prohibited at Methodist College through actions of student, faculty and trustees) should be provided for guidance. The following definitions has been approved.

Cheating

Dishonesty of any kind on any kind of examination or quiz, including the illegal possession of examinations; possession of crib notes in class during the conduct of an examination or quiz; obtaining information during an examination or quiz from any source; assisting another to cheat by any means; alteration of grade records; illegal entry or illegal presense in an office where any of the aforementioned activities may be carried out.

Plagiarism

"To steal and pass off as one's own without crediting the sources; to commit literary theft to present as new and original an idea or product derived from an existing source." — Webster's New Third International Dictionary.

Literary theft usually occurs in four situations: (1) copying or borrowing word-forword from another author and presenting it as your own work (i.e., without both placing the words copied in quotation marks and identifying the source); copying from a book, magazine, pamphlet, periodical or another's paper without quoting and identifying the source; (2) borrowing the ideas, arrangement or patterns of information used by another and presenting them as your own - even though presented in your own words and phrasing (i.e., using another's outline or organization; paraphrasing, rewriting and even rearranging words used, without giving credit either in the text or in footnotes); (3) collaborating with or permitting someone else to write your paper or portions of it, or making corrections in it; (4) committing any of the actions cited in Item 1, above, with respect to examination.

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 or 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. Students engaged in student teaching need only obtain 50% of the normal requirement.

If a student fails short of the requirement there is the alternative of 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.

*SPECIAL NOTE: The Administration, SGA, and Convocation Committee are studying the present convocation system and hope to make changes that will make the present system more equitable to all students.

FACTS ABOUT FAYETTEVILLE

Shopping in Fayetteville

One does not have to travel to find excellent shopping facilities in the Fayetteville area.

Shopping facilities are plentiful in the Fayetteville area. There is a department store and specialty shops located in the downtown area.

There are attractive shopping centers conveniently located in and around Fayetteville. Cross Creek Mall, located at the intersection of 401 By-Pass and Morganton Road; Eutaw Village and King Shopping Center located on Bragg Boulevard; Tallywood Shopping Center and Fayetteville Mall, located on Raeford Road; Bordeaux Shopping Center, located at the intersection of Owen and Village Drive; and Westwood Shopping Center, located at the intersection of Morganton Road and McPherson Church Road. Each shopping center offers every kind of store imaginable. There are large department stores, boutiques, shoe stores, banks, theatres, and restaurants; just to name a few.

In addition to these large shopping complexes, there are several smaller retail clusters scattered throughout the region.

CLIMATE:

Mean annual temperature, 61.5 degrees. Mean monthly temperature, January 42.9 degrees; July 79.6 degrees. Mean annual rainfall 47 inches. Average annual growing season 216 days.

RELIGION:

Over 200 houses of worship representing most major faiths and denominations.

LIBRARY:

Cumberland County Public Library; nine branches, bookmobile; more than 170,000 volumes.

RECREATION:

Planned and supervised year-round programs for all ages by both city and county recreation and parks department: tennis, bowling, archery, boating, skating, golf, miniature golf. Fifty-three public and private golf courses within an hour's drive. Three pubic lakes. Diverse transient and entertainment attractions, sports events, at Cumberland County Memorial Auditorium and arena. Over twenty theaters.

TRANSPORTATION:

Air: Fayetteville Municipal Airport, passenger and freight service by Piedmont Airlines and Sunbird Airlines; Charter and general aviation.

Rail: Amtrak passenger schedules to New York and Florida.

Highway: Interstate 95; U.S. routes 13, 301, 401; state routes 24, 53, 59, 87, 210. Three interstate bus lines.

HEALTH CARE:

Two general hospitals; Veterans Administration Hospital; Womack Army Hospital for military personnel and their dependents, Fort Bragg; Cumberland County Health Department, nursing and rest homes. Physicians and surgeons, 200; dentists, over 60 (includes Veterans Administration Hospital, Fort Bragg and Pope Air Force Base).

COMMUNICATIONS:

Newspapers: one morning, one evening, Monday through Saturday; combined Sunday. Television: local station - Channel 40, cable TV (All major networks, one educational channel); good reception with standard antenna, Channels 4, 5, 6, and 11. Radio: seven local stations, good reception of other area stations.

CULTURE AND THE ARTS:

Fayetteville Art Guild, Fayetteville Little Theater, Fayetteville Art Museum, Fayetteville Symphony, Civic Music Association, Friends of the Library; various offerings at Methodist College, Fayetteville State University, Fort Bragg, and Pope Air Force Base.

ECONOMY:

Based on military, manufacturing and processing industries, distribution, government, and agriculture.

BANKS

Branch Banking & Trust Company
First Citizens Bank & Trust Co.
First Union National Bank
North Carolina National Bank
Peoples Bank & Trust Company
Southern National Bank
United Carolina Bank
United National Bank
Wachovia Bank & Trust Company

Raleigh Road	488-6895
3604 Ramsey Street	488-9190
200 Green Street	483-8171
3722 Ramsey Street	864-2020
211 West Rowan Street	868-5141
300 Rowan Street	483-3131
316 Green Street	483-1121
137 Gillespie Street	483-1131
225 Green Street	323-0510



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.

NOTES

MOVIES FOR THE 1981-1982 SCHOOL YEAR

FIRST SEMESTER

Saturday, August 29
Saturday, September 12
Tuesday, September 15
Saturday, September 26
Thursday, October 8
Thursday, October 15
Saturday, October 31
Saturday, November 14
Thursday, November 19
Monday, November 30
Friday, December 4
Tuesday, December 8

Walt Disney Cartoon Festival
20,000 Leagues Under the Sea
Bugs Bunny Movie
Song of the South
Superman the Movie
Billy Jack
It Lives Again
Pollyanna
The In Laws
The Four Musketeers
Tom Horn
The Magnum Force

SECOND SEMESTER

Tuesday, January 12
Saturday, January 16
Friday, January 29
Saturday, February 6
Saturday, February 13
Friday, February 19
Wednesday, March 17
Friday, March 26
Monday, March 29
Sunday, April 4
Monday, April 12
Monday, April 19

MASH
The Aristocats
Oh God Book II
Ben Hurr
Dr. Zhivago
Different Story
Darby O'Gill & the Little People
The Sound of Music
The Day of the Dolphin
The Wind & the Lion
Voices
Kelly's Hereos

METHODIST COLLEGE ALMA MATER



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-Facuity Committee worked on this project for a year. Miss Lois Lambre, a friend of the college and teacher at Seventy-First High School, wrote words and music.

"Hail to thee, 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."