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STUDENT HANDBOOK

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SMC and You

Revised 1963

Southern Missionary College

Collegedale, Tenn.

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This Is Your College

Southern Missionary College is your college. You are, or soon will be, enrolled as a member of our college family. This family is organized for cooperative, helpful living. Your interests as an adult have been taken fully into account in developing our pattern of life in this college and in the community in which the college is located.

Those of us who were here before you came invite you to share our ideals and help build and maintain the highest possible standards of Christian community life. The standards indicated in this booklet have been formulated through the cooperation of the faculty and the students of the college. These statements, it is hoped, will be helpful. As time passes and experience indicates, they may be further revised and improved. Any such alteration will take precedence over that printed herein if a conflict in instruction exists thereby.

In the meantime you are invited to accept this pamphlet as your official guide in cooperative living on the campus of SMC.

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This

is a word picture of SMC, of
its purposes, and its ideals.
It shows how

You

may take your place in this
picture.

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WHEN YOU ARRIVE AT SMC

Going to college is fun, but it is also hard work. If this seems to suggest a paradox, then you have a real surprise coming. "Work" and "fun" are inseparable at SMC. You will soon understand that the SMC student who is well-rounded and takes appropriate time for study, work, and play is the one who has fun.

Going to college may be a new experience for you, and it will be enjoyed if you make proper preparation. You have probably asked the question, "What can I expect at SMC?" This booklet is an attempt to answer, at least partially, that question. It is presented with the hope that it will help you (both new and returning students) better to enjoy college life.

"SMC and You" suggests a relationship between a college and an individual. You are that person. In order that your experience at SMC may be as nearly perfect as possible, you will choose to uphold high personal, social, and academic standards. This booklet should acquaint you with the pattern of life at SMC.

"One earnest, conscientious, faithful young man in a school is an inestimable treasure." *MYP*. p. 181. SMC invites you to be such a student, then college will be fun.

YOU AND YOUR COLLEGE

HISTORY AND PURPOSE

Southern Missionary College is owned and operated by the Southern Union Conference of Seventh-day Adventists, which maintains headquarters at Decatur, Georgia. The Southern Union Conference includes the states of Kentucky, Tennessee, North and South Carolina, Alabama, Mississippi, Georgia, and Florida. Although the college primarily serves the young people of these states, it also accepts students from other states and overseas countries.

Southern Missionary College is a four-year, co-educational, arts and sciences college, authorized by the state of Tennessee to confer baccalaureate degrees. In addition, a number of two-year terminal curricula are available for students with specialized vocational interests.

Briefly stated, the objectives of the college are to provide standard instruction and broad educational opportunities, under the most favorable circumstances, to such ambitious and purposeful Christian youth as can profit by them.

LOCATION

Southern Missionary College is located near Chattanooga, Tennessee, and two and a half miles from Ooltewah, just off Lee Highway, U. S. 11 and 64. Both the Southern and the Nashville, Chattanooga, and St. Louis railways serve this region, for which Chattanooga is the chief terminal. Bus service throughout the day provides local transportation facilities. The postal and express address is Collegedale, Tennessee.

Should you arrive in Chattanooga, call the college for taxi service. From 8 A.M. to 5 P.M. call 396-2111, the Business Office. At other times, call the dormitories—Talge Hall for men—396-3131; Jones Hall for men—396-2642; Women's Residence Hall for women—396-2992. Leave your baggage checks with the college business office, and the college truck will deliver the luggage to your dormitory.

YOU AND YOUR COLLEGE HOME

Residence requirements: All single students whose parents or legal guardians do not reside in the immediate vicinity live in the residence halls. Only by special arrangements may students under sixteen years of age be accepted as students in the residence halls. Any exceptions to these requirements may be made only by the President's Council.

What to bring: You will want to make your room as comfortable and attractive as possible, for this will be your home while you are at college. If possible, before making important purchases, wait until you can arrive on campus to consult with your roommate, so there will not be duplications and your room furnishings may blend well together.

Your room will contain two single beds, a table, two chairs, two chests of drawers, and a closet. Rugs, pillows, and draperies are not furnished by the college. The essential furnishings you will need include sheets, pillow, pillow cases, a bedspread, adequate bedding, towels, wash cloths, slippers, a bathrobe, rain clothes, umbrella, suitable school and work clothes (uniforms are required in certain industries and may be secured at the college), a study lamp, flashlight, pictures, drinking glass, soap dish, shower clogs, an alarm clock, shoe racks or shoe bags, and sewing kit. Curtains for the rooms in the men's residence halls should be approximately two and a half yards long. The rooms are 13' x 13'. Curtain rods and towel racks are furnished by the student occupants.

In the girls' residence, curtain rods and towel racks are included in the furnishings of the room. The windows are 4' x 5'4".

Matching drapes and spreads are available at the College Mercantile.

Care of your room: Your room will be maintained in such order as to pass inspection of the residence hall dean each day. When you vacate it, the room should be left clean, with walls, woodwork, and furniture undamaged. Nails should not be driven into walls or woodwork.

Room courtesy: Of course you wish to have your rights respected as they concern the privacy of your own room. No other student should enter without permission when you are absent, and you, of course, will extend the same respect to others.

Persons who do not reside in the residence halls are reminded that these living quarters are not open to the public. Should they wish to visit a student, the customary courtesy will be expected as if they were calling at any other private home.

Study periods: College means study, at least part of the time. You will need opportunity to prepare lessons, therefore, study periods are observed each evening, Sunday through Thursday. The monitor is on duty through the evening. It is good practice to cooperate with him in maintaining the quietness of the evening study period.

Loud talking in rooms and halls, the use of radios, and visiting from room to room are not compatible with study. All activities such as committees, parties, and entertainments should be scheduled at times other than study period.

When leaving the dormitory for library study, or other college-sponsored appointments, all students sign out in order that their whereabouts may be known throughout the evening. Long distance calls and other reasons make this courtesy necessary.

Lights out: "Lights out" is synonymous with "quiet please." At 10:30 P.M. each night, except Friday nights at 10:00 and Saturday nights at 11:00, room lights are turned out. Monitors will check each room and report to the dormitory dean.

Radios: There is little need for radios, but you are allowed to bring them into the residence halls subject to certain regulations as to their use. Since the Women's Residence Hall is equipped with hi-fi music, hi-fis may not be brought into the hall. Young men may bring hi-fis, because their dormitory is not equipped with a hi-fi system. Radios or hi-fis are not to be played so loudly as to be heard outside rooms, or following the evening worship period until 7:00 A.M. On

the Sabbath only religious music is to be played. These regulations are designed to protect the study period, the Sabbath, and the rights of roommates and neighbors. The residence hall deans will acquaint you with these regulations at the beginning of the school term. TV is not permitted in your rooms.

CAMPUS LEAVES

As a resident student, do not leave the campus without making proper arrangements with your academic dean, work supervisor, and residence hall dean.

Southern Missionary College depends upon you as a student to help operate industries, and, in turn, you may be dependent upon the college for a job in order to secure an education. If you occupy a position, it will often be necessary for you to deny yourself regular vacations as well as regular leaves during the session. SMC must retain the right to require your "staying by" when you are needed.

WEEKEND LEAVES

Permission for leaves of absence may be granted on the average of once a month, excluding vacations, if you do not have to miss classes or necessary work appointments. Written request for leave of absence must be filed with the residence hall dean by Thursday noon. It is understood that students will reach their destinations before sundown Friday night.

Except in case of emergency, weekend leaves will not be granted during a week of spiritual emphasis during the period between Thanksgiving and Christmas and during the first month of school.

Your weekend leave ends at 12:00 P.M. Sunday night. Vacation leaves also end at 12:00 P.M. If a person is traveling by public conveyance and finds himself unavoidably delayed, his individual case will be considered.

Young women under 21 years of age must have written permission from their parents or guardians for weekend leaves. Young women must also have

permission from home to invite friends or to visit friends to or at their respective homes.

If a young man wishes to invite his girl friend home for the weekend, he must present to the dean of women an invitation from his mother to the young lady involved. Or the mother should write directly to the dean of women stating that such plans are agreeable with her.

A young lady who wishes to invite a young man to her home must attach to her leave blank an invitation from her mother written directly to the dean of women stating that such an invitation has been extended.

Students who plan to visit in a home other than the home of either of their parents, must present to the dean of women a written invitation from their hostess.

Collegian men and women may travel together on weekend leaves provided there are more women than men and no overnight stops. The women must have written permission from their parents or guardians for such travel. There can be no more than six in the car.

Two Upper Collegian men and two Upper Collegian women may travel together on weekend leaves without a chaperone if the trip is done with the written consent of the women's parents or guardians and if it does not include overnight stops.

Collegian or Upper Collegian groups going to places other than the home or homes of students in the group shall make arrangements with the dormitory deans. Such trips would include visits to the campuses of other colleges, academies, sanitariums, etc. Invitations must be received from the host institution.

Couples may travel by public conveyance without chaperonage on week-end leaves unless an overnight stop is involved.

Overnight Leaves: All overnight leaves will count as regular weekend leaves.

An overnight leave of absence to visit in private homes may be granted upon written in-

visitation from host or hostess, and with specific authorization of parent or guardian for this occasion, regardless of the type of weekend permission on file. The above regulations concerning visiting in homes apply to Upper Collegians as well as Collegians.

Shopping tours and concerts: The Southern Mercantile has a wide variety of offerings, but you may need to visit Chattanooga occasionally for shopping purposes. Permission for such trips will be secured from the residence hall dean.

Collegian men and women may not go shopping together, but they may go to concerts or other occasions in nearby cities with an approved chaperone.

Two Upper Collegian couples may go together to nearby cities for shopping or concerts, etc., providing the two couples remain together for the planned activities.

Sabbath trips: Sabbath activities may include your taking part in religious services at neighboring churches as directed by the Division of Religion; others are active in MV bands. Such off-campus activity is in harmony with proper Sabbath observances; unnecessary trips are not. Students are expected to adhere to the car and chaperonage policies as outlined elsewhere in this handbook.

OFF CAMPUS PROGRAMS

1. Students may elect to attend six approved off-campus cultural and/or educational programs or events per year during the evening study periods. Dating privileges are permitted under the approved chaperonage policy.
2. Attendance at three additional programs will be permitted by arrangement through instructional department chairmen and with the approval of the Academic Dean. A g.p.a. of 1.00 (C) must have been achieved for eligibility.
Freshmen are not eligible to attend the three additional programs until a satisfactory g.p.a. of "C" (1.00) has been earned at the end of the first nine-week period.
3. Students wishing to attend off-campus programs under the above policies must personally seek clearance with the residence hall

deans by noon prior to the evening scheduled event.

Departure time—7:15 P.M.; or after the evening worship hour.

Return to residence halls—not later than 11:15 P.M.

LATE LEAVES

Late leaves, lasting until 11:15 P.M. on Saturdays, may be arranged for by Upper Collegians.

Leaves, lasting until 10:30 P.M. on Saturdays, may be arranged for by Collegians.

OPEN NIGHT

On open nights, you may wish to plan for some entertainment off campus. To do this, you must fill out a town trip blank or permission blank, giving the names of all students who are in your group, as well as the chaperone, if one is needed for the occasion. Only one person needs to fill out the town trip blank or the permission blank. Collegians may have a late leave until 10:30 and Upper Collegians until 11:15. If the occasion is a group social activity, having both Collegians and Upper Collegians, then the time is 10:30 P.M. Collegians must have a chaperone. The request for an activity on open night must be filed with the dean of women by Friday noon.

ARRANGEMENT FOR PRIVILEGES

No student, whether in the Upper Collegian or Collegian group, is exempt from signing the register and securing permission from the residence hall dean before leaving the campus to engage in any of the privileges listed for his group.

STUDENTS' GUESTS

You should not invite visitors to the campus or to the residence halls without previous arrangement. When such visitors arrive, the residence hall dean should be notified. The presence of visitors does not authorize you to suspend any of the regulations for student conduct; arrangements for special privileges may be made with the residence hall dean beforehand.

FIREARMS AND FIREWORKS

You will not bring any form or type of firearms or air rifles to the SMC campus. Possession or discharging of firearms or fireworks on the campus is an offense against state law and school regulations and may result in a fine or expulsion.

FIRE HAZARDS

You will recognize that acute fire danger is involved were you to use lamps, candles, alcohol stoves, or matches in student rooms. The residence halls are not wired in such a way as to permit the use of irons, hot plates, corn poppers, toasters, or electric heaters in student rooms; the use of such involves a real fire hazard. A penalty of \$5.00 will be levied upon anyone violating this regulation concerning the use of appliances.

In order to protect your life and property, a heavy fine, ranging from \$25 to \$50, is imposed for any unauthorized change of electric wiring facilities on the campus.

You are further reminded that fire extinguishers must not be tampered with, obviously because they must be ready at all time for immediate emergency use. The college buildings are equipped with automatic sprinkler systems, extinguishers, and hoses. *Anyone who tampers with the sprinkler system is liable to immediate dismissal.*

PROPERTY RIGHTS

Occasionally, there is a student who does not respect the property of others. Carelessness in leaving personal property in public places is poor business. Proper care of personal property, as well as the scrupulous avoidance of interference with the property rights of others, is the rule for all students at SMC.

The college does not take responsibility for personal property lost or left behind when a student leaves.

VACATION CONDUCT

During vacation periods you and SMC will be largely judged by your manners, dress, conduct, and

general influence. As an SMC student, you will, therefore, maintain the standards and ideals of your college when, during vacation periods, you return to your home and to your local church and as you come into contact with relatives and friends.

MOTOR VEHICLES

1. Immediately upon arrival you will:
 - A. Report your car to the residence hall dean.
 - B. Be notified of your permanent parking stall. When your car is not in use, it will be parked in its stall.
2. A driving permit is granted to an Upper Collegian whose car is properly insured (comprehensive, liability, and medical). Driving privileges will be explained to you personally by the respective residence hall dean.
3. No freshman dormitory student is to bring his or her car to the campus. Sophomores, unless they are upper collegians, will not drive their cars without special permission from the residence hall dean.
4. All dormitory automobile owners will pay a fee for a parking stall.
5. Failure to register a car may result in immediate expulsion from the college.
6. Upper collegians may use their automobiles on Sabbath for church activities and should fill out a car blank prepared for that purpose; if the car is going to be used in other than church activities, explicit arrangements must be made with the respective residence hall dean.

STUDENTS LIVING OR VISITING IN COMMUNITY HOMES

The college expects that, should you reside in the community or wish to visit in community homes, you will follow the principles and adhere to the standards of conduct governing residence hall students. You who are parents and guardians, as well as others living in the community, are

requested to consider yourselves responsible with the college faculty in the conducting of a Seventh-day Adventist college. The same degree of cooperation is expected from you who are married students or members of a married student's family.

Collegian couples may be invited to homes in the community either by faculty, staff, or other approved hosts or hostesses. Collegians must have a chaperone to and from the home to which they are invited. A chaperone is required regardless of the number going.

Upper Collegian couples may be invited to homes in the community either by faculty, staff, or other approved hosts and hostesses. No chaperone is needed if there is more than one couple going.

The community host or hostess who has obtained approval for a mixed group function will be responsible for properly chaperoned transportation from and to the residence hall. The dormitory deans may use their own discretion as to when and how often couples may visit community homes.

YOU AND YOUR GOD

PRIVATE DEVOTIONS

As a church-related college in which personal religion is emphasized, SMC has made provision for this vital part of your life. The splendid location of the college among the beauties of nature and the spiritual atmosphere engendered by devoted students and spiritually-minded staff members provide an incentive to each individual to find and maintain a personal connection with God through his own private devotions.

WORSHIP PRIVILEGES

Daily worship: Your spiritual growth is fostered through the medium of daily worship. In addition to the regular dormitory worships you will learn to appreciate the other scheduled religious appointments. Among them are Friday evening vespers, Sabbath school, church services, and the sunset vespers on Sabbath evening. Faithfulness in attendance at these worship periods is carefully noted. From the above services and dormitory worships you may have four unexcused absences per month. Should you be ill, you must have your excuse blank signed by the nurse and present it to the dormitory dean.

Excused Absences: Absences that are excused must be excused ahead of time—not afterwards—except for emergencies.

Absences due to illness will be excused only if the deans are notified of the illness before worship on the day the absence occurs.

Special notice: You are not to be on the campus during the worship hour.

Sabbath observance: In accordance with the sacredness of the Sabbath, you as a member of the school family will engage in public worship, rest, and various Christian activities. Sabbath afternoon provides time for walks, reading religious books and periodicals, writing missionary letters, participating in group singing, visiting the sick and aged, and engaging in missionary service as sponsored by the Missionary Volunteer Society. As you be-

come part of the SMC family, you will appreciate these activities more and more.

Quiet hours are announced for Sabbath afternoons in the dormitories, and all persons are requested to respect this time.

Weeks of Prayer: The Weeks of Spiritual Emphasis offer opportunity for special religious devotion. You will be given opportunity through the ministry of outstanding religious leaders for individual examination of your personal life, which in all probability will result in spiritual growth.

ALONE WITH GOD

Busy days require moments of restful meditation. Take time to pray. Furthermore, take time to participate in voluntary prayer bands. It will mean much to you.

CHAPEL SERVICES

Chapel is conducted several times a week, and you will find that this meeting is an integral part of the school program for students and faculty. Except for Sabbath appointments, this is the only opportunity for you to meet at the same time with everyone else at SMC. This makes the chapel period very important from an organizational as well as from an informational and inspirational standpoint.

If the number of unexcused absences in any one semester exceeds the number of chapel periods in one week, the student may be issued a letter of advice or a letter of warning.

Absences from chapel are allowed for illness, emergency, and authorized school trips. These are the only recognized reasons for excusable absence. Applications for permanent absence from chapel are presented to the academic dean on a form obtainable at the dean's office. Such absence privilege is granted only on the basis of urgent financial necessity or because of the key position filled.

A satisfactory chapel attendance record is required for readmission to SMC.

YOU AND YOUR CAMPUS LIFE

YOUR SOCIAL LIFE

It is the purpose of the college to give you guidance in the development of a well-integrated personality. The college provides you with opportunity to associate with others. In the residence halls, classrooms, and cafeteria, you will find many occasions to make a large circle of acquaintances and to share in a pleasant and enjoyable campus life.

The student and faculty committees on lyceum and social programs plan the Saturday night activities. These include music, lyceums, suitable motion pictures, and lectures. Mixed student groups may also plan social gatherings for themselves on open Saturday nights, being certain to make all necessary arrangements with the dean of women, the dean of men, and their chaperones by Friday noon. These special occasions will ordinarily be limited to open Saturday nights.

CHOOSING FRIENDS

No condition or circumstance in life offers a better opportunity for developing satisfying friendships than do the associations at college. Since the friends you make during your college days almost certainly will be among the most lasting in your life, it will be to your permanent advantage to choose them well. At college the old adage, "a man is known by the company he keeps," is doubly true. By making many well-selected and lasting friendships you can establish a good reputation and gain the rich benefits of uplifting associations. Noble, high-minded fellow students are stimulating and inspiring in their influence upon your life.

A Christian college campus is no place for love-sick sentimentalism and infatuation. There are other stimulating friendships available in addition to that "special one." Dignified, uplifting

association is encouraged, but discourteous action as evidenced in unseemly behavior between men and women or public display of affection which would be embarrassing to faculty, visitors, and cultured students is out of order.

SOCIAL STANDARDS AND PRIVILEGES

Only a student who adheres to Seventh-day Adventist standards and practices of Southern Missionary College and whose social conduct indicates that he is in harmony with these Adventist ideals for association between young men and young women is entitled to the social privileges afforded at the college. It is highly recommended that each student familiarize himself with the ideals and standards of social relations as set forth in the writings of Ellen G. White and other Adventist authors competent to counsel young people.

You are regarded by observers as a representative of SMC, and, since Christian social regulations are founded on solid principles of social conduct, they are not suspended during vacation periods.

CHAPERONAGE

"Young people complain of chaperonage as though it were something that the faculty had invented last summer in a fit of ill humor. As a matter of fact, chaperonage was invented several thousand years before the oldest member of your faculty was born. It is not a device to hamper and annoy young people, it is a device to protect them . . . , and render their final happiness more sure. It is the product of a certain phase of human experience. It exists, in one form or other, wherever civilization exists. From many sad events the race has discovered that it is not best to allow ourselves to be too sorely tempted; that it is better, so to speak, not to tempt temptation. It has been learned that it is better not to permit young people or older ones either, for that matter, since the principles of chaperonage apply to either group—to indulge in unsupervised association, which

might later lead to familiarities and even sin that would be regretted, perhaps when all regrets would be too late.

"Chaperonage is not a form of mistrust. It is not a kind of narrowmindedness—a hang-over from some less-enlightened age. It is simply a rule which rests on the same basis as the rule which prohibits smoking beside an oil tank, or lighting matches on the premises of a powder factory."—Gwynne Dalrymple, *You and Your Problems*, p. 72.

If you plan for mixed groups to attend social functions, you should submit such plans in writing to the dean of women far enough in advance to make sure all arrangements are properly made. Arrangements for such events are not made on the Sabbath nor for the Sabbath hours. These plans will include the inviting of a chaperone, and no changes are to be made after approval is granted; the young men make the necessary arrangements for chaperonage. Chaperonage is not required for any event on the campus. The regulations requiring chaperonage apply also to community students.

Courtesy requires a ready response to any suggestion of the chaperone regarding conduct, procedure, hour of departure, and other matters. When a group is involved, the student making the request must provide the chaperone with a properly approved list of names. Good form requires that the chaperone be regarded as a guest. It is the duty of the chaperone to inform herself that arrangements are definite and explicit. The chaperone is expected to handle emergencies, to deal with irregularities or accidents, and to return the group at the hour designated.

It is the responsibility of the dean of women to approve or disapprove those suggested as chaperones.

Supervision for picnics and outings shall be arranged in the approximate proportion of one supervisor for every 15 to 20 students.

ESCORTING

Escorting is a privilege granted to you if you maintain a high level of conduct. You as a young man will meet the young lady at her residence, accompany her to the appointment, and see her directly home afterwards.

Escorting to social occasions such as Saturday evening programs, picnics, approved parties, etc. is in order. Walking together to and from various appointments during the week days is approved. Escorting after worship during study evenings is not approved. Socializing such as informal meetings of couples during the evening study hours or on the Sabbath is not approved. Loitering by escorts at the women's residence is considered out of order at all times. Necessary visiting may be arranged for otherwise through the dean of women or in the Student Lounge.

Escorting for an evening campus function may not ordinarily begin earlier than 30 minutes before the hour of the function of the evening. The Women's Residence Hall will be closed 15 minutes after the end of the regular Saturday night program or other social function. When the Student Association provides a social hour, it will terminate so that each student may be in the dormitory by 10:30 P.M. (If the program ends after 10:00 P.M., there will be no social hour.) The social hour is for college students only. All students are expected to report at their respective dormitories within 15 minutes after the Saturday night programs unless they attend the social hour.

Couples may walk together in groups to and from church services. However, escorting in the regular sense of the term is out of order during the Sabbath hours.

CALLING AT DORMITORY RESIDENCES

The young man should make the arrangements with the dean of women for visiting in the Women's Residence Hall facilities.

A young man should not call at the women's residence hall during the study period except by previous arrangement with the dean of women. A young woman should not make social calls at the men's residence hall.

CAMPUS CONDUCT

Couples are not to visit in the public buildings of the campus.

Public display of affection is out of order anywhere. It is embarrassing to others and not in keeping with good social standards.

Excessive association of couples around the campus is out of order.

Benches are provided around the campus where students may sit occasionally, during daylight hours. The Student Lounge is also a recognized meeting place for social activities.

AUTOMOBILE PARTIES

Couples are not to sit in parked cars or to drive aimlessly around in automobiles in the surrounding community.

DINING ROOM ASSOCIATION

All students will be seated on the plan of two men and two women to each table as directed by the dining room hostesses.

The dining room is a place to become acquainted with a wide circle of friends by dining with a new group each meal.

When special friends dine together at supper, they are not granted escorting privileges. They should meet at the cafeteria for dining together. When such couples finish the evening meal they may go to the Student Lounge or the recreation field and gym, but there is to be no escorting past the Administration Building entrance where the young man will go into worship and the young woman will proceed to her worship.

STUDENT PARK

The Student Park is for planned and approved activities. This regulation includes week days as well as Sabbath.

Groups planning to use the student park should ask their respective residence hall dean for such permission.

SOCIAL TIMES

The period from 5:00 P.M. until 6:25 P.M., with the exception of Friday and Sabbath, is considered a social time on the campus. All social activities, including students and couples visiting on the campus or loitering on the campus, cease at 6:25 P.M. and during the evening study period.

Between 5:00 and 6:25 students may use the facilities of the gym, recreational field, benches on the campus, or the student lounge. There should be no loitering around the residence halls during this time or at any other time.

ASSOCIATION AT RELIGIOUS SERVICES

Collegians and Upper Collegian couples shall refrain from sitting together at religious services of the Sabbath hours, but the college recognizes mixed groups in Sabbath school classes on both levels.

COLLEGIANS AND UPPER COLLEGIANS

There are two groups of students on the campus: Collegians and Upper Collegians. The Upper Collegians are those students who are juniors or seniors, or twenty years of age, or who have been in attendance at SMC for two years. One must maintain a 1.00 g.p.a. or better to remain in this group. Their privileges are indicated in the following paragraphs.

Students are in the Collegian group if they are freshmen, or are not twenty years old, or have not been in attendance at SMC for two years, or have a g.p.a. of less than 1.00. Their privileges are also designated in the following paragraphs.

New and transfer students, regardless of age, grade, or class will be in the Collegian group for their first nine weeks on the campus.

Students go on and off the lists at the end of each nine-week period.

GROUP STATUS

When the young man or young lady of a couple is a Collegian and the other person is an Upper Collegian, then the couple assumes the status of

the lower group. This provision includes staff members dating students. It also includes students who date academy students, the two young persons coming under the rules of the academy.

The rules in this booklet, including these on social conduct, also apply to dormitory students who may be dating students or non-students in the community.

LETTERS OF ADVICE

Letters of advice are written to alert the student to his violation of school rules and regulations and put him on guard about his conduct on the campus.

These letters may be written for such violations as repeated late entrances to the dormitory, violations of rules concerning socializing on the campus or during study period, etc.

An Upper Collegian, who receives a letter of advice after a faculty member cautions him about his conduct, will lose his upper collegian status for the remainder of the nine-weeks period.

A Collegian who receives a letter of advice, usually after a faculty member has spoken to him about his conduct, goes on social probation for the remainder of that nine-weeks period.

LETTERS OF WARNING

Letters of warning are written to students for more serious violations of school rules and regulations. Letters of warning are a second step before suspension or expulsion.

An Upper Collegian who receives a letter of warning loses his upper collegian status for the remainder of the semester.

A Collegian who receives a letter of warning goes on social probation for the remainder of that semester.

Letters of advice and warning are placed in the permanent file and a copy is sent to the parents or guardians.

YOU AND YOUR STANDARDS

PERSONAL HABITS

In order to maintain the highest Christian standards, SMC does not knowingly admit or indefinitely retain a student who is guilty of stealing; willfully and deliberately employing deception regarding violations of college regulations, including dishonesty in examinations or classwork; gambling, betting, possessing, or using playing cards or other gambling devices; dancing or attending theaters, pool halls, or bowling alleys; using or possessing alcoholic beverages, narcotics or tobacco, or furnishing them to others; using profane or vulgar language; indulging in lewd conduct or suggestions; displaying or possessing obscene literature or pictures; meeting persons of the opposite sex in any secretive or clandestine manner; or disseminating atheistic ideas or undermining the religious ideals of the college.

DRESS

"No education can be complete that does not teach right principles in regard to dress. Without such teaching the work of education is too often retarded and perverted." — Ellen G. White (*Ed.* 246).

"A person's character is judged by his style of dress. A refined taste, a cultivated mind will be revealed in the choice of simple and appropriate attire. Chaste simplicity in dress, when united with modesty of demeanor, will go far toward surrounding a young woman with that atmosphere of sacred reserve which will be to her a shield from a thousand perils."—Ellen G. White (*Ed.* 246). The key words of these statements are modesty, simplicity, and appropriateness.

While dress is ultimately an individual matter, good sense and good taste require that certain general standards be taken into consideration as you plan your wardrobe. Modesty in dress for both men and women is not only considered good taste, but it is highly desirable from the standpoint of economy and the impression it gives to others.

FOR YOUNG MEN

Good form requires that young men wear neckties to all religious services. Coats may be discarded when weather is extremely hot. Those who work around the college buildings will wear shirts. Neat and appropriate attire is expected for attendance at the dining hall.

Men students are not to wear excessively tight clothing. Shirts of a transparent material may be worn only with an undergarment. Shirts must be worn at all times in the gymnasium, tennis courts, ball field, etc. ID bracelets and rings are not to be worn.

A young man should wear slacks, not blue jeans, to classes, and he should not wear sleeveless shirts or T-shirts on the campus unless he is engaged in recreation at the recreation field or the gymnasium. Good taste requires that young men wear a T-shirt or undershirt under an open-neck shirt or other shirt.

FOR YOUNG WOMEN

1. Standards of good taste demand that the shoulder and upper part of the arm be covered. This means that all dresses and blouses should have sleeves. Cap sleeves are not sleeves.
2. The neckline should be modest—not cut low in front, back, or off the shoulders.
3. On a few occasions during the year many women choose to dress formally; however, you need not feel that your college wardrobe must contain a formal. A list of standards governing formal attire is given below.
4. Sheer or transparent blouses may not be worn.
5. Tight sweaters or shirts or form-fitting clothes of any kind are not to be worn.
6. All dresses and skirts must be long enough to cover the knees at all times in any standing or sitting position.
7. Party dresses are inappropriate for church wear. (Dresses that dip in the back are considered party dresses.)

8. Shorts, slacks, treads, slim-jims, jeans, or pedal-pushers of any kind are not to be worn on the campus at any time or in any public place. The regulation recreation and gym attire (black White Stag clam-diggers) may be worn on specified occasions (see recreation rules).
9. Artificial appearances resulting from the use of cosmetics, hair-dyes, etc., are out of place and are not permitted at SMC.
10. Jewelry, such as rings, necklaces, necklace watches, loquets, earrings, pendants, bracelets, and anklets, is not to be worn while attending SMC.

FORMALS

1. All formals must have sleeves. A cap sleeve or a ribbon or net drape is *not* a sleeve.
2. All formals must be long enough to cover the knees in any standing or sitting position, regardless of the number of crenolins worn.
3. If a stole is worn, it must be attached to the dress so as to make it a part of the garment. A net or lace stole must be lined.
4. A dress that dips in the back must come up to within 6" of the neckline. A round neck dress that exposes too much of the back must be worn with a stole or a jacket.

NOTE: All formals will be checked before the first formal occasion.

YOU AND YOUR STUDIES

YOUR COUNSELOR

It is a satisfying feeling to believe that someone understands you. Advisers are friendly people who enjoy helping you understand yourself or aiding you in meeting your problems. The services of a technically trained and well-qualified professional counselor are available to those of you who may desire vocational or other guidance. Your counselor will also be able to interpret test results concerning your vocational or scholastic aptitudes.

As a freshman, you will participate in the general testing program, which includes measures of scholastic aptitude, reading proficiency, social adjustment, and vocational proficiency. The current college bulletin carries information on this testing and counseling service.

YOUR LIBRARY

Of recent years much importance has been attached to the book collection as the heart and center of learning on a college campus. SMC has the beautiful A. G. Daniells Memorial Library. The building is modern, is comfortably furnished, and is well equipped. You are encouraged to take advantage of these splendid library privileges. Here are the finest opportunities for personal development in preparing class assignments and research work and for recreational reading. The library is a real "service" department, and the library staff serves the entire student body and staff personally and impartially.

In order that you may be protected in your study rights, lounging or visiting is out of order here. Special friends will not sit together or use the library for a meeting place. The library is a place of business, not a social center.

CLASS ATTENDANCE

The policy regarding class attendance is that no absences shall occur except for illness, emergency, or authorized school trips. Such absences are recognized for the purpose of making up work;

however, requests to do so must be presented to the academic dean on the form provided within 48 hours after the absence occurs and must be made up within a week.

Teachers report to the dean's office when a student's absences in any one class number the same as the class appointments for one week. When the absences equal the appointments for two weeks, the teacher will consult with the academic dean as to the student's continuance in the particular class. Cases of such students may be reviewed by the Academic policies Committee.

The usual regulation about double absences immediately preceding or following vacation periods and picnic days is also part of the absence policy at SMC. Leaving class without permission counts as an absence. Repeated tardinesses may also be considered as absences.

BOOKS

Textbooks, workbooks, notebooks, and other auxiliary learning materials are available at the College Book Store.

YOUR STUDY HABITS

A regular routine of study produces maximum results. The residence dean has daily program cards available on which you can outline your daily schedule, marking your appointments and indicating times for study. "Plan your work and work your plan" will aid you greatly in your drive for success in academic matters.

Here are some suggestions on how to study:

1. Plan your work.
2. Have a goal for each study appointment.
3. Keep in good health by regularity in eating, sleeping, and exercising.
4. Have a definite place and time for study on each subject.
5. Start studying immediately when you sit down at your desk; avoid daydreaming!
6. Learn to read properly by looking for main thoughts and by increasing your vocabulary.

7. Learn to remember by basing your memory on understanding.
8. Take notes—legible, complete, and organized—on each subject.
9. Prepare for examinations by daily study with short frequent reviews.

YOU AND YOUR WORK

YOUR OCCUPATIONAL OPPORTUNITIES

Southern Missionary College cordially welcomes you to its industrial program. This work program has been provided to help defray your school expenses and to give you practical training, which in many respects is of as much benefit as the academic program.

The work program actually enables students to "earn as they learn." A certain amount of work is necessary for the operation of the college. Instead of hiring a large number of non-student, full-time workers, much of the work has been reserved for students. In addition to the general work program at the college, many industries have been established to provide work for students.

The optimum work-study program is about 20 hours of work and 16 hours of classes per week. You are urged to spend a minimum of six hours per week in physical labor. Many students work more than the minimum in accordance with the financial plan under which they are registered. If you reside in the community, you will be furnished such work as the college may be able to provide.

YOUR WORK RESPONSIBILITY

As a student, you should recognize that work assignments are as important as class assignments and that they constitute an essential part of the financial plan under which you are enrolled. In case of sickness or unavoidable absence you should contact your work superintendent and help make proper arrangements for a substitute worker and/or for makeup work later. Work absences must be held to an absolute minimum and allowed only when definite arrangements have been agreed upon in advance with the supervisor. In case of illness, you should report to the health service at once for treatment so that proper records can be made of the illness.

Every effort will be made to assign you to an industry or a service department where you will be satisfied and able to produce a service worthy of your remuneration, but the college cannot assign you where work is not available, nor can it always shift you from one assignment to another upon request. Ordinarily you will be assigned to a particular department, and you will be expected to remain there for the school year.

Two weeks' notice is required if you wish to terminate your regular, scheduled work program or to transfer to another department.

YOU AND YOUR RECREATION

PHYSICAL EXERCISE

Christian education is the harmonious development of the physical, mental, and moral powers. A sound physical constitution and vigorous health are impossible without relaxation and bodily exercise. Upon becoming a student at SMC, you should arrange your personal program so that you will get fresh air and exercise which are conducive to a strong active mind and a noble character.

SMC, through its allied industries, provides an abundance of opportunities for student exercise. You will find physical labor a means of refreshment for mind and body. To you who work, useful physical labor provides a source of income and invigorating exercise, develops a spirit of self-reliance, and encourages habits of industry.

RECREATIONAL FACILITIES

In addition to having abundant opportunities for physical labor, the campus is situated to provide adequate recreational facilities. Hiking opportunities are unexcelled, with rugged terrain and mountain trails of scenic beauty on every hand. The auditorium provides an area under roof for skating and marching. There are courts for basketball, volleyball, and tennis. The outdoor athletic field is properly equipped and lighted for night soft ball and other open field games. Intramural sports are planned for the appropriate season.

All organized play is under the general supervision of the director of physical education, assisted by the student and faculty committees on Health and Recreation.

- (a) Staff members and students of Southern Missionary College and Collegedale Academy are eligible to use the recreational facilities of the field and gymnasium.
- (b) Facilities may be used daily until 6:20 P.M. All activities will cease from two hours before sunset on Friday until Sunday morning with the exception of school-planned Saturday evening functions.

- (c) Students enrolled in physical education classes, as posted, have prior use of facilities.
- (d) Student groups desiring use of facilities must secure permission from the director of physical education at least 24 hours in advance of expected use.
- (e) Only authorized and planned activities will be scheduled during the study period hours.
- (f) Soft rubber-soled shoes are to be used exclusively on surfaced courts to prevent accidents and to protect playing surfaces.
- (g) Individuals checking out play equipment remain personally responsible for its care and return.
- (h) Sidewalks to and from courts and gymnasium are to be used to avoid tracking of dirt onto surfaced play areas.
- (i) Traffic across shuffleboard court is prohibited to protect painted surface.
- (j) Women may wear either regular street wear apparel or approved gym wear consisting of loose fitting pedal pushers (White Stag black clam diggers) with appropriate blouse. A wrap-around skirt is to be worn to and from the courts or gymnasium.
- (k) Men may wear regular slacks or the college approved gym wear consisting of "duck deckers" with appropriate shirt.
- (l) See your respective dormitory dean or the director of physical education for full particulars. College approved gym wear is available at the Southern Mercantile.
- (m) All participants are expected to conduct themselves in harmony with college standards. Rules of propriety and sportsmanship are to be observed at all times.
- (n) Unless co-recreational activities are in progress as planned school functions, there shall be no spectators loitering in the recreational areas.
- (o) Willful misuse of equipment and facilities will result in appropriate discipline. Damage sustained will call for complete compensation for replacement or repair, whichever is necessary.

MUSIC

On the SMC campus wholesome and inspiring music may be a source and influence of great benefit; cheap and sensual music has the power to debase and to induce harm. At SMC every effort is exerted to encourage a taste for the finest and highest forms of music. The musical programs contribute to the development of an appreciation for the best secular and sacred compositions of the past and present.

Students who insist on playing cheap music will be disciplined.

LITERATURE

As a student at SMC, you will have access to a large variety of books embracing the finest literary productions of all time. Here you will have opportunity to store your mind with gems of truth and beauty. In college you can build reading habits that will determine your choice of literature in later life. As an educated person, you will want to acquaint yourself with the best as tested by literary standards; as a Christian, you will reject reading matter which may be detrimental to your personal spiritual development.

PICNIC POLICIES

The senior class alone is allowed an all-day picnic in the spring.

The annual college class picnics are all conducted on the same day.

The Ushers' Club is permitted a half-day picnic in the spring on a Sunday.

All persons attending picnics are required to be back and checked in on the campus by 9:00 P.M.

Mixed swimming is not permitted on school-sponsored outings and picnics.

A small group that may want to have a picnic on a week day or on a Sabbath must have a faculty chaperone or an approved adult chaperone, even though the group may be Upper Collegians.

All cars used for transportation on school picnics, etc., must be covered with public liability, property damage, and medical payment insurance.

YOU AND YOUR ACTIVITIES

THE OPPORTUNITY

The opportunities for student participation in extra-class activities are unusually rich and varied at Southern Missionary College. The college fosters activity which stimulates student participation as a means of developing leadership and experience in group cooperation and achievement. On the principle that students should learn by doing, these activities prepare the student to render a definite and effective service to God and society. This extra-class activity program is an integral, indispensable phase of student life and offers a means of self-development of personal initiative, perseverance, and group leadership.

THE STUDENT ASSOCIATION

In addition to the activities organized by the Missionary Volunteer Society of the Collegedale church, the Student Association is the over-all organization by which every student may participate in the extra-class activities of the college. The officers of the Student Association and the members of the Student Senate, which serves as the governing body of the Association, are elected annually by popular vote of the members of the Association, or of one of its constituencies.

Much of the work done in the over-all student organization is done by the standing student committees appointed by the Student Senate. These formulate recommendations, either to faculty committees, to the Student Association, and/or to the Student Senate. The administrative officers of the Student Senate meet functionally with the president, the dean, the dean of student affairs, and the business manager of the college.

The Student Senate sessions are generally open to any student; the visiting student may take part in the discussions. In all-college forums in the chapel, by referendum among all students, and by discussions in committees, forums, and classes,

student opinion is informed and may formulate recommendations. To a large degree, specific areas of student life and activity are under the full administration of the Student Senate or its committees.

Among the functions and activities of the Student Association and its committees are formulation of policies governing student office holding, chartering of clubs; planning for and administering the annual College Days; publication of the four student periodicals: the annual *Southern Memories*, the periodical *Southern Accent*, the semi-weekly *Campus Accent*; the yearly *Joker*; participation in the formulation of policies in joint meetings with a number of faculty committees; planning and giving student broadcasts; promotion of special projects in regard to better English, weekly news commentaries, ushering service at all public functions, fund-raising campaigns for improvements, and sanitary inspection.

A detailed handbook of student campus activities entitled, *The Student Association of Southern Missionary College*, sets forth the duties and procedures of the Student Association and its component elements, the clubs, forums, councils, and committees under its jurisdiction.

CAMPUS ORGANIZATIONS

The campus organizations are so varied that the special interest of every student is almost certain to be served. These include the following:

The Musical Organizations: The Southern Missionary College Choir, the Collegiate Chorale, the Men's Chorus, the College Band, quartets, trios, and other instrumental and vocal ensembles.

The Professional Clubs: The Future Business Leaders of America, the Future Nurses Club, the Communications Arts Club, the Home Economics Club, the International Relations Club, the Secretarial Club, Biology Club, Chemistry Club, Physics Club, Teachers of Tomorrow Club, Industrial Arts Club.

The Special Interest Clubs: The Stamp Club, the Radio Club, the Ushers' Club, the Nature Club, the Parliamentarian Club, etc.

The Forums: The Women's Forum, the Men's Forum, the Married Couples' Forum.

The Church-Related Groups: Christ's Foreign Legion, the Ministerial Seminar, the Future Ministers Club, and the American Temperance Society's local chapter.

The Missionary Volunteer Society of the local church is the largest student organization, operating a number of bands and other units serving special religious interests.

Every student is encouraged to participate in these organizations to the extent that his work and study program will allow. As a means of protection against an excessive load, the student's office holding is regulated by the academic dean and the Student Association.

POINT SYSTEM FOR EXTRACURRICULAR ACTIVITIES

In order that a large number may have an opportunity to develop leadership, a division of extracurricular activities is encouraged by the use of the following point system:

Student Association

President	18
Vice President	15
Secretary	18
Treasurer	15
Standing Committee Chairman	12
Parliamentarian	3
Membership in SA Standing Committee	3

Southern Accent

Editor-in-Chief	15
Associate Editor	12
Business Manager	12
Make-up Editor	9
News Editor	9
Circulation Manager	6
Executive Secretary	6
Feature Editor	6
Reporter	3
Typist	3
Proofreader	3
Copyreader	3

Southern Memories

Editor-in-Chief	15
Associate Editor	12
Business, Advertising & Circulation Manager	15
Photographer	9
Make-up Editor	3
Lay-out Editor	3
Snapshot Editor	3
Literary Editor	3
Typist	3

Radio Station WSMC-FM

General Manager	15
Programs Director	15
Other Officers	3

Class Officers

Senior Class President	12
Junior Class President	12
Sophomore Class President	12
Freshman Class President	12
Any Class Secretary-Treasurer	6
Other Class Officers	3

Clubs

President	6
Vice President	3
Secretary	3

Forums

President	12
Vice President	3
Secretary	3
Treasurer	3

Church

Elder	6
Deacon	3
Deaconess	3
Assistant Treasurer	3
Temperance Society President	12
Temperance Vice President	6
Other ATS Officers	3

Sabbath School

Division Superintendent	12
Secretary	9
Assistant Secretary	3

Associate Superintendent	6
Music Director	3
Teacher	3

Missionary Volunteer Society

Leader	18
Associate Leader	15
Secretary	12
Treasurer	9
Music Director	3
Standing Committee Chairman	9
Band Leader	3
Assistant in Evangelism	3

Miscellaneous

Director of Seminar Bands	12
Ministerial Seminar Leader	9
Seminar Band Associate Leader	3
Christ's Foreign Legion President	6
Christ's Foreign Legion—Other Officers	3
Ushers' Club President	9
Head Usher	9
Ushers' Club—Other Officers	3

A student is limited to 21 points a semester for extracurricular activities. A senior may not increase his load beyond 18 points for the second semester. However, a senior carrying 21 points would not be required to resign an office in the second semester.

Article 2, section (b) of the By-Laws of the Student Association states:

- A. Twenty-one points will be the maximum any student can hold.
- B. A student whose grade point average is below 1.2 may hold up to and including 6 points. A student whose grade point average is 1.2 overall, or 1.4 for the previous semester, can hold up to and including 12 points.
- C. A student whose grade point average is 1.4 overall, or 1.6 for the previous semester, can hold up to 21 points.
- D. The Student Senate, in co-operation with the President's Council, shall determine the number of points to be carried by each office.

AT YOUR SERVICE

POST OFFICE

Collegedale has a post office which serves the college and community. Besides the usual handling of mail, it is authorized to issue money orders and postal notes. Mail is picked up from and delivered to each of the residence halls twice daily.

Your mail should be addressed to Talge Hall or Jones Hall for men, and Women's Residence Hall for women.

Trunks and packages which cannot be handled by parcel post are delivered by railway express.

STUDENT BANK

The Student Bank for safe keeping of students' funds is in Lynn Wood Hall.

LOST AND FOUND

The lost and found department is in the service department in Lynn Wood Hall.

CAFETERIA

The cafeteria is one of the most congenial places on the campus. There students meet and exchange ideas, news, and pleasantries.

Proper nourishment is vital to physical and mental health. Balanced vegetarian meals are served in the college cafeteria, and it is usually a good practice for you to eat three meals a day.

May we remind you that the dining hall is more than just a filling station. Each person at the table should contribute to the conversation at meals. It is a demonstration of good breeding to dress appropriately in the dining hall and to help maintain a cultural atmosphere.

LAUNDRY

Laundry is collected once a week at each residence hall or may be taken to the laundry personally and picked up at a designated time.

To safeguard your property there are two requirements: (1) Each article should be marked with a name tape which may be purchased at the laundry. The laundry assumes no responsibility for clothing which is not marked with name tapes. If the student prefers to furnish the tags, the laundry will sew them on at the student's expense. (2) A laundry slip should accompany each bundle. The laundry also handles dry cleaning and pressing. Minor mending and patching is done free; a small charge is made for other repair work.

COLLEGE PLAZA

The College Plaza is a convenient shopping center for general merchandise, school supplies, books, etc. It also houses the fountain where you may obtain a snack in case you miss a meal. Other facilities, such as a barber shop, and beauty shop, are available.

TELEPHONES

Telephone booths are installed in both residence halls and in the College Plaza. These phones are available to students. Other office, business, and residence phones are private installations. Long distance calls may be made by paying cash or by reversing the charges. Social calls are not to be made during study period, and no calls should be made after 10:00 P.M.

CONCLUSION: This is the end of the pamphlet, but it may be the beginning of an inspiring relationship between "SMC and You."

You are invited to approach SMC with the attitude expressed by Thurstone, the entertainer. Before every performance it is said of him that he stood in the wings off the platform and said to himself, "I love this audience. I am going to give them my very best, and they are going to respond beautifully." It made for success with Thurstone; it will do likewise for you.

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For Reference

Not to be taken

from this library

YOUR PLEDGE

An application for entrance or re-entry into Southern Missionary College is a personal pledge on your part to comply willingly with the regulations governing student conduct and to adhere faithfully to the standards outlined in this booklet.

May we suggest that you also acquaint yourself with the information listed under "Governing Standards, Citizenship, Attendance at School Appointments" in the college bulletin.



