

SMC and You

Student Handbook

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SMC and You

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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 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.

Table of Contents

YOU

. . . AND YOUR ARRIVAL AT SMC

. . . AND YOUR COLLEGE

. . . AND YOUR COLLEGE HOME

. . . AND YOUR GOD

. . . AND YOUR CAMPUS LIFE

. . . AND YOUR STANDARDS

. . . AND YOUR STUDIES

. . . AND YOUR WORK

. . . AND YOUR RECREATION

. . . AND YOUR ACTIVITIES

AT YOUR SERVICE

YOUR PLEDGE

. . . AND YOUR ARRIVAL AT SMC

Southern Missionary College is a symbol of the principles and standards that characterize the Seventh-day Adventist Church. Any student who embraces these ideals and the attitudes which support them is welcome to apply for admission. No religious qualifications are stipulated, but all students are expected to live within the framework of the organization of this campus and the church which supports it.

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 enjoyable.

. . . 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 fully-accredited 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 Interstate 75. 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 37315.

If you arrive in Chattanooga or Ooltewah and need taxi service, call the college business office—396-2111—and they will make the necessary arrangements. Leave your baggage checks with the college business office, and the college truck will deliver the luggage to your residence hall.

. . . AND YOUR COLLEGE HOME

RESIDENCE REQUIREMENTS

All single students whose parents, close relatives, 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. Students who are offered free room and board by community residents and who show definite need may submit their requests to the president's secretary for administrative action.

WHAT TO BRING

Each residence hall room is furnished with the beds, desks, chairs, closets, and storage space needed for college living.

You will need to furnish the spreads, drapes, rugs, lamps, linens, pillows, blankets, towels, wastebaskets, pictures, etc. to complete the furnishings and add to the attractiveness of the room.

You may wish to wait until you arrive on campus to make major purchases with your roommate to be assured of furnishings that blend well.

CARE OF YOUR ROOM

Each student is expected to maintain his room in such order as to pass inspection each day. Southern Missionary College reserves the right for a designated member of the college or residence hall administrative staff to enter and inspect a student's room if it is felt necessary. Each student accepts this authorization when he rents a room in one of the residence halls. When you vacate it, the room should be left clean, with walls, woodwork, and furniture undamaged.

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. The college residence halls are to be regarded as private homes for their occupants.

STUDY PERIOD

College does mean study. You will need opportunity to prepare lessons; therefore, study periods are observed each evening, Sunday through Thursday. During this time a quiet atmosphere conducive to study is maintained. Students are asked to cooperate in this quiet period by devoting it regularly to study and by cooperating with the residence hall dean in regulations necessary to preserve that opportunity for all.

When leaving the residence halls for library study or other college-sponsored appointments on campus, all students must comply with the check-out procedures of the residence halls in order that their whereabouts may be known throughout the evening. If a student is going farther than the immediate campus, he should obtain permission from his residence hall dean. Long distance calls and other reasons make this courtesy necessary.

LIGHTS OUT

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

RADIOS

If you bring a radio or record player, you are expected to play only that which befits Seventh-day Adventist Christian standards. Such equip-

ment should only be used in such a way as not to disturb those around you. The use of television sets is not permitted in student rooms.

CAMPUS LEAVES

As a resident student, do not leave the campus without making proper arrangements with your residence hall dean. When absences from classes and work are involved, other arrangements must be made with the academic dean and work supervisor.

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 may 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 at least 24 hours prior to departure time. It is urged that students reach their destinations before sundown Friday night.

Except in cases of emergency, weekend leaves will not be granted during the weeks of spiritual emphasis and during the first month of school.

Your weekend leave ends at 10:00 P.M. Sunday night. Vacation leaves also end at 10:00 P.M. If a person is traveling by public conveyance and finds himself unavoidably delayed, arrangements must be made with the residence hall dean.

Young women under twenty-one years of age are required to have written authorization from their parents or guardians for all weekend leaves, and all young women are required to have a written invitation from their host or hostess if visiting in a private home other than their own homes.

Overnight leaves of absence to the surrounding area may be granted young women only upon written invitation from host or hostess, and with the specific authorization of parent or guardian for each occasion, regardless of the type of weekend permission on file.

Travel arrangements for overnight, weekend, or vacation leaves for groups including Collegians (men and women) are in order if at least two women are included in the group and there are no overnight stops during the period of travel.

Collegian or Upper Collegian (terms defined later) groups going to places other than the home or homes of students in the group shall make arrangements with the residence hall deans. Such trips would include visits to the campuses of other colleges, academies, hospitals, etc. There may be occasions when an invitation from the host institution is required as a matter of courtesy.

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

OVERNIGHT LEAVES

All overnight leaves will count as regular weekend leaves.

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.

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.

STUDENT'S GUESTS

You should not invite guests to the residence halls without making previous arrangement. When such guests arrive, the residence hall dean should be notified. The presence of guests

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. The resident assumes all responsibility for his guest.

FIREARMS AND FIREWORKS

It is out of order to 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 dismissal.

FIRE HAZARDS

Candles, alcohol stoves, open-flame lamps, and fire hazards of any nature are not permitted in the student rooms. The residence halls are not wired in such a way as to permit the use in student rooms of irons, hot plates, corn poppers, toasters, electric heaters, or any other electrical appliance; the use of such involves a real fire hazard. A penalty of \$5.00 will be levied upon anyone violating these regulations.

In order to protect your life and property, a minimum fine of \$25.00 is imposed for an 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 this equipment 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.

Neither your dean nor the college can accept any responsibility for items or money stolen

from your room. Nor can the college 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 want to 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 VEHICLE POLICIES

General Regulations:

1. Within 48 hours of your arrival on campus you will register your motor vehicle at the office of the dean of students.
2. If you are a residence hall student, you will also report within the same period of time to the residence hall dean who will assign you a permanent parking stall. (When your vehicle is not in use, it will be parked in this stall.)
3. Lending or borrowing of motor vehicles is expressly prohibited and will cause the suspension of privilege for both the lender and the borrower.
4. Under no circumstances will you be permitted to have a motor vehicle unless you have the following insurance:
 - \$10,000-\$20,000 public liability
 - \$10,000 property damage
 - \$ 1,000 medical payments for each occupant of the car
5. Unless twenty years of age or older, freshmen are not permitted to use or park motor vehicles at the college or in the vicinity.
6. Probationary students, academic or social, are not eligible for motor vehicle privileges.
7. Failure to register a motor vehicle may result in immediate suspension or dismissal from the college.

8. Couples are not to sit in parked cars or to drive aimlessly around in the surrounding community.
9. Automobiles may be used by residence hall students for off-campus driving, providing suitable arrangements have been made; but it is inappropriate for them to be used as transportation to and from on-campus classes or activities.

For Collegians:

1. Under no circumstances is the collegian to use his motor vehicle unless he has specific personal permission from his residence hall dean.
2. He will be permitted to take his motor vehicle off-campus on an average of once a week (excepting home leaves at which time he may use it to go home.)

Upper Collegians:

1. Arrangements should be made with the residence hall dean for all off-campus driving.
2. No automobile is to be used at night (after 6:50 P.M.) without explicit permission of a dean; and all automobiles should be parked on Friday by *ONE HOUR BEFORE SUNSET*.
3. You may use your automobile on Sabbath for Seminar trips and Missionary Volunteer service bands by making arrangements on Friday by filling out the car use blank prepared for that purpose which the dean will approve. Any other Sabbath auto use must be arranged for explicitly 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 residence hall deans may use their own discretion as to when and how often couples may visit community homes.

. . . 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 residence hall worships, you will learn to appreciate the other scheduled religious appointments. Among them are Friday evening vespers, Sabbath school, church services, and the sunset meditations on Sabbath evening. Faithfulness in attendance at these worship periods is carefully noted. You are not to be on the campus grounds during the evening worship periods.

Sabbath Observance

In accordance with the sacredness of the Sabbath, you as a member of the school family will want to 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 become part of the SMC family, you will appreciate these activities more and more. Socializing by couples during the Sabbath hours is not accepted.

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

Chapel is conducted twice 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 chapel very important from an organizational as well as from an informational and inspirational standpoint.

. . . 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 lyceums, suitable motion pictures, lectures, and musical entertainment. Mixed student groups may also plan social gatherings for themselves on Saturday nights, being certain to make all necessary arrangements with the dean of women, the dean of men, and their chaperones by Friday noon.

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 others is out of order.

Members of the college staff are expected to

correct and/or report situations in which they may observe students bringing discredit to themselves or to the college through inappropriate display of affection.

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.

CHAPERONAGE

In general, chaperonage policies at Southern Missionary College are for the protection of students and their good name as well as that of the college.

If you plan for mixed groups to attend social functions, you should submit such plans on the appropriate form 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 regularly scheduled events 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. Good form requires that the chaperone be regarded as a guest. It is the duty of the chaperone to note 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, outings, and other social functions shall be arranged in the approximate proportion of one supervisor for every 15 to 20 students.

A chaperone is defined as a parent, faculty member, or some other person approved by the deans.

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 are twenty years of age, or who have been in attendance at SMC for two complete years. One must maintain a 2.00 g.p.a. or better to remain in this group.

Students are in the Collegian group if they are freshmen or sophomores under twenty years of age, or who have not been in attendance at SMC for two complete years, or who have a g.p.a. of less than 2.00.

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

Student group status is reviewed 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 Collegian 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 residence hall students who may be dating students or non-students in the community.

DAYTIME SHOPPING TRIPS AND CONCERTS

The College Plaza has a wide variety of offerings, but you may need to visit Chatta-

nooga occasionally for shopping purposes. Permission for such trips must be secured from the residence hall dean.

Collegian men and women may go shopping together and may attend concerts or other occasions in nearby cities with an approved chaperone or with a mixed group of more women than men.

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.

SATURDAY NIGHTS

On Saturday 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. 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 Saturday night must be filed with the dean of women by Friday noon.

Collegians of sophomore status may have one off-campus double date per month with the same privileges as Upper Collegians.

ARRANGEMENT FOR PRIVILEGES

No student 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.

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 as is walking together to and from various appointments during the week

days. 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 out of order. 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. Loitering by escorts at the Women's Residence Hall is considered out of order at all times. Necessary visiting may be arranged for otherwise through the dean of women's office.

The Women's Residence Hall will be closed 15 minutes after the end of the regular Saturday night program or other social or recreational function. When the Student Association provides a social hour, it will terminate so that each student may be in the residence hall 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.

CALLING AT THE RESIDENCE HALLS

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

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 loiter 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.

AUTOMOBILES

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

PICNIC POLICIES

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.

STUDENT PARK

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

Mixed groups planning to use the Student Park should ask the dean of women for such permission.

SOCIAL TIMES

The period from 5:00 p.m. until 6:45 p.m., with the exception of Friday and Sabbath, is considered a social time on the campus. All social activities, including visiting by students and couples on the campus, cease at 6:45 p.m. The evening study hour is not a social period on campus.

Between 5:00 and 6:45 students may use the facilities of the gymnasium, 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.

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 motor vehicle and chaperonage policies as outlined elsewhere in this handbook.

ASSOCIATION AT RELIGIOUS SERVICES

Couples shall refrain from sitting together at the religious services of the Sabbath hours, but the college recognizes mixed groups in Sabbath school.

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 residence hall, violations of rules concerning socializing on the campus or during study period, and absences from worship, chapel and work appointments.

LETTERS OF WARNING

Letters of warning are written to students for continued infractions or for more serious violations of school rules and regulations. Letters of warning are a last step before suspension or dismissal.

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

Any student 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.

. . . AND YOUR STANDARDS

PERSONAL HABITS

At all times students are expected to act in harmony with the principles that govern our society and with the standards upheld by the Seventh-day Adventist Church. By enrolling at Southern Missionary College each student signifies his intent to subscribe to these general principles. He also declares the following:

1. His attitude toward school policies and religious ideals of Southern Missionary College will always be positive.
2. Scrupulous honesty will characterize every act of life.
3. He will willingly cooperate with any staff member or person in a supervisory capacity.
4. Association with members of the opposite sex will be in harmony with good taste and school policies.

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; attending theaters, pool halls, or dance halls; 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

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, simplicity, and appropriateness in dress for both men and women are not only considered good

taste, but they are highly desirable from the standpoint of economy and the impression they give to others.

"There should be no carelessness in dress. For Christ's sake, whose witnesses we are, we should seek to make the best of our appearance. . . . In all things we are to be representatives of Him. Our appearance in every respect should be characterized by neatness, modesty, and purity. . . . Even the style of the apparel will express the truth of the gospel." Testimonies, Vol. VI, p. 96.

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 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 or other shirt.

For Young Women

All blouses and dresses are to have sleeves that cover the shoulder and upper part of the arm; also they are to have a modest neckline. Tight sweaters and skirts or form-fitted clothes of any kind are not to be worn. All dresses and skirts are to be long enough to cover the whole knee while standing. Dress and blouse materials which are transparently sheer should be lined. Party dresses are inappropriate for church wear.

At no time are students to appear on the campus or in the campus buildings in slacks, jeans, pedal pushers, clam diggers, bermudas, or

shorts. There is regulation gym attire which may be worn in the gymnasium, but a skirt must be worn in going to or from the gymnasium. Special instructions will be posted for college sponsored picnics.

Artificial appearances resulting from the use of cosmetics, hair-dyes, etc., are out of place at Southern Missionary College. Jewelry, such as rings, necklaces, necklace watches, locketts, earrings, pendants, bracelets, is not to be worn while attending Southern Missionary College.

All college women wear hose to Sabbath services. The well-dressed campus women will wear hose to work when employed in an office position.

Formal Attire

Formal attire should meet the standards of regular campus wear. If a stole is worn with a strapless or sleeveless dress, 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.

. . . 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.

While no attempt is made to assign seats in the reading room, social visiting is out of place, and persons persisting in such visiting will forfeit library privileges.

CLASS ATTENDANCE

Regular attendance at all class and laboratory appointments is required. Class skips are not permitted, and if the total number of absences, regardless of reason, exceeds twice the number of the class credit hours, the grade of "FA" (failure—absences) may be recorded. To avoid

a course grade of "FA" the student may request the instructor to review the case with the Academic Dean if the cumulative absence record was primarily due to illness or unavoidable emergency.

Class make-up work will be permitted only if absences are incurred because of illness, authorized school trips, or emergency. Excuse requests must be presented to the Academic Dean within 24 hours after the student resumes class attendance. All make-up work involving examinations and other class assignments must be completed within two weeks unless otherwise arranged with the instructor.

Absences immediately preceding or following a vacation, school picnic, field day, or from the first class appointment of the second semester by one in residence, carry a double penalty. Three tardinesses are equivalent to an absence.

. . . 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.

You are urged to spend a minimum of six hours per week in physical labor. Many students work more than the minimum required by 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. Such changes must be approved by the work superintendent and the director of student finance.

Any student planning to engage in work off-campus must first register his work program with and secure approval of the director of student finance.

. . . 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; and the new physical education center, with its regulation college size swimming pool and spacious gymnasium, offers opportunity for a variety of recreational activities. In addition, there are outdoor courts for basketball, badminton, volleyball, and tennis. The outdoor athletic field is properly equipped and may be lighted for night softball 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 6:45 P.M. All activities will cease from one and one half 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 priority 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 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 with appropriate shirt. Regulation gym shorts may be worn only on the recreation area and are not to be worn around the campus.
- (l) See your respective residence hall 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

Policies concerning school picnics will be published in the fall and spring of each year.

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.

. . . AND YOUR ACTIVITIES

THE OPPORTUNITY

The opportunities for student participation in extracurricular 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 extracurricular 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 extracurricular 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 periodically with the president, the academic 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 non-professional 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, 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 Encomium Singers, the College Band, quartets, trios, and other instrumental and vocal ensembles.

The Professional Clubs: Biology Club, Business Administration Club, Chemistry Club, Communications Club, English Club, Fine Arts Guild, Foreign Language Club, Home Economics Club, Industrial Arts Club, International Relations Club, Mathematics Club, Nurses Forum, Office Administration Club, Physical Education Club, Pre-Law Club, Student Ministerial Association, Physics Club.

The Forums: Sigma Theta Chi, Upsilon Delta Phi, Married Couples' Forum.

The Church-Related Groups: Christ's Foreign Legion, Ministerial Seminar, and chapters of the American Temperance Society and Religious Liberty Organization.

The Missionary Volunteer Society of the local church is the largest student religious 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 dean of student affairs 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 extra-curricular 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

<i>Business, Advertising & Circulation</i>	
Manager	15
Photographer	9
Make-up Editor	3
Lay-out Editor	3
Snapshot Editor	3
Literary Editor	3
Typist	3

Radio Station

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 2.2 may hold up to and including 6 points. A student whose grade point average is 2.2 overall, or 2.4 for the previous semester, can hold up to and including 12 points.
- C. A student whose grade point average is 2.4 overall, or 2.6 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.
- E. No student on probation, academic or social, is eligible to hold, or to continue in, a student 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 daily.

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

STUDENT BANK

The Student Bank for safe keeping of Students' funds is in the accounting office, Lynn Wood Hall.

LOST AND FOUND

The lost and found department is in the service department located at the rear of 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

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 pre-

fers 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.

COLLEGE PLAZA

The College Plaza is a convenient shopping center for general merchandise, school supplies, books, etc. It also houses the Campus Kitchen 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.

HEALTH SERVICE

If you follow a few simple rules—eat good food, keep regular hours, work hard, get enough sleep, take time for recreation, and set aside a definite time for communion with God—you may go through four years of college without having to depend upon the college physician. Should you need medical attention, you will receive care from the Health Service. The college nurse on duty throughout the day and the college physician during his scheduled office hours will help to put you back on your feet.

INDEX

Bank	39
Cafeteria	39
Campus Conduct	21
Campus Life	17-23
Campus Organizations	35, 36
Care of your Room	7
Chapel Services	16
Chaperonage	18, 19
Class Attendance	27, 28
Clubs	35
College Plaza	40
Collegians	19
Community Students	7, 13
Concerts	19, 20
Counselors	27
Dismissal—Causes For	24
Dress	24
Men	25
Women	25, 26
Escorting	20
Fire Arms	11
Fire Hazards	11
Fire Works	11
Health Service	40
Housing	
Off Campus	8, 13
Residence Halls	7, 21
Group Status	19
Guests	10
Laundry	39, 40
Leaves	
Campus	9
Late	10
Overnight	10
Weekend	9
Letters	
Advice	23
Warning	23
Library	27

Lights Out	8
Literature	33
Lost and Found	39
Motor Vehicle Policies	12, 13, 22
Music	33
Musical Organizations	35
Occupational Opportunities	29
Personal Habits	24
Physical Exercise	31
Picnic Policies	22, 23
Point System	36, 37, 38
Post Office	39
Programs Off Campus	19, 20
Property Rights	11
Radios	8, 9
Recreational Facilities and Regulations ..	31, 32
Religious Activities	15, 16
Association at	15, 23
Attendance	15
Sabbath Off-Campus	13, 22
Residence Requirements	7
Room Courtesy	8
Room Inspection	7
Sabbath Observance	15
Sabbath Trips	13, 22
Shopping Trips	19, 20
Social Standards	18
Social Times	22
Student Association	34, 35
Student Park	22
Study Periods	8
Telephones	40
Television	9
Upper Collegians	19
Visiting in Community Homes	13, 14
Vacation Conduct	12
Week of Prayer	15, 16
What to Bring	7
Work	
Off-Campus Work Registration	30
Responsibilities	29
Worship	15



