

Southern Missionary College

SMC's First New College Handbook

a dictionary on college

manners

morals

mores

people

places

philosophy

whats

wheres

whys

whatnots

for

Southern Missionary College

a liberal arts college of the Seventh-day Adventist Church

published and prepared by

Dean of Students

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SMC's

First New College Handbook

A

a, A (ā) — 1. The first letter of the English alphabet. 2. The most desired grade on campus.

A- (a minus) Second most desired grade on campus.

Abbott, Ruth — Instructor of Nursing.

absences — 1. **Chapel**, two unexcused are allowed each semester.

Excuses must be to the Dean of Students' Office by the following Friday noon for the missed Tuesday chapel and by the following Monday noon for the missed Thursday chapel. Those who do not choose to go to chapels will be asked to leave school. 2. **Classes**, absences are counted from the first scheduled meeting of the class and are considered as either excused or unexcused. Excused absences are recognized as absences incurred because of illness, authorized school trips, or emergencies beyond the student's control. To have a class or laboratory absence excused a completed absence excuse form must be submitted to the absence committee no later than noon the first Monday following the absence. Absence forms are available at the student center, library, dormitories, and the dean's office. A box for submission of these forms is located in the Student Center. The absence committee will determine whether or not the absence is to be excused and notify the teacher of their decision. An excuse due to illness may not be granted unless the student has contacted Health Service prior to the absence. Students having absences exceeding the number of credit hours for the class may be subject to counsel and/or academic discipline. Make-up Work for classes — no make-up work will be allowed for daily quizzes and homework. A daily average will be recorded for excused absences. Tests and major assignments missed because of an excused absence will be made up within a week of the absence unless other arrangements are made with the teacher. 3. **Residence Hall Worship**s — one unexcused absence allowed per week. (See Residence Hall Handbook for details). 4. **Church**, both Sabbath school and church attendance is required.

Academic Affairs Committee — to give study to and make policy recommendations concerning academic matters of the college, including the curriculum, the library, admissions and graduation requirements, and teacher training; to advise the academic dean on the application of the academic policies.

academic dean — Dr. Larry Hanson, office 2nd floor Wright Hall.

academic grievance — The college is committed to fair play in both social and academic problems—here is the route of appeal if a grievance of academic nature occurs: A student who believes that his academic rights have been infringed or that he has been treated unjustly with respect to his academic program or any portion thereof, shall be entitled to a fair and impartial consideration of his case. Before instituting the grievance procedure, the student shall first present his case to the teacher or teachers and then, if necessary, to the department involved. If the student feels that he has not obtained justice at this level, he has the option of submitting the matter to the Academic Dean or asking for a review of the case by the Grievance Committee. This committee shall be chaired by the Academic Dean or a person designated by him and shall include three other faculty members and two students. These members will be selected by the

Academic Affairs Committee on demand. Both the student and faculty members involved in the case are entitled to appear before the committee or to present a written statement of the case. The decision of the committee shall be presented to the individuals involved in writing within three (3) days of the committee meeting unless a later time is agreed upon by both parties. The decision of the committee is binding and will be implemented by the teacher or administratively. "The decision of any committee may be appealed to the college president." (See also Right to Petition).

academic probation — When for any reason a student's scholarship falls below a "C" (2.00) average, he will be placed on academic probation. A student reaches the point of academic dismissal when his cumulative grade point average fails to reach the following accumulated levels:

Semester Hours	GPA Dismissal Level
Attempted	1.50
24-48	1.50
49-64	1.65
65-80	1.75
81-93	1.85
94-up	1.95

The above individual should seek help immediately from the Director of Academic Counseling.

Academy, Collegedale — 1. A Seventh-day Adventist non boarding high school serving the Collegedale area. 2. A laboratory school for secondary education students.

accent (ak'sent) — 1. The usual manner in which non-Southerners speak. 2. (See SOUTHERN ACCENT). Name of college newspaper.

acceptance letter — formal written notice that you have been accepted for admission to the college.

accounting — one of the many Bachelor of Science degrees offered (The *College Catalog* lists the requirements).

accounts — records kept by the college's accounting office as to charges and payments to student's records. See Advance Payment and Billing.

accreditation — SMC is accredited by the Southern Association of Colleges and Schools and is approved by the Tennessee State Board of Education for the preparation of secondary, elementary and early childhood teachers. The curriculum of both the Associate of Science degree program and the Baccalaureate degree program in nursing, including Public Health Nursing, are accredited by the National League of Nursing as surveyed by the Collegiate Board of Review. The Division of Nursing is an agency member of the Department of Baccalaureate and Higher Degree Programs of the Division of Nursing Education of the National League for Nursing. It is also accredited by the Tennessee Board of Nursing, and is recognized by the Florida State Board of Nursing. The College is accredited by the Seventh-day Adventist Board of Regents and is a member of the Association of American Colleges, the American Council on Education, the Tennessee College Association, the American Association of Colleges for Teacher Education, the National Council of Accreditation for Teacher Education (NCATE), and the National Association for Schools of Music.

Ackerman, Dorothy — Associate Professor of Music.

administration building — named in honor of former President Wright, houses administrative offices, accounting, and admissions.

Administrative Council — committee chaired by the president of the college consisting of the following administrative officers: Frank Knittel, Melvin Campbell, Larry Hanson, Delmar Lovejoy, Ron Scott, Kenneth Spears, Robert Merchant, William Taylor. This committee deals with the financial aspects and legal dealings of the college.

ad hoc (ad hok') committee — A committee formed for a specific purpose in a specific situation.

admissions to SMC — The college welcomes applications from students regardless of race, sex, religion, color, or national origin whose principles and interests are in harmony with the ideals and traditions of the college as expressed in its objectives and policies. To qualify, applicants must give evidence of Christian character, intelligence, health, and a will to pursue the program outlined. Although religious affiliation is not a requirement for admission, all students are expected to live by the policies and standards of the college as a church-related institution. Only those who by their conduct and attitudes respect the total program may have the privilege of student citizenship on the SMC campus. Southern Missionary College students are not required to be members of the Seventh-day Adventist Church or any other religious organization, but the College administration does insist that no student detract from or weaken the spiritual character of the College or interfere with the benefit which might be received by those who wish to take full advantage of the College's spiritual emphasis.

Adventist, Seventh-day — Sponsoring church of the college.

advisory board — A group of administrators that offer counsel for the college's Board of Trustees.

alcohol (al'ko.hol) — 1. Used only for medical purposes at the college. 2. Students who drink alcohol are no longer students.

alternating courses — Throughout the following section, courses which are not offered during the school year 1978-79 will be starred to the left of the course number. This arrangement of offering courses in alternate years makes possible the enrichment of curricula without a proportional increase of instructional expense.

alumni — 1. Those who have gone before and have made it. 2. What you will soon become.

ambulance service — 1. The community has a fine ambulance in case of an emergency—call 396-3111. 2. Membership in—see Fire Department.

Andrews, Frances — Associate Professor of Communication.

Andrews University — A sister SDA educational college that offers advanced degrees.

announcements — Sorry, none are made at chapel time, but announcements of general interest can be put on the back of the chapel attendance card. (Give this information to the Dean of Students' Office a day in advance.) All announcements posted on the College campus and all announcements or materials distributed on the campus must receive prior administrative approval.

appeal route — For academic problems see Academic Grievance. For social problems see Discipline Appeal. Admissions Requirements—the *College Catalog* lists these.

appliances — See dormitory handbook for regulations.

application procedure — 1. **When** — New students are urged to submit applications not later than the last term of the senior year of high school. Applications submitted at the beginning of the senior year will sometimes enable the College to suggest ways of strengthening the student's preparation. Because of the difficulty sometimes encountered during the summer months in obtaining



Frances Andrews

necessary transcripts, test scores, and recommendations, more time will be necessary for processing late applications. Students in residence may submit re-applications without charge until March 31. Thereafter the regular application fee of \$10 will be required until July 15, after which the fee becomes \$15. 2. **How** — Request application forms from the Office of Admissions and Records. Return the completed application, budget sheet and medical form to the Office of Admissions and Records with the application fee of \$10. This fee is \$10 if the application is received at least six weeks before the beginning of the semester. After that the fee will be \$15. It is the student's responsibility to request his former schools (high school and college) to forward his transcripts to the Office of Admissions in support of his application. This will become the property of the College. **NO TRANSCRIPTS WILL BE ACCEPTED DIRECTLY FROM AN APPLICANT.** To permit a more effective program of counseling for admissions, applicants who have earned fewer than 12 semester hours must submit scores from the American College Testing Program (ACT). Test scores are valuable in determining ability to pursue a college program, and in discovering areas in which the student may be deficient. Upon receipt of the application, transcripts of credits, recommendations and test scores, the Admissions Committee will notify the applicant of the action taken.

art — One of the many majors that can be obtained at the college.

arrival — Before a student takes up residence on the campus, either at the beginning of a school semester or for work prior to attending classes, he must have a letter of acceptance from the Admissions Committee. Before a housing or room reservation may be made, \$50 of the advance payment as a deposit must be paid. Tentative reservations may be made without a deposit before July 1, however, the deposit must be paid by that date in order to hold the reservation. After July 1, requests for reservations must be accompanied by the \$50 deposit. On arrival at the campus the student should: 1. Present his official letter of acceptance at the college cashier's office and make arrangements for cafeteria privileges, advance payment (If not paid in advance of arrival) and safekeeping of personal funds. 2. Report to the residence hall (men at Talge Hall and women at Thatcher Hall) for room assignments. 3. Consult with the student finance director regarding a work program and/or other financial assistance which may be necessary.

artist adventure sub-committee — Faculty and student committee that plans and makes arrangements for programs in the Artist Adventure Series (which means many of the Saturday night programs).

Ashton, Bruce — Professor of Music.

attendance at — 1. **Chapel** — Is required of all students. Information concerning work appointments which conflicts with chapel schedule must be directed to the Dean of Students' Office. See absences. 2. **Residence Hall Worship** — All residence hall students are required to attend the worship service that is held in the residence halls each evening, Sunday through Thursday each week, and the Friday sunset worship held during a part of the school year. The Friday evening vespers and Sabbath evening meditations which are held in the church are counted for residence hall worship. Students are allowed two unexcused absences from these meetings each week. Students who accumulate excessive unexcused absences each semester will receive disciplinary actions as follows: Three excessive absences—Letter of Counsel; Four excessive absences—Letter of Advice; Five excessive absences—Letter of Warning; Additional excessive absences—Subject to further discipline. Absences which are not satisfactorily cleared with a residence hall dean will be recorded as unexcused. Residence hall students will be notified of the record of their absences on a weekly basis. During the fall and spring weeks of Religious Emphasis the evening programs are counted for residence hall worship attendance and the morning programs are counted for chapel attendance. Residence hall students who anticipate conflicts between regular work appointments and the worship schedule are responsible for having a written statement of explanation sent from their employer to their residence hall dean. No excuse will be given for worship missed because of work unless advance arrangements have been made with the residence dean. 3. **Class** — see absence, class. 4. **Questionable place of amusement**

attendance

— such as movies, drive-in theaters, bars, etc., will not be tolerated among the students. **5. Sabbath school and church.**

attendance at Sabbath school and church — Attendance at Sabbath school and church services is required of resident students each week. Students are required to individually indicate in writing as they leave the residence hall the Sabbath school and church they will be attending that day. Students who accumulate unexcused absences each semester will receive disciplinary action as follows:

First absence — Letter of counsel

Second absence — Letter of advice

Third absence — Letter of warning

Additional absences — Subject to further discipline

Absences which are not satisfactorily cleared with a residence hall dean will be recorded as unexcused. Record of Sabbath school and church attendance is kept in the student's respective residence hall.

attire — See dress code.

attitude — A state of mind or feeling with regard to the principles and practices of the college and Seventh-day Adventism. A good attitude worketh like a good medicine.

audit courses — With the approval of the department, a student may register on an audit basis in courses (other than private lessons) for which he is qualified. Auditors are to be admitted to classes of limited enrollment only if there are places after all students who wish to enroll for credit have been accommodated. Class attendance is expected but examinations and reports may be omitted. With the approval of the instructor a student may change a course registration from audit to credit, or from credit to audit, during the first week of instruction only. No credit is given for courses audited, and the fee is one-half of the regular tuition charge.

Aussner, Rudolf — Professor of Modern Languages.

Austin, Wiley — Associate Professor of Chemistry.

automobile — Note automobile policy in appendix.

automobiles — The use of motor vehicles on campus is a privilege that costs money. All vehicles must be registered with the Dean of Students. If you have an automobile, see the Vehicle Code in the appendix.

auxiliary and vocational services — This service has provided student work for many years on the college campus. The auxiliary and vocational buildings include the College Press, Laundry, Cabinet Shop, Broom Shop, Bakery, and Central Plant.

average — Implies both sufficiency and lack of distinction, students at the college are encouraged to rise above.

awards chapel — An annual chapel devoted to bestowing awards to deserving students.

B

B. A. — Abbreviation for Bachelor of Arts degree.

B. A. vs. B. S. — The fundamental difference between the two degrees is that the BA requires about $\frac{1}{4}$ of your college work in the major field whereas the BS requires about $\frac{1}{2}$.

baby-sitting — Not permitted in the residence halls.

baccalaureate degrees — The degree of Bachelor conferred upon graduates of the college. Fifteen majors for the Bachelor of Arts degree are offered: Art, Biology, Chemistry, Communication, English, German, History, Language and Culture, Mathematics, Music, Physics, Psychology, Religion, Spanish, Theology. Fourteen majors for the Bachelor of Science degree are offered: Accounting, Behavioral Science, Biology, Chemistry, Early Childhood Education, Elementary Education, Health, Phys. Ed. and Recreation, Home Economics, Industrial Arts, Management, Medical Technology, Nursing, Office Admin., Physics. The Bachelor of Music degree is available to students planning to major in music with special emphasis in music education.

bag — Yankee word for poke.

Baker, Sue — Associate Professor of English.

band — The college has a 75-member full band under the dynamic direction of Dr. Jack McClarty. The band in addition to its regular

billing procedures

tours within the southeastern US also makes a major tour to such places as Canada, Mexico, etc.

bank — American National — Full banking service at this bank in the college plaza.

banking and cash withdrawals — The accounting office operates a deposit banking service for the convenience of the student. Financial sponsors should provide students with sufficient funds through the banking service to cover the cost of personal items of an incidental nature and travel expenses off campus including vacation periods. Withdrawals may be made by the student in person only as long as there is a credit balance. These deposit accounts are entirely separate from the student's school expense account.

Withdrawals from regular expense accounts are discouraged and permitted only under special arrangements with the Director of Student Finance and with the permission of the financial sponsor.

banquet arrangements — While every effort is made to accommodate requests for specialized food service, it must be emphasized that due to the advanced planning often required and to the possibility of conflicting requests, the College Food Service cannot be expected to provide specialized food service unless planning for the occasion has been initiated with the Director at least two weeks in advance.

Barrow, Colleen — Instructor of Nursing, wife of Ronald Barrow.

Barrow, Ronald — Principal of Collegedale Academy, husband of Colleen.

Bata, Peggy — Secretary to Public Relations.

Bechthold, Wayne — Instructor of Nursing, Madison Campus.

Beckett, John — Director of computer center.

behavioral science — A combination major of Psychology, Sociology and Philosophy.

Bennett, Douglas — Professor of Religion and Chairman of the Religion Department.

Bennett, Peggy — Assistant Professor of Library Science, sister to Douglas Bennett.

Bible — The central book around which the college is built.

Bible conference — A weekend convocation conducted by the Southern Union of Seventh-day Adventists in conjunction with the college, an in-depth study of the Bible is made coupled with inspiring speakers. The usual cost is \$15 for the weekend. A student is allowed class excuses for only one such type conference per semester.

Biblical languages courses — Greek and Hebrew are taught.

bicycles — For all the use you will get from them, it is best to leave them at home. For safety's sake, always lock when not in use and park only in the designated areas. Operate only on the regular roads.

billing procedure — The first statement of the school term will contain the following charges: Tuition for one semester (\$89 x no. of hours), Room rent for semester (\$270), Minimum cafeteria charge for the semester (\$144), Cafeteria, actual charge for the month above minimum. Bookstore, actual charge for month. Other, actual charge for the month, Less Labor Credit for the month, Less Cash or other credits for the month. Monthly statements will be issued about the 5th day of each calendar month. Cafeteria charges above the monthly minimum rate will be charged through the last day of each month. Accounts are due and payable upon receipt of statement according to the following schedule: First Semester Payment Schedule — September Statement — ONE-THIRD of total balance due upon receipt of statement. Past due date, October 26. October Statement — ONE-HALF of total balance due. Past Due Date, November 26. November Statement — TOTAL BALANCE of statement is due in full BEFORE semester examination permits will be issued.

Statements not paid by the 26th of the month will be considered PAST DUE unless proper arrangements are made with the Director of Student Finance. Students with unpaid accounts on the 5th of the following month will be subject to cancellation of registration until proper financial arrangements are made. The above schedule of payment must be maintained since the college budget is based upon 100% collection of student charges. A student cannot take semester



examinations, register for a new semester, or participate as a senior in commencement exercises until the account is current according to the preceding regulations. No transcript will be issued for a student whose account is not paid in full or who is delinquent in payment of student loans.

Second Semester Payment Schedule — the second semester statements and payment schedule will follow the same procedure as the first semester with the exception that the student's advance payment will be applied toward settlement of the final statement. January Statement — ONE-THIRD of total balance due upon receipt of statement. Past Due Date, February 26. February Statement — ONE-HALF of Total Balance Due. Past Due Date, March 26. March Statement — TOTAL BALANCE of statement is due in full BEFORE semester examination permits will be issued.

biology — A general major consisting of plant and animal study.

Birch, Ruby — Instructor of Nursing, Madison Campus.

birds — A study of, See ornithology.

blue denim — A fabric not to be found on the legs of college students during class or chapels, or in the cafeteria. (See Dress Code for details.)

board of trustees — A group of 29 church leaders and businessmen that give the college its authority and direction.

boning up — 1. That which is done immediately before an examination. 2. A type of studying.

Bonny Oaks School — A school that exists to help young people with disadvantaged backgrounds. Many college students participate in the Bonny Oaks School educational help process.

botany — A course in the study of plants.

Brown, Eleanor — Instructor of Nursing.

Brown, Jane — Long-time secretary to four different college presidents. Now retired.

B. S. — Abbreviation for Bachelor of Science degree.

budget committee — A faculty-student committee which watchdogs the college's expenditures and budgets.

business administration — A major that includes management, accounting and economics.

business manager — Richard Reiner.

BYKOTA — An acronym for a campus organization "Be Ye Kind One To Another." Sponsor is Dr. Lorenzo Grant.

C

CABL — 1. An acronym for Collegiate Adventists for Better Living. 2. An organization of the college that promotes healthful living as a spiritual outreach.

cafeteria — College-operated eating establishment — food is considered the finest in miles.

calendar — 1. A yearly publication that gives the dates and events for the school year. Published in May by the Dean of Students. 2. Day by Day is a monthly publication by the Dean of Students dealing with the detailed activities of campus life.

Calkins, Alice — Assistant Professor of Home Economics, on study leave at University of Tennessee.

Campbell, Melvin D. — 1. Erstwhile Professor of Chemistry. 2. Dean of Students.

Campus Chatter — A weekly publication giving announcements concerning school functions, published by the Student Association.

Campus Kitchen — A quick-order eating house located in the College Plaza, run and operated by the College Cafeteria, referred to as the CK.

campus ministry — Name given to the organizations that work on campus to promote a deeper spiritual life and the sharing of it, includes such organizations as Sabbath



Melvin Campbell

school, CABL, off- and on-campus ministries. The college chaplain administers the Campus Ministry programs.

campus organizations — Aside from the Student Association and its committees, more than thirty campus organizations provide opportunity for leadership training. They may be classified under four divisions: church-related organizations, social clubs, professional clubs, and special interest or hobby clubs. The church-related organizations are the Campus Ministry, Ministerial Seminar, Collegiate Adventists for Better Living, and the Colporteur Club. The departmental clubs are organized by the instructional departments of the College under the sponsorship of department heads. The social clubs are organized according to place of residence. These are the Married Couples' Forum; Upsilon Delta Phi, the men's club; and Sigma Theta Chi, the women's club.

chapel — Meetings held twice weekly usually at 9:05 a.m. Tuesday and Thursday. Attendance is required. The President is directly responsible for the chapels. The Dean of Students assists with the administration.

chapel attendance — (see attendance, chapel).

chaperonage — All overnight off-campus group activities involving mixed groups, not sponsored by a campus organization, require chaperonage and clearance by the residence hall deans. It is the responsibility of the students involved to make proper arrangements for the activity which includes arrangements for chaperonage. For the protection of the students it is urged that all daytime off-campus activities involving mixed groups have chaperones. Parents and faculty members may serve as chaperones and on certain occasions the Dean of Women may grant approval for chaperonage by married students. It is considered wise that there be one chaperone for every 15-20 students.

chaplain — 1. College spiritual advisor. 2. Pastor Jim Herman.

cheating — 1. A totally unacceptable procedure to obtain a grade. 2. An action that leads to failure and/or suspension from the college.

chemistry — One of the many Bachelor of Science and Arts degrees offered. The *College Catalog* lists the requirements.

Childers, Malcolm — Assistant Professor of Art, one of the few bachelors on the faculty.

Christmas — 1. A formal ceremony surrounding the birth of Jesus. 2. A time for vacationing — December 20 - January 7.

church — a large edifice on the edge of the campus where chapels and religious services are conducted.

church attendance — (See attendance, church).

citizenship probation — See discipline, levels of.

citizenship, standards and policies — A life-style required of all students meeting the following criteria:

1. Disseminating ideas which undermine the religious ideals of the institution.
2. Displaying a detrimental influence or spirit manifestly out of harmony with the standards or basic philosophy of the school.
3. Using profane language.
4. Possessing or displaying obscene literature or objects; indulging in lewd conduct or suggestions.
5. Drinking or possessing alcoholic beverages, allowing their use in one's room, or frequenting places where such beverages are served.
6. Using tobacco, narcotics, or hallucinogenic drugs in any form, having them in one's possession or allowing their use in one's room.
7. Gambling and possession of playing cards, dice or other gambling devices.
8. Stealing or possession of goods known to have been stolen.
9. Any form of cheating, willful deception or dishonesty.
10. Meeting persons of the opposite sex in a secretive manner.
11. Violating college standards governing social conduct.
12. Immoral behavior.



13. Attending places of questionable amusement including movie and drive-in theatres.
14. Entering or leaving residence halls by any means other than the entrance designated for regular use at the time.
15. Unapproved absence from a residence hall after closing hours.
16. Illegal possession or use of keys.
17. Failing to conform to the stipulations of any disciplinary action.
18. Disruption of either the learning experience on the campus or the normal administrative operation of the College.

citizenship standards, general statement — Attendance at Southern Missionary College is considered to be a privilege granted to those who give satisfactory evidence that they can benefit from the unique features which characterize the College and that their presence among the student body will contribute to the accomplishment of the College's distinctive objectives. The administration reserves the right to require withdrawal of any student who does not give such evidence. A student's citizenship standing is determined largely by the following criteria: Observance of social regulations; dining room, residence hall and library conduct; attitude toward the religious ideals of the College, attendance of vesper, Sabbath school, church and residence hall worship services; compliance with campus automobile regulations; dress and personal grooming; room cleanliness; faithfulness in meeting appointments; honesty and recreational standards. A student who finds himself out of harmony with the social policies of the College, who is uncooperative, and whose attitudes give evidence of an unresponsive nature may be advised to withdraw without specific charge.

CK — Abbreviation for Campus Kitchen (See Campus Kitchen).

Clark, Ann — Assistant Professor of English.

Clark, Jerome — Professor of History.

class — 1. Usually 50 minutes of time devoted to the educational process. 2. Place where some learning occurs.

class attendance — See Absences, class.

CLEP — 1. Acronym for College Level Examination Program. 2. Series of examinations administered by the Testing Office that can be taken for college credit. For more information, contact K. R. Davis in Counseling and Testing.

club activities — All social events sponsored by clubs or other organizations terminate at least seven days before test week begins.

clubs — 1. A stout, heavy stick suitable for use as a weapon. 2. See campus organizations.

co-ed dorms — Not available on the campus.

college days — An on-campus visitation program involving interested seniors of high schools and academies. Held April 15, 16, 1979.

college plaza — College-owned shopping area that contains a variety of college-owned and leased businesses. The shopping center was completed in the spring of 1963 and contains a bookstore, hardware store, food store, bank, dry cleaners, a washateria, post office, and a credit union.

Collegedale — 1. City of population 3,669 at an elevation of 860'. It was incorporated in 1968. 2. Mailing address of the college.

Collegiate Chorale — The small touring choir under the direction of Mr. Don Runyan.

Colvin, Gerald — Professor of Behavioral Science, on study leave at University of Georgia.

commencement — 1. The most desired event on campus. 2. May 6, 1979.

committees — 1. Small groups of people who develop programs and policies for large groups of people. 2. Something that we don't need more of.

communications — 1. That which we are all a part of daily either verbal or non verbal. 2. One of the many Bachelor of Science degrees offered. (The *College Catalog* lists the requirements).

computer center — The first floor rooms of the student center building that houses the actual computer hardware and the administrative offices thereof.



computer science — A study of the computer in which a minor is given.

conduct — 1. High standards of behavior as characterized by the Seventh-day Adventist Church are maintained by students at the college. (See Citizenship, Standards and Policies.) 2. Admission and retention is a function of a student's _____.

conduct — Sabbath — A distinctive practice of Seventh-day Adventists is the observance of the seventh day of the week as the Sabbath. Southern Missionary College requires all students on the campus to respect the sanctity of that day by attending Sabbath services and refraining from all ordinary recreation and labor.

Cooper, Amos — Associate college pastor.

correspondence work — A maximum of twelve semester hours of correspondence or extension credit may apply toward a baccalaureate degree program and eight hours toward a two-year terminal curriculum. The Home Study Institute of Washington, D.C., is the officially recognized correspondence school of Southern Missionary College. The college recommends the Home Study Institute for those students needing correspondence credit and accepts all such credits when the study program is approved by the director of admissions and records prior to enrollment. A student will be permitted to carry correspondence or extension work while in residence only if the required course is unobtainable at the College. Correspondence courses, whether taken while in residence or during the summer, must be approved in advance by the Director of Admissions and Records. Correspondence work may not apply on the upper biennium requirements of the major or minor. A minimum grade of "B" must be earned to apply on the lower biennium requirements for a major. Correspondence credit with a "D" grade is unacceptable and a course in which the student earned a grade of "D" or "F" while in residence may not be repeated by correspondence. No correspondence credit will be entered on the student's record until he has earned a minimum of twelve hours in residence with an average of at least "C." Official transcripts must be in the Office of Admissions and Records before a diploma will be ordered. The graduation date will be the last of the month of the receipt of the official transcript.

Costerisan, Francis — Plant maintenance and construction.

Cotham, Joyce — Instructor of office administration.

counsel, letters of — See letters of counsel.

counseling and testing — The Dean of Student Affairs administers a formal program of counseling through the Testing and Counseling Office. This program provides various aptitude and psychological tests as well as interest and personality inventories which are available for students who wish to gain insight into various problems which may be associated with their college experience and planning for life. College entrance examination results and other personal data which may assist in counseling and guidance are kept on file in the Testing and Counseling Office.

counseling by deans — Because the residence hall deans are counselors as well as administrators and have opportunity to become closely acquainted with students in their dormitories, they are in a position to give particularly helpful counsel. Students are encouraged to take advantage of the counseling skills available to them from the various members of the College staff.

course load — The measure of a college course is expressed in semester hours. A semester hour usually consists of one fifty-minute class period per week for one semester. Thus, two semester hour classes are scheduled to convene twice a week and three semester hour classes three times a week. A laboratory period of two or three hours is equal to one class period. To qualify for a baccalaureate degree in four years, a student must take an average load of sixteen hours per semester. The summer term may be used to advantage by students wishing to complete degree requirements in less than four years or by students having to take reduced programs of studies during the regular academic year. Except by permission of the Academic Dean, a resident student may not register for more than sixteen or less than eight semester hours. By permission, students of superior scholastic ability may register for a maximum of eighteen hours. Freshmen may not exceed seventeen hours. A student is

expected to pursue a program of studies equal to his ability. *Study-Work Program*. It is exceedingly important that the student adjust the course load to achieve a reasonable balance in study and work. During registration the student should confer with his adviser or major professor in planning the proper balance of study and work. In determining an acceptable study-work program, the student's intellectual capacity and previous scholastic record is considered. Exceptions to the following schedule of study and work must receive the approval of the Academic Dean.

Course Load	Maximum Work Load
16 hours	16 hours
14 hours	20 hours
12 hours	26 hours
10 hours	32 hours
8 hours	38 hours

Craig, Carol — Associate Professor of Nursing, Orlando Campus.
Cress, David — President of the Student Association.

curriculum — A course of study at the college that reflects the educational philosophy, purposes and needs of the Seventh-day Adventist Church.

Cushman, Thelma — Associate Professor of Home Economics.

cussing — An unacceptable form of communication at the College.

D

Daniells Hall — The former library building which now houses physics, mathematics and computer science departments.

dating — 1. To make or have a social engagement with a person of the opposite sex. 2. A favorite activity on the campus. (See appendix for statement on sex.)

Davidson, Lenna Lee — Instructor of Nursing.

Davis, Charles — Professor of Library Science.

Davis, Jean — Secretary to the President.

Davis, Jefferson — President of the Confederate States of America.

Davis, Kenneth — Assistant Professor Religion, Director of Counseling and Testing.

Day by Day — A calendar published monthly by the Dean of Students' office.

dean, academic — 1. Watchdog of academic activities. 2. Lawrence Hanson.

deans, residence hall — 1. Supervisors of the dormitories. 2. Men, Everett Schlisner; Women, Millie Runyan.

dean of students — 1. Coordinator of all non-academic student social organizations. 2. Melvin D. Campbell.

Debbie — See Little Debbie.

deferred payment — A system of compensation for students and parents desiring to pay education expenses in 12 or 15 monthly installments, instead of six installments. A deferred payment program is available through Tuition Plan, Inc., and Richard C. Knight Insurance Agency, Inc. Repayment of funds for four years of college may be made over a period of 48 to 72 months. A typical loan of \$1,000 for a school year would require 12 months payment.

degree requirements — That which is needed to obtain any of the 29 majors offered by the college. The *College Catalog* lists the specifics.

department — An administrative unit that concerns itself with a narrow spectrum of course offering, e.g., Department of Chemistry, etc.

Dick, Donald — Professor of Communication, Chairman of the Communications Department.

Die Meistersinger — A men's choral organization directed by Dr. Marvin Robertson.

dining — An oft-repeated experience of students at the cafeteria, CK, or the room.

discipline — 1. Punishment intended to correct or train. 2. Training that is expected to produce a specified character or pattern of behavior.

discipline, appeal of — A student who has been disciplined or denied readmission for

social reason has the following route of appeal: 1. Dean of Students.

2. Judiciary Committee. 3. President of the College. It is the right of the student to bring counsel with him to the Judiciary Committee. The counsel will have the right to make statements to the Judiciary Committee but not to enter into the discussion of the committee. The counsel or the student does not have the prerogative to remain with the committee during the executive sessions.

discipline, levels of — Herein are the stated levels:

All disciplinary procedures are under the direction of the Dean of Students. The Dean of Students is the only person who refers a name to the Judiciary Committee. The administration of discipline does not necessarily begin with the first level and follow consecutively through the various levels as violations may continue. A student whose negative behavior is under consideration is subject to disciplinary action at any level.

1. Counsel — The Dean of Students or other administrative officers of the College may give a student involved in a minor offense or a relatively small behavioral deviation a written or verbal word or letter of counsel.

2. Advice — The Dean of Students or other administrative officers of the College may give a letter of advice to a student involved in a more serious offense or behavioral deviation.

3. Warning — The Dean of Students or the Judiciary Committee may give a letter of warning to a student involved in a serious offense or behavioral deviation.

4. Citizenship Probation — The Dean of Students or the Judiciary Committee may place a student who is involved in a serious offense or behavioral deviation on Citizenship Probation.

Citizenship Probation carries with it some or all the following restrictions:

- One approved weekend leave per month.
- No use of automobile.
- No late leaves.
- Clean record on all appointments such as classes, chapels, worships, Sabbath school, church, night checks.
- Campus Restriction—May leave once a week with permission.
- Loss of all student leadership positions including the SA and religious activities.
- Not permitted to participate in off-campus public appearances which represent the college except when involved in class activity.
- Other restrictions deemed appropriate.

If student fails in living under the conditions of the citizenship probation his registration will be cancelled until his case is reviewed by the Judiciary Committee.

It is the student's responsibility to report his limited status to those who may request his participation in an activity not allowed by his probationary status. Citizenship probation is normally a period of at least six weeks duration.

5. Termination at the end of semester or summer session — The Judiciary Committee or the Dean of Students may suspend a student but grant permission for the student to complete courses in progress provided the student's conduct is acceptable during the interim.

6. Suspension — The Judiciary Committee or the Dean of Students may suspend a student from College for a definite or an indefinite period of time. Students under suspension will leave the campus during the entire period of suspension unless specific arrangements to the contrary have been made. A student who has been suspended must submit his request for College readmission to the Dean of Students.

7. Withdrawal — A student who is involved in a single major misbehavior or who has accumulated a series of deviations, or who is insubordinate in his relation to the College authority may be advised by the Judiciary Committee or the Dean of Students to withdraw from the College. A residence hall student who accepts the privilege of withdrawing agrees to move away from the College community; unwillingness to do so may result in formal dismissal. A student who has been suspended must have his re-application approved by the Dean of Students.

8. Dismissal or expulsion — In severe cases of discipline the Judiciary Committee or the Dean of Students may expel a student from College. Such action may result from a student's being in-



Don Dick

dishonesty

involved in any of the three situations above under "withdrawal." Expelled students will not be eligible for readmission to Southern Missionary College.

dishonesty — 1. Want of integrity. 2. A practice not allowed at the college.

dismissal — An act or notice for one to leave the college. For causes leading to dismissal see Citizenship Standards and Policies, see also Suspension, Expulsion.

discos — 1. A combination bar and music establishment. 2. An unacceptable place of entertainment for the college's students.

distribution of information — All announcements posted on the College campus and all announcements or materials distributed on the campus must receive prior administrative approval.

Dixie (dik'sē) — The Southern States of which the college is in the midst.

doctor (from Latin *docere*, to teach) — 1. A person who holds the highest academic degree awarded by a college or university in any specified discipline. 2. College physician—Waldemar Kutzner.

doctor of philosophy (Ph.D.) — 1. Highest earned academic degree offered in the U.S. educational system. 2. A degree that well over half of the college's faculty hold.

dodo (dō'dō) — 1. A large flightless bird. 2. One whose ideas, dress or manner of living is hopelessly out of step with the immediate society.

dress code — The faculty of Southern Missionary College believe that every student will benefit from understanding the principles and practice of Christian dress, namely, attractive, neat, modest, simple, appropriate, tasteful and healthful attire. We believe that the application of these principles varies from place to place and from age to age. Therefore, we have a responsibility to all associated with the college to interpret these principles for the here and now.

"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 representative 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.

"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." *Education*, p. 248.

Sabbath Attire: For regular Sabbath meetings men must wear dress slacks with appropriate shirt and coat or dress slacks with shirt and tie. The women must wear dresses.

General Campus Wear: This includes classrooms, laboratories, library, student center, chapels, joint worships, cafeteria. The exception being the recreational area and the college plaza.

For Men: Slacks must be worn with appropriate shirts or sweaters. This dress should convey a modest and professional appearance. Blue jeans and overalls are not acceptable. Sleeveless shirts or common T-shirts, tank tops, sweat shirts, or sloppy attire are not appropriate for general campus wear. Shoes must be worn at all times. For certain academic experiences a different type of dress may be permitted. Any exceptions must be cleared through the Student Affairs Committee.

General Campus Wear Exceptions: The student center, library and cafeteria will permit jeans as a part of student clothing on Sunday and after 7:00 p.m. on weekdays.

Jewelry: Jewelry such as bracelets, necklaces (including medallions), earrings and ornamental rings, as well as professional, fraternal and engagement rings, are not allowed.

A person who in his dress, appearance and conduct shows unwillingness to cooperate with the expectations as outlined by the college, may be asked to withdraw and/or denied readmission for the succeeding term.

Students are urged to request their guests to respect the standard of dress at all times. (See Appendix).

drinking — The act of taking a liquid into the mouth and swallowing;

financial information

the college insists the liquid be non-alcoholic (see Citizenship Standards and Policies).

Dulan, C. Garland — Assistant Professor of Behavioral Science.
Durichek, John — Associate Professor of Industrial Education, co-sponsor of the Nicaragua Project.

E

eating — The practice of chewing and ultimately swallowing food, a common practice on the campus.

economics — 1. The manner in which money and goods are obtained and used. 2. Several courses are taught in.

egg-heads — Slang given to those individuals that are out of touch with reality—particularly those of the teaching profession. The college hires none.

Elam, Mary — Associate director of admissions and records.

elementary education — One of the many majors offered at the college.

employment — 1. The act of working. 2. For on-campus: Students who accept employment assignments on campus are expected to meet all work appointments with punctuality, up to and through exam week. Preference is given to residence hall students for employment by the college or college operated industries. 3. Off-campus: Students may not be employed off campus at any job where any part of their work involves the serving of alcoholic beverages. Residence hall students may not secure off-campus employment without permission of the Dean of Students.

Evans, Earl — Food service director.

Evans, Ted — Assistant dean of men.

even — Sundown, the beginning of the Sabbath on Friday.

examinations to obtain credit — The college will permit a maximum of one-fourth of the credit required for a given degree to be earned by examination. The college recognizes three types of examinations for this purpose: those prepared by each department which must be passed at "B" level above, the College Level Examination Program (CLEP) subject examinations which must be passed at the 65th percentile or above, and the Advanced Placement Examinations which must be passed with a score of three or better. A student may challenge by examination a given course only once. No course may be challenged after the student has enrolled in that course beyond the second week of a semester. No course may be challenged as part of the last thirty hours of any degree. Grades are recorded for departmental challenge examinations and scaled scores are recorded for nationally normed examinations. Permission to take a departmental examination, for which there is a \$25 fee, must be obtained from both the department chairman and the academic dean. Credit for challenge and/or validation examinations will not be placed on a student's permanent record and is, therefore, not transferable until that student has successfully completed twelve semester hours in residence at Southern Missionary College. Additional information concerning challenge examinations may be obtained from the Office of Admissions or the College Counseling and Testing Center.

expenses — (See Financial).

expulsion — The ultimate in discipline action at the college. (See Discipline).

F

faculty — A group of scholars whose task is to impart knowledge, wisdom and understanding.

faculty assembly — Consists of all college teachers and administrative personnel.

faculty meeting — A monthly convocation of the faculty. Attendance is required of faculty but not students.

faculty senate — Legislative body established for the purpose of formulating and reviewing all educational policy delegated to the faculty assembly.

financial aid — For more information contact Student Finance Office. Also see appendix — Loans & Scholarships.

financial information — (Consult the *College Catalog*).

finer

finer — That which is levied for infraction of rules. Schedule of Finer:

1. Campus buildings, being present on top of or in other unauthorized places	\$25.00
2. Tampering with Fire Fighting Equipment	50.00
3. Firearms or pellet guns, possession of	25.00
4. Fireworks and Combustible Chemicals, possession of or exploding	25.00
5. Pets in residence halls	10.00
6. Television, possession in residence hall room	25.00
7. Property, willful destruction of (fine plus payment of damages)	25.00
8. Motor Vehicle:	
Failure to register a motor vehicle	25.00
Failure to properly display parking decal	5.00
Parking violations	3.00
Reckless Driving	10.00
Secreting unauthorized vehicle	25.00
Speeding	10.00
Stop Sign violation	10.00
Driving on lawns and in other unauthorized places	10.00
Parking in handicapped area	10.00

All fines must be paid in cash to the Dean of Students' office by a specified assigned date. Failure to pay by this time automatically cancels the student's registration.

fire department — Called Tri-Community—object of the department is to fight fires! Located at City Hall, it is mainly a volunteer organization.

fire department volunteers — To be an active member of a volunteer fire department or ambulance service, a first-semester freshman student must have a secondary school grade-point-average of at least 2.50 on major subjects. Other students must have a cumulative grade-point-average of 2.25 or 2.50 for the previous semester. All active members must maintain a current minimum GPA of 2.00 at each grading period. This also applies to the ambulance service.



fire equipment, misuse of — The misuse of fire extinguishers, fire alarms, or other fire protection equipment will subject a student to a \$50 fine and/or other discipline.

firearms and fireworks — Items of explosive nature. Firearms or pellet guns are not allowed on the campus. Possession of or exploding fireworks or combustible chemicals in the residence halls or on the campus is expressly prohibited. Violators of these regulations will be fined and will be subject to suspension or dismissal.

fire drills — Act of practicing vacating a building when the siren sounds.

fire hazards — Candles, open-flame lamps, fire hazards of any nature are not permitted in the residence halls.

fireworks or combustible chemicals — Possession of or exploding fireworks or combustible chemicals in the residence halls or on the campus is expressly prohibited. See firearms and fireworks.

Flieri, Judy — Instructor of Nursing.

food service — 1. In addition to its basic function of making available attractive meals which will provide the best possible nutrition, the College Food Service is equipped and organized to provide specialized food service for lunches, picnics, receptions, luncheons and banquets. While every effort is made to accommodate requests for specialized food service, it must be emphasized that due to the advanced planning often required and to the possibility of conflicting requests, the College Food Service cannot be expected to provide specialized food service unless planning for the occasion has been initiated with the Director at least two weeks in advance. Mealtimes provide some of the most valuable educational and cultural experience on the college campus. Users of the College Food Service are expected to relate themselves in accord with the cultural standards appropriate to a Christian College. An identification card allows the student to charge meals on the monthly statement. A \$.50 surcharge

freshman, restrictions

is added to each meal charged without an identification card. 2. Available at both cafeteria and the Campus Kitchen.

foreign students — Foreign students must remit \$1,000 to the College and submit a written statement verifying financial strength to cover college expenses. An agreement to make payments in accordance with the financial policies of the College is also necessary prior to issuance of an I-20 immigration form. In addition to the \$1,000 advance payment, which is held in reserve until the student terminates studies at the College, the student must make the regular advance payment required of all students by the date of registration.

Four-Corners — The intersection of Apison Pike and Ooltewah/Ringgold Road. The location of several businesses including the Medical Center.

Francia Sirpi — A small town in eastern Nicaragua where the college operates a medical mission station.

Francis, Robert — Professor of Religion.

French — A language taught on the campus.

freshman — A first year college student.

freshman standing —

Requirements are as follows:

A. Regular students:

1. Graduation from an approved secondary school with at least 2.00 GPA in major subjects*, and a minimum of 15 standard score in English and composite on ACT.

B. Students without graduation from secondary school:

1. At least 18 units, including 12 Carnegie units.

2. At least 3.00 GPA on solids (English, foreign language, mathematics, science, and social studies).

3. A minimum of 20 standard score in English and composite on ACT.

4. Must have recommendation of secondary school staff.

5. Must be socially mature.

C. Students with an equivalency diploma from their state of residence or a certificate of equivalence from the Home Study Institute if they meet the following requirements:

1. A minimum of 15 standard score in English and composite on the ACT.

2. The time of enrollment at Southern Missionary College is at least four calendar years after the completion of the eighth grade.

Applicants not meeting the requirements for regular admission will be given individual consideration.

While the College does not recommend specific subjects for admission, the following minimum preparation, with quality performance in evidence, is recommended:

► Three units of English, excluding courses in Journalism and Speech.

► Two or more units of mathematics including algebra—algebra and geometry preferred. For those wishing to pursue any curriculum in science or science-related fields, the second unit should be either algebra II or geometry.

► Two units of science—laboratory experience required in at least one unit. Students planning to enter the Program in Nursing must have taken high school chemistry with a grade of at least C in each semester. Students planning to take any paramedical or science curriculum should include either physics or chemistry.

► Two units of social studies. If World History is not included, Survey of Civilization should be taken during the freshman or sophomore year at SMC by all Bachelor's degree students.

Two units of one foreign language, and a course in typing are recommended. Other deficiencies revealed by transcript and entrance examinations will be given individual attention. Make-up work involving remedial non-credit courses and college level courses intended to satisfy secondary unit deficiencies may be assigned as part of the academic program during the freshman year.

freshmen, restrictions — 1. Auto — Residence hall students not allowed to have autos. See auto policy in Appendix. 2. Social — Because of the difficulty that many freshmen students encounter in adjusting to college life and in the management of their time, they are strongly



advised to remain on campus each evening Sunday through Thursday in order to take advantage of the study hours. **3. Leaves** — If under 21 years of age, freshmen students with less than a 3.00 grade-point average on a minimum of 12 graded semester hours and students who are on scholastic probation are limited to overnight leaves which involve a maximum of eight (8) nights of absence from the campus per semester, excluding vacations. Students on citizenship probation are limited to overnight leaves which involve a maximum of two (2) nights of absence from the campus per calendar month excluding vacations.

Futcher, Cyril F. W. — Professor of Education, past Academic Dean.

G

gambling — The act of risking or betting something of value on the outcome of an event. This is not allowed on campus.

Garner, Dorothy — Dean of women — Orlando Campus.

Garren, Robert — Associate Professor of Art.

Garver, Betty — Instructor of Nursing.

Garver, Philip G. — Assistant Professor of Physical Education.

Gebert, Paul — Assistant Professor of Chemistry, an avid sailor.

general education requirements — The College Catalog lists these.

Gerhart, Bruce — Associate Professor of English.

German — One of the languages taught on campus.

Gilbert, Ellen — Associate Professor of Nursing.

Gilbert, Orlo — Associate Professor of Music, Director of Suzuki program.

Gillham, Edith L. — Associate Professor of Nursing, Coordinator at the Madison Campus.

Gladson, Jerry — Assistant Professor of Religion.

Glass, Judith — Assistant Professor of Music, church organist.

God's Love Song — A student-conducted singing group consisting of about 18 musicians.

golf course — The college maintains a 3-hole course on the campus.

Goodman, Paulette — Assistant director of student finance.

government policy — All regulations adopted by the faculty and announced to the students have the same force as those published in the annual bulletin or in the STUDENT HANDBOOK. Students and student employees living in the residence halls or in the community must conduct themselves in harmony with these regulations which are binding upon them from the time they reach Collegedale to begin their program of study or work, and until they withdraw permanently from the College and leave Collegedale.



Any student under official college discipline will be so informed by letter from the Dean of Students. A copy of the official statement of disciplinary action will be filed in the student's personal folder in the Dean of Students' office and additional copies will be sent to the student's parents and to the Dean of Men or the Dean of Women if the student is a residence hall student.

Grace, Lorraine — Assistant Professor of Library Science.

Grading System — Mid-semester and semester grade reports are issued to the student and his parent or guardian (if authorized by the student). Only semester grades are recorded on the student's permanent record at the College. The following system of grading and grade point values is used:

A	4.0 grade points per hour	D	1.0 grade points per hour
A-	3.7 grade points per hour	D-	0.7 grade points per hour
B+	3.3 grade points per hour	F	0.0 grade points per hour
B	3.0 grade points per hour	W	Withdrawal
B-	2.7 grade points per hour	WF	Withdrew Failing
C+	2.3 grade points per hour		(0.0 grade points per hour)
C	2.0 grade points per hour	AU	Audit
C-	1.7 grade points per hour	NC	Non-Credit
D+	1.3 grade points per hour	I	Incomplete

A student may receive an "incomplete" because of illness or other

unavoidable delay. A student who believes he is eligible for an incomplete must secure from the Office of Admissions and Records the proper form on which he may file application with the Academic Dean to receive an incomplete. In order to receive credit, the student must make up his incomplete grade by the end of the first six weeks of the following semester. A course in which the student received a grade of "C," "D" or "F" may be repeated before he takes a more advanced course in the same field. Only the last grade will be counted on repeated courses. No course may be repeated more than twice. The grade point average may be calculated by dividing the total number of grade points earned by the hours attempted.

graduation — **1.** The act of receiving a diploma or degree upon completion of course of study. **2.** A ceremony all students look forward to.

graduation in absentia — Seniors who are enrolled at Southern Missionary College during the semester in which the commencement exercise is held are to be present for the ceremony, or an "in absentia" fee of \$25 will be levied.

graduation requirements — The College Catalog lists these.

graduation with honors — A degree candidate in good and regular standing, having attained an overall grade point average of 3.50 or higher, may have the degree conferred "cum laude."

Grant, Grace — Secretary to Department of Development.

Grant, Lorenzo — Assistant Professor of Religion.

Greek — A foreign language of New Testament scholars, required of all theology majors.

Greenleaf, Floyd — Professor of History, Sponsor of the Nicaragua Project.

Grimaldi, Caryn — Instructor of Nursing, Madison Campus.

Grindley, Thomas — Assistant Professor of Industrial Arts.

grossed-out — Completely disgusted with.

gross — That which is ill-mannered or too big, or obnoxious, or fat, or odd, or smart or anything.

Grondset, Edgar O. — Associate Professor of Biology, SMC y'ole timekeeper.



Floyd Greenleaf

guidance and counseling — During registration each student is assigned a curriculum adviser to assist in program planning. Throughout the school year the curriculum adviser will be available for advice and guidance on academic questions. Although curriculum advisers may be consulted on questions and problems other than academic ones, students are invited to seek counsel from any member of the faculty. Personal problems will be given thoughtful consideration. Members of the faculty deem it a privilege to discuss with the student great principles, concepts, and ideas in an atmosphere of informality and friendliness. Students are urged to become personally acquainted with as many members of the faculty as possible. Students with personal problems who wish assistance from a professional counselor should consult the Dean of Students or Director of Counseling Services. Personnel trained in psychology and counseling are available to those with serious social and personal problems. The testing service works in close cooperation with the counseling service in providing guidance information to both students and counselors. Students are urged to take advantage of the testing service as a means of obtaining information useful in choosing a profession or occupation.

Gulley, Leona — Assistant Professor of Nursing.

Gulley, Norman — Professor of Religion.

Gustin, Virginia — Assistant dean of women.

H

Hackman Hall — The building housing the departments of Chemistry and Biology. It is so named after Earl Hackman, one-time chairman of the College Board.



Halversen, Warren — Assistant dean of men.

Hamm

Hamm, Minon — Professor of English.

handball — A popular game on campus. The college maintains four courts.

Hansen's disease — Leprosy.

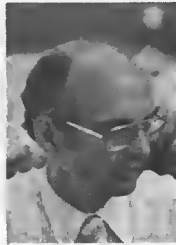
Hanson, Eleanor — Director of Health Service.

Hanson, Lawrence E. — Academic Dean. Until this year chairman of Mathematics Department.

health — May you prosper and be in good. . . .

health course — An academy course dealing with care of the body.

Health Service — Administered by a nurse in cooperation with the college physician. Regular clinic hours are maintained by the staff. After clinic hours a nurse is available at all times for emergencies by calling 396-4300. In order to provide maximum health benefits to students the following provisions are made:



Lawrence Hanson

1. Services are extended to all dormitory inhabitants and all village students taking 8 or more hours during the school year and 3 or more during the summer. 2. The college physician makes daily calls at the Health Service Monday through Friday beginning at 9:30 a.m. He leaves as soon as all who are waiting have been seen. 3. An insurance brochure concerning information about insurance coverage and details about how and when to file a claim are given to each student at registration. All students registered for a minimum of 8 hours or residing in dormitories are covered by student insurance. 4. A fourteen bed infirmary is maintained for overnight confinement if necessary.

Health Service issues no medical excuses. It is expected that the student will contact his or her teachers and work supervisors as soon as possible regarding illness. See absences, class.

Hefferlin, Ray — Professor of Physics, Chairman of the Physics Department.

Herman, James — College chaplain.

history — One of the many majors offered by the college.

history of the college — Long and rich.

Holbrook, Frank — Professor of Religion.

homosexual — See statement in appendix on Sex.

honors — See Graduation with Honors.

Hooper, Dorothy — Assistant Professor of Nursing.

Houck, Duane F. — Associate Professor of Biology.

housing — Off-campus residence — The college owns a number of apartments for married students. Information concerning the availability of both school-owned and private apartments may be found in the College Manager's Office.

housing deposit — Before a housing or room reservation may be made, \$50 of the advance payment as a deposit must be paid. Tentative reservations may be made without a deposit before July 1, however, the deposit must be paid by that date in order to hold the reservation. After July 1, requests for reservation must be accompanied by the \$50 deposit.

housing regulations — See Residence Hall Disturbances.

Howard, Lorella — Associate Professor of Nursing.

Howard, Shirley — Instructor of Nursing.

humanities — A much underrated course in the development of human thought.

Hunt, Bonnie — Instructor of Nursing.

Hunt, Phil — Instructor of Nursing.

I

ID Cards — Identification cards distributed to each student. This is a credit card, good for purchases at certain places on campus. It is also

junior college credit

valuable for identification just about anywhere. Authorization for ID cards is made by Student Finance, although mechanical preparation is done by the Computer Service Department. Should you lose an ID card, bring another form of identification to the Computer Center to have your card replaced. Price for replacement is \$2.00. Any time you visit administrative offices to inquire about your bill or records you should bring your ID card with you.



incompletes, a possible grade — A student may receive an "incomplete" because of illness or other unavoidable delay. A student who believes he is eligible for an incomplete must secure from the Office of Admissions and Records the proper form on which he may file application with the Academic Dean to receive an incomplete. In order to receive credit, the student must make up his incomplete grade by the end of the first six weeks of the following semester.

industrial education or arts — A multi-facet major dealing with the industrial world.

industrial superintendent — Man or woman who operates the college's industries.

insurance — A health policy is carried by the College. (See appendix under Insurance.)

intramural sports — An organized series of sporting contests for both men and women. Note the Day By Day Calendar for details. See Sports.

J

Jacob's Ladder — A series of ill-conceived steps connecting Lynn Wood Hall with the men's residence hall.

Janzen, Wayne — Associate Professor of Industrial Arts.

jeans — 1. A type of covering for the lower half of the body. 2. Pants that are made of blue denim material (see dress code).

jewelry — Items of personal adornment such as bracelets, necklaces (including medallions), earrings and ornamental rings, as well as professional, fraternal and engagement rings. These are not allowed to be worn. A person who in his dress, appearance and conduct shows unwillingness to cooperate with the expectations as outlined by the college, may be asked to withdraw and/or denied readmission for the succeeding term. Students are urged to request their guests to respect the standard of dress at all times.

Jones Hall — One of the original buildings of the campus, built in 1917. Used through the years as a men's dormitory, women's dormitory, housing of the departments of Art and English. At present it houses some men, as well as departments of Art and English.

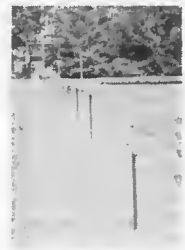
journalism — Several courses are taught on writing which are called.

judiciary committee — Another name for the discipline committee. Meets only when needed.

junior college credit — A maximum of



Jim Herman



junior standing

seventy-two semester hours may be accepted from a junior college.
junior standing — 1. Those students that have acquired between 55 and 93 semester hours. 2. One who is lower in rank.

K

Kennedy, Howard — Principal of the Spalding Elementary School, a 400 plus student elementary school on the campus.

Kennedy, Jack — One-time President of U.S.

Kennedy, Kenneth — Professor of Education, father of Howard.

Kennedy, Theresa — Associate Professor of Nursing.

key, duplication of — Students are not permitted to duplicate keys to campus locks.

Knarr, Catherine — Instructor of Nursing.

Knittel, Frank — President of College.

Krall, Marie — Instructor of Nursing.

Kuhlman, Henry — Professor of Physics.

Kuhlman, H. H. — Professor of Biology.

Kummer, Christine — Assistant Professor of Nursing, Orlando Campus.

Kutzner, Waldemar — College physician.



Frank Knittel

L

labor-class load — Exceptions to the following schedule of study and work must receive the approval of the Academic Dean.

Course Load	Maximum Work Load
16 hours	16 hours
14 hours	20 hours
12 hours	26 hours
10 hours	32 hours
8 hours	38 hours

Students of average scholastic ability are advised to plan a study-work program involving less than the maximum hours of labor permitted. Freshmen in particular need more time for orientation and adjustment to the college academic program.

labor regulations — *Birth Certificates and Work Permits* — Whenever a student seventeen years of age or under is registered, the College issues a Tennessee Employment Certificate. This must be signed and on file at the College before a student may start work. In order to provide work opportunities to students, industries are operated by the College. The industries must serve their customers daily, necessitating a uniform working force. To continue these industries in operation, students assigned thereto must continue their work schedules to the end of the term. (Preparation for tests should be a day-by-day matter.) Any student who drops his work schedule without making proper arrangements may be suspended from class attendance until proper arrangements are made with the Director of Student Finance. It should be understood that once a student is assigned to work in a given department, he is expected to remain there for the entire school year except in cases where changes are recommended by the school nurse or approved by the College. Should a student find it necessary to be absent from work, he must make prior arrangements with his work superintendent. In case of illness, he will inform the Health Service. The Office of Student Finance for the college strives to place students on jobs to the best of its ability. For various reasons the college cannot guarantee work to a student even though his application may have been accepted on a plan calling for an approximate number of hours of work per week. Some students choose class schedules with classes so scattered that a reasonable work program is impossible. Some are physically or emotionally unable to work, others are erratic at meeting work assignments. It is the responsibility of the student to render acceptable service to his employer in order to maintain a job. The department superintendent reserves the right to

Little Debbie

dismiss the student if his service is unsatisfactory. The student pay rate is not less than student rates set by the government wage-hour law. It may be higher if a student possesses special skills or training.

Lacey, Charles — Grounds.

Lamb, Edward — Associate Professor of Behavioral Science.

Lamb, Katie — Instructor of Nursing.

Lange, Paul — Instructor of Nursing, Madison Campus.

languages — 1. Several are taught on campus. 2. That which is used daily by students.

late registration — Permission to register late must be obtained from the Director of Admissions and Records. Students failing to register during the scheduled registration periods will be assessed a late registration fee of \$10.00 and \$2.00 for each additional day. The course load of a late registrant will be reduced by one to two semester hours of each expired week of instruction. No student should expect to register after two weeks of the semester have elapsed. *Changes in Registration*. To avoid changes in registration the student should carefully consider the program of courses necessary to meet his objectives. To avoid subsequent adjustments, a balance should be maintained between the course load, work program, and extra-curricular activities.

lead (léd) — That which impedes a student's progress. That which needs to be gotten out.

leaves —

Late — Residence hall students are expected to remain in their residence halls between closing time and 6:00 a.m. if they have not arranged an overnight leave with the residence hall dean.

Overnight and weekend — Printed forms for overnight leave requests are available in the residence hall offices. If the period of proposed leave from the campus includes a work or class appointment, suitable arrangements must be made with the work superintendent or Academic Dean respectively. Women students wishing a campus leave to visit a home other than their own or that of close relatives, should present a letter of invitation from the hostess and, if under 21 years of age, also authorization from their parents or guardians. Overnight leaves in the surrounding community (Chattanooga - Collegedale - Cleveland) are not permitted unless the students are accompanied by parents. Overnight leaves are cancelled at any time students are present on campus or in the surrounding community (Chattanooga - Collegedale - Cleveland) during the time of the leave. If under 21 years of age, freshmen students with less than a 3.00 grade-point average on a minimum of 12 graded semester hours and students who are on scholastic probation are limited to overnight leaves which involve a maximum of eight (8) nights of absence from the campus per semester, excluding vacations. Students on citizenship probation are limited to overnight leaves which involve a maximum of two (2) nights of absence from the campus per calendar month excluding vacations. In case of an emergency requiring a leave which is not provided for by regular policy, parents should contact the residence hall dean. Weekend leaves terminate at 10:30 p.m. Sunday. If an emergency situation makes it impossible to return to the residence hall by 10:30 p.m., students have the responsibility of telephoning their residence hall dean to request an extension of time.

Ledford Hall — The name of the building housing the Industrial Arts Department.

letters — 1. *of Counsel* — A disciplinary letter sent to students who have accumulated three excess worship absences or those who have an unexcused absence from Sabbath school and church. 2. *of Advice* — A disciplinary letter sent to students who have four excess worship absences or those who have two unexcused absences from Sabbath school and church. 3. *of Warning* — A disciplinary letter to those who have five excess worship absences or those who have three unexcused absences from Sabbath school and church.

library science — A minor offered by the College dealing with care and maintenance of a library.

Lien, Jerry — Professor of Communication.

Linderman, Marion — Associate Professor of Library Science.

Little Debbie — A nationally known snack cake baked by McKee Bakery. Behind every Little Debbie there is some student labor.

loans

loans — The college participates in a variety of loan programs. See the appendix for a list or consult with the Office of Student Finance for information.

location of the college — 20 miles east of Chattanooga, Tennessee, in Collegedale, Tennessee.

Loma Linda University — A sister educational institution that offers a variety of graduate and professional degrees, and is located in southern California.

Longway, Ina — Associate Professor of Nursing.

lost and found — The lost and found department is in the Service Department located at the rear of Lynn Wood Hall.

Lynn Wood Hall — Main building for classroom instruction. Houses the departments of Communication, Education, History, Secretarial Science, Behavioral Science, Modern Languages, Audio-Visual and the radio station. One of the original buildings on campus. Built in 1918.



M

Madison — 1. A town near Nashville that contains one of SMC's extension campuses for nurses. 2. A hospital that serves our nursing students.

mail — Dormitory mail is delivered daily whereas community students must make their own arrangements with the post office for mail.

major requirements — A series of academic hurdles that must be accomplished before graduation. The College catalog lists these.

make-up work — A student may expect to make up class work only if the absence is excused. All make-up work involving examinations and other class assignments must be completed within one week after the student returns to class unless an extension of time is arranged with the instructor. A teacher may have the option, if it is agreeable with the individual student, to give an average grade on a make-up quiz or use it as one of the quizzes to be thrown out if that practice is followed. However, if the student prefers to be given a make-up quiz, it is his prerogative and the instructor shall be obliged to do so.

marriage — Sorry, no students are to marry during the school year. See the Dean of Students for exceptions. Students who fail to follow these instructions will be asked to withdraw from school.

mathematics — A major offered on campus.

Mazie Herin Hall — Name of the nursing building, so called in honor of Mazie Herin, one time teacher at the college and long time church nursing educator.

MCAT — Acronym for Medical College Aptitude Test. An examination required of all prospective medical students, given by the college at various times. Consult K. R. Davis in the Student Center.

McClarty, Jack — Professor of Music, colorful director of College band.

McClarty, Wilma — Professor of English

McCurdy, Robert — Associate Professor of Computer Science.

McKee Bakery — A major bakery in the U.S. Home of the famed Little Debbie. Plant is located adjacent to the college and provides excellent work opportunities for students.

McKee Library — The name of the building housing the college's collection of books. Name comes from the McKee family who so generously contributed to its construction.

Merchant, Robert — Assistant Professor of Business Administration, College Treasurer, SA sponsor.

Miller Hall — Name of the music building. So named for renowned SDA hymn writer.

minor — A collection of specified college



nursing students

courses totaling at least 18 semester hours. The College Catalog gives listing and details.

Missions Field Day — An all-college effort to raise funds from the surrounding communities for mission work. No school is held that day.

modern languages — A major offered on campus.

motion picture policy — All feature length motion pictures must be cleared by the Faculty Film Preview Committee for showing by a student group either on or off campus. The Student Association is permitted one feature film showing per year for a public benefit program. Campus organizations may be permitted to show a feature film in a program restricted to the membership of the sponsoring group and invited guests. No campus organization will be allowed to show more than one such film during an academic year. Requests for the showing of any feature length film should be directed to the Dean of Students.

motor pool — The building immediately behind the service station in which the college vehicles are cared for.

motor vehicle code — All vehicles must be registered. For more details see Vehicle Code in the Appendix.

Montgomery, Marilyn — Assistant Professor of Nursing.

Moon, Donald — Associate Professor of Physical Education.

Moots, Judy — Assistant director of student finance.

Mopera, Feliza — Assistant Professor of Nursing.

Morrison, Robert — Professor of Modern Languages.

Mountz, Delores — Assistant Professor of Nursing.

music — 1. A major offered on the campus. 2. That which supplements most of our religious services.

music groups — Non-college groups must have permission of the Student Affairs Committee to perform on campus. Contact the Dean of Students for details.

music organizations — Groups of musicians banded together to render sounds of beauty.

music standards — Music performed or reproduced anywhere on campus is expected to be in harmony with standards of good taste applicable to the occasion and in keeping with the ideals of spiritual commitment and personal relationship with God to which the College is dedicated. To assist with this responsibility a screening committee is appointed by the College president each year to screen all student programs before they are presented. Student groups should contact the chairman of the screening committee in ample time before their scheduled performance so that the committee can be called for the screening. Failure to have a program properly screened may cause cancellation of the program. A musical group organized by students for public performances must be approved by the Student Affairs Committee.

Myers, Clifford — Director of campus security.

Myers, Clifford O., Jr. — Manager, Village Market.

N

non-departmental courses — Classes that are offered outside of any department, e.g., aviation, gardening, and humanities.

Noth, Lynn — Assistant Professor of Nursing.

nursing — The largest department on campus.

nursing admission requirements — The College Catalog lists these.

nursing scholarships — See Loans in the appendix.

nursing students — Students desiring to enroll in the nursing program are required to send an advance payment of \$50 along with their application to insure a reservation in the nursing program. This advance payment will be considered a part of the advance payment necessary for registration. This advance payment will be credited to the last statement of the school year along with all other advance payments as outlined. If a student applies for the nursing program but does not attend the College, the \$50 nursing advance payment will be forfeited. All



nursing uniforms

advance payments will be refunded to the student's account at the close of the academic year except for the special foreign student advance payment of \$1,000, which is refunded at the termination of the student's stay at the College.

nursing uniforms — A specified mode of dress required for nursing students while in laboratory experiences.

O

objectives of the college — Purpose for which the college exists, see appendix for codification of these.

off-campus functions (see Leaves, overnight) — All overnight off-campus group activities involving mixed groups, not sponsored by a campus organization, require chaperonage and clearance by the residence hall deans. It is the responsibility of the students involved to make proper arrangements for the activity which includes arrangements for chaperonage. For the protection of the students it is urged that all daytime off-campus activities involving mixed groups have chaperones. Parents and faculty members may serve as chaperones and on certain occasions the Dean of Women may grant approval for chaperonage by married students. It is considered wise that there be one chaperone for every 15-20 students. All student organizations planning social or recreational activities off campus must make proper advance arrangements through the Dean of Students' Office. Requests, complete with the names of chaperones and the signature of the faculty sponsor, are to be filed by 10:00 a.m. Wednesday of the week preceding the proposed activity with a description of proposed Sabbath activities including Sabbath school and church services. **Residence hall students expecting to take part in any off-campus social activity must complete the regular residence hall leave form which must be submitted to their respective residence hall dean.** No approval will be given for overnight group activities that are to take place during the final three weeks of each semester.

officers, student qualifications — For a student to hold an office in any student organization including a publication staff or a committee or in any non-academic organization which performs publicly on or off campus, he must have a record of good citizenship and a minimum cumulative grade point average of 2.00. To run for or to hold any elected office in a student organization, a student must have a record of good citizenship and a cumulative grade point average of 2.25 or a 2.50 grade point average for the previous semester with a minimum cumulative average of 2.00. Secondary school grade-point averages will be calculated on major subjects only.

Oh, no! — One expression that is uttered after the obvious on a test is explained.

one-year terminal curricula — The College Catalog lists the offerings in Clerical and Food Services.

Ooltewah — 1. A community located some 3 miles from the college. 2. Means owl's nest in the Cherokee language.

organization chart — A diagram or flow chart showing the college's lines of authority. Note the Organization Chart in the Appendix.

organization of new clubs — Students who wish to organize a new club should first consult with the Dean of Students. A constitution should subsequently be drawn up and approved by the Student Affairs Committee.

organization, records of student — Each student organization is required to place an up-to-date copy of its constitution on file in the Student Affairs Office.

organizations, meeting of student — Administrative policy of the College requires that a faculty adviser be present at all meetings of each student organization and at all meetings of major committees serving student organizations.

orientation program — Orientation for new freshman students is held



positive way

prior to the opening week of the fall term. It includes examinations and instruction helpful in course planning. The student is introduced to the facilities, purposes, and functions of the college. Social occasions are also provided when students may meet faculty members and fellow students. All new freshman students are required to attend the orientation program. The program is the responsibility of the Dean of Students.

Orlando — 1. City in Florida in which is located a nursing extension campus. 2. Home of Disney World. 3. Home of many SMC students.

Ott, Helmut — Assistant Professor of Religion.

outings — See Off-campus functions.

Owen, Gerald — Instructor, Computer Service.

P

P. E. — Abbreviation for Physical Education.

P. E. Center — Physical Education Building.

parking — 1. Placement of an automobile on campus. 2. Allocated for students with stickers. (Purchase sticker at registration or the Dean of Students' Office.)

parking fines — A \$3.00 amount to be paid to the Dean of Students' Office in cash. If not paid in cash, \$5.00 will be charged to the student's account for each ticket.

Payne, Doris — Professor of Nursing.

Pearson, Carolyn — Secretary to Director of Admissions.

Pearson, William — Professor of Education.

Peek, Norman — Only Director of Audio-Visual Departments in the world with a Ph.D. in Organic Chemistry.

Perkins, Christene — Associate Professor of Nursing.

personal property — Residence hall students are held responsible for all activities which take place in the room assigned to them. The College is not responsible for personal property stored in the residence hall, for loss of money or other valuables on the part of students, nor for any damage suffered by motor vehicles on College property. For reasons of security, students should deposit all but small amounts of money in a student drawing account at the Business Office or in a bank. Adequate comprehensive insurance coverage for bicycles and motor vehicles should be maintained.

Peters, Louesa — Assistant treasurer.

pets — 1. Friendly or unfriendly animals. 2. Not allowed in the dormitory.

Ph.D. — 1. Abbreviation for doctor of philosophy. 2. Abbreviation for post hole digger.

philosophy — The pursuit of wisdom by intellectual means and moral self-discipline. A statement of one's objectives and guiding principles. See Appendix for a statement of the College's.

physical education — One of the many majors on campus.

placement folder — A collection of information such as a resume, letter of recommendation that students collect and the Dean of Students' office maintains for prospective employers.

placement service for graduates — The Dean of Students operates a placement service which issues announcements concerning employment opportunities and provides potential employers with data on graduates of the College. The placement service is effective in assisting students to find satisfactory professional employment. Registration with the placement service is voluntary and should be made at the beginning of the senior year or end of the junior year.

poke — Another name for bag.

policies — Set of rules and procedures that govern the operation of the college. For specifics read the *College Catalog* and this Handbook.

positive way — A non-academic volunteer class devoted to the practice of prayer. Over 1,500 students have taken this class in the recent past.



post office

post office — Is located in the College Plaza.

prayer — Communication with God, an oft-practiced activity on campus.

prayer room — A secluded room for meditation and prayer located in the Student Center.

pre-professional — The college offers a wide variety of courses that prepare students for professional schools.

probation — **1.** A conditional status. **2.** A condition on which a student may remain at the college. See Citizenship Probation and Academic Probation.

profanity — Not allowed or tolerated.

programs committee — A group of students and faculty that plan the activities not cared for by the Artist-Adventure Series Committee.

property rights — Only individuals who have made appropriate previous arrangements with the Administrator in charge of the building involved are permitted access to the roofs of College property. Anyone responsible for damage to College furnishings and other school property will be obliged to make restitution for the damage and may in addition be subject to discipline.

psychology — **1.** A study of the mind and its functions. **2.** A course of study that can be taken.

publications — A number of communication periodicals are published and these include the school newspaper, the yearbook, plus an assortment of academic and public relations materials.

public display of affection — Overt physical expression of emotional feeling toward the opposite sex. The public expression of affection is in poor taste. Students who do not demonstrate self-respect and self-restraint in this matter are subject to discipline, which may involve their being asked to withdraw from the College. Students can expect members of the College staff to correct those bringing discredit to themselves or to the College through inappropriate display of affection. Being seen in public with arms around one another is inappropriate.

Purple People Treater — A cut-down, open-air bus painted white with purple polka-dots, used to conduct tours of the campus.

Q

quiz — **1.** A test usually consisting of few questions answered in a short period of time. **2.** Something that must be studied for.

R

Rachel's Ladder — A series of steps from the women's residence hall to the upper campus. A classic in steps. However, the engineer is unknown.

radio — See WSMC.

rank and tenure — A faculty committee that recommends to the president the rank and tenure promotions for each faculty member.

reckon — To suppose, think, believe, as in "I reckon I oughta get to class."

record player — See Stereos.

recreational facilities — Unless previously arranged for or scheduled by others, the recreational facilities of the college are reserved for use only by students, faculty and staff. While actively participating in the campus recreational areas, attire for women may include bermuda or gym shorts. Attire for men may include bermuda or gym shorts, but shirts must be worn at all times.

registration — An official or formal recording of an individual as a student at the college.

Reiner, Richard — Business Manager.

religion — **1.** An expression of man's belief in the supernatural. **2.** The Seventh-day Adventist religion is the prevailing influence on campus. **3.** One of the many majors on campus.

religious activities — Southern Missionary College exists for the purpose of promoting symmetrical growth, mentally, socially, phys-



residence hall worship

ically and spiritually. For this reason, it must have guiding principles for spiritual as well as mental, social and physical activities. The College recognizes that legislation cannot create spirituality, for this results only from intelligent individual choice. The chief function of the College is to provide an educational environment in harmony with Biblical teachings and standards. One does not have to live in this environment or help provide it unless he chooses to become a part of Southern Missionary College. Since environment depends on the people who make up an institution, legislation is necessary to insure the character of this environment. Southern Missionary College students are not required to be members of the Seventh-day Adventist Church or any other religious organization, but the College administration does insist that no student detract from or weaken the spiritual character of the College or interfere with the benefit which might be received by those who wish to take full advantage of the College's spiritual emphasis.

Remley, Hilda Fern — College relations field representative.

reservation of college facilities — Consult with the President's office for details.

residence halls — Dormitories are maintained for single students. Single students who have not completed a baccalaureate degree and who do not live with parents, close relatives or legal guardians in the vicinity, live in the residence halls. In order to live elsewhere they must present written request to the Dean of Students. Such requests will be considered if the student is not on Citizenship Probation, demonstrates definite financial need which off-campus living will correct, or other extenuating circumstances making non-dormitory residence necessary. In general only students 25 and older are allowed to live outside the residence halls. When a student has been given special permission to live off campus, no change in residence may be made without permission of the Dean of Students. Residence hall students are held responsible for all activities which take place in the room assigned to them. The College is not responsible for personal property stored in the residence hall, for loss of money or other valuables on the part of students, nor for any damage suffered by motor vehicles on College property. For reasons of security, students should deposit all but small amounts of money in a student drawing account at the Business Office or in a bank. Adequate comprehensive insurance coverage for bicycles and motor vehicles should be maintained. Off-campus residence policies apply to all unmarried students who are enrolled for more than three semester hours and who do not live with parents or other close relatives.

residence hall disturbances — That which you are not to be. For more details consult the Handbook for the Men's and Women's Residence.

residence hall hours — Residence halls will be open according to the following schedule:

Sunday - Thursday	6:00 a.m. to 10:30 p.m.
Friday	6:00 a.m. to 9:45 p.m.
Sabbath	6:00 a.m. to 12:00 p.m.

Young men may call at the women's residence halls according to the following schedule:

Visiting hours (lounge only)

Sunday-Thursday	7:00 a.m. to 8:00 p.m.
Friday	7:00 a.m. to Sunset

Calling hours (the above plus)

Friday	Sunset to Vespers
Sabbath	7:30 a.m. to 11:00 p.m.

residence hall privacy — The college residence halls are private homes for their occupants. Community students and others may visit in the residence halls during residence hall hours in accord with the normal proprieties for visiting a private home.

residence hall visiting — Sorry, mixed groups not permitted in private residence hall rooms.

residence hall worship — All residence hall students are required to attend the worship service that is held in the residence halls each evening, Sunday through Thursday each week, and the Friday sunset worship held during a part of the school year. The Friday evening vespers and Sabbath evening meditations which are held in the church are counted for residence hall worships. Students are allowed

residence, Madison & Orlando campus

two unexcused absences from these meetings each week. Students who accumulate excessive unexcused absences each semester will receive disciplinary action as follows:

Three excessive absences — Letter of Counsel

Four excessive absences — Letter of Advice

Five excessive absences — Letter of Warning

Additional excessive absences — Subject to further discipline.

residence, Madison & Orlando campus — When housing is provided for male nursing students on the Madison and Orlando campuses, single, unmarried, male students who do not live with parents or other close relatives will be required to live in the housing provided. When no housing is provided, off-campus housing may be arranged for by the student and must be approved by the Dean of Students.

residence, off-campus — The college provides residence hall housing for single students and a limited number of apartments for married students. Information concerning the availability of both school-owned and private apartments may be found in the College Manager's Office. Single students who have not completed a baccalaureate degree and who do not live with parents, close relatives or legal guardians in the vicinity, live in the residence halls. In order to live elsewhere they must present written request to the Dean of Students. Such requests will be considered if the student is not on Citizenship Probation, demonstrates definite financial need which off-campus living will correct, or other extenuating circumstances making non-dormitory residence necessary. In general only students 25 and older are allowed to live outside the residence halls. When a student has been given special permission to live off campus, no change in residence may be made without permission of the Dean of Students. Off-campus residence policies apply to all unmarried students who are enrolled for more than three semester hours and who do not live with parents or other close relatives.

residence requirement for degree — *Baccalaureate Degree*: Thirty semester hours of credit must be completed in residence immediately preceding the conferment of the Baccalaureate degree. These hours must include 16 upper division, with eight in the major and three in the minor fields. *Associate Degree*: Twenty-eight semester hours of credit must be completed in residence immediately preceding the conferment of the Associate degree. Sixteen of these hours must be in the major area of study.

responsibilities of residence hall students — Residence hall students are held responsible for all activities which take place in the room assigned to them.

responsibility of the student — The responsibility for satisfying degree requirements rests with the student. Each student is expected to acquaint himself with the various requirements published in the bulletin and to plan his course of study accordingly. The student may choose to meet the requirements of any one bulletin in effect during the period of residency. If he discontinues for a period of twelve months or more, he must qualify according to a single bulletin in force subsequent to his return.

Rice, Nathan — Instructor of Nursing.

Richards, Evonne — Secretary to Academic Dean.

Richards, William — Assistant Professor of Business Administration.

Richert, Arthur — Associate Professor of Mathematics.

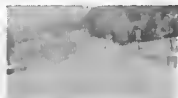
Riffel, Krista — Instructor of Nursing.

right of petition — A student who believes there is a valid reason for requesting variance from or exception to an academic policy stated in the Bulletin, may make a petition to the Academic Dean for consideration of his case. The student must first obtain the advice and signature of the head of his major department. The petition shall contain a statement of the request and supporting reasons. The student will be notified in writing by the Academic Dean of the action on the petition within five (5) working days of receiving the petition. Petition forms are available from the office of the Academic Dean.

roads — A pathway between two points, hopefully you will find the road from the college to eternal life.

Robertson, Charlene — Instructor of Nursing.

Robertson, Marvin L. — Professor of Music,
Chairman of the Music Department.



scholastic probation

Roe, Cyril E. — Associate Professor of Education. One-time teacher in India.

Rolfe, Cecil — Professor of Business Administration.

room care and inspection — Students are expected to keep their rooms clean and orderly. The College reserves the right for the residence dean or his representative to enter and inspect a student's room at any time. Pictures and other objects placed on the walls must be supported in a manner which will not mar the wall surface. The room deposit will be refunded when a student checks out of the residence hall after the first 30 days of residency provided all dormitory obligations have been satisfactorily cared for and the floor, walls, woodwork, and furniture of the room are clean and undamaged. Redecorating is to be done by the College.

Rowe, Mary Lou — Secretary to the Dean of Students

Rozell, Daniel — Assistant Professor of Business Administration.

Ruf, Barbara — Associate Professor of English.

Ruf, Rolland — Associate college pastor.

Runyan, Don — Associate Professor of Music.

Runyan, Millie — Dean of women.

Rushing, Patricia — Instructor of Nursing.



Barbara Ruf

S

SA — Abbreviation for Student Association.

Sabbath school — A weekly religious service devoted to group study of the Scriptures which all are required to attend. Meetings are held in various places on campus each Saturday (Sabbath).

Sabbath services — A distinctive practice of Seventh-day Adventists is the observance of the seventh day of the week as the Sabbath. Southern Missionary College requires all students on the campus to respect the sanctity of that day by attending Sabbath services and refraining from all ordinary recreation and labor.

Sage, Robert — Assistant Professor of Music.

safety regulations — Candles, open-flame lamps, fire hazards of any nature are not permitted in the residence halls or in any campus buildings.

Santa Claus — Usually E. O. Grundset.

Schlisner, Everett — Dean of men.

Schmidt, Harold — Chairman of the colleges' governing board and the president of the Southern Union Conference of Seventh-day Adventists. An ordained Seventh-day Adventist minister.

scholarships — (Consult the *College Catalog*).

scholastic probation — When for any reason a student's cumulative SMC or overall grade point average falls below a "C" (2.00) average, he will be placed on academic probation. A student reaches the point of academic dismissal when his cumulative SMC or overall grade point average fails to reach the following accumulated levels:

Semester Hours	G.P.A.
Attempted	Dismissal Level
Up to 48	1.50
49-64	1.65
65-80	1.75
81-93	1.85
94-up	1.95

Beginning freshmen will be allowed to attempt 23 semester hours over a maximum period of two semesters before being subject to dismissal. Candidates for the Associate of Science degree must have a grade point average of at least 1.95 before being accepted for their final year and at least 2.00 to graduate. A student academically dismissed may not be readmitted until two sessions (for this purpose the summer is counted as one session) have elapsed. Eligibility for readmission shall include successful college-level work taken in another institution or other evidence of maturity and motivation. Transfer students should have a grade point average of at least 2.00 in order to be eligible for admission to Southern Missionary College. Any person coming to the senior year with a grade point average of less than 2.25 in the major will be placed on academic probation. Students with less than a 2.00 cumulative grade point average may

not hold office in any student organization and may not participate in any non-academic organization which performs publicly on or off campus. In addition, to hold any elected office in a student organization a student must also have a cumulative grade point average of 2.25 or a 2.50 grade point average for the previous semester.

Scott, Ron — Public Relations Director.

screening committee — A group of faculty and students appointed by the president to screen all student programs before presentation.

SDA Room — A room in the basement of the library that houses only Seventh-day Adventist books and periodicals.

secondary education — 1. A requirement for college entrance. 2. A program leading to high school teaching certification. The *College Catalog* lists these.

senior placement — See Placement.

senior standing — A student that has completed at least 94 semester hours and has filed a formal request with the Office of Records. All candidates for graduation must join the senior class organization and meet the non-academic requirements voted by the class membership.

service department — The custodial service of the college.

setting of the college — SMC is unique in its location. The main campus is nestled in the pleasing Collegedale valley, surrounded by some seven hundred acres of school property. The quietness and beauty of its peaceful surroundings is in keeping with the educational philosophy of its governing organization. The community and campus post office address is Collegedale which is located eighteen miles east of Chattanooga and three miles from Ooltewah off Interstate Highway 75 (formerly U.S. 11 and 64). The Southern Railway line passes through the north side of the campus. A bus service operated by the CARTA Line serves the college campus. The Orlando campus situated in Florida's "City Beautiful" at the Florida Hospital provides additional clinical facilities for the baccalaureate program of the Division of Nursing. The Madison campus at Madison, Tennessee, offers many of the clinical facilities used in the Associate of Science program in nursing.

Shultz, Christine — Associate Professor of Nursing.

Shumate, Frieda — Assistant dean of women.

Sex — See statement in appendix on Sex.

signing out — Residence hall students are expected to sign out for off-campus activities.

SM — Abbreviation for Student Missionary.

SMC — Abbreviation for Southern Missionary College.

social functions and outings — All student organizations planning social or recreational activities off campus must make proper advance arrangements through the Dean of Students' Office. Requests, complete with the names of chaperones and the signature of the faculty sponsor, are to be filed by 10:00 a.m. Wednesday of the week preceding the proposed activity with a description of proposed Sabbath activities including Sabbath school and church services. **Residence hall students expecting to take part in any off-campus social activity must complete the regular residence hall leave form which must be submitted to their respective residence hall dean.** No approval will be given for overnight group activities that are to take place during the final three weeks of each semester.

social restrictions, Freshmen — Because of the difficulty that many freshmen students encounter in adjusting to college life and in the management of their time, they are strongly advised to remain on campus each evening Sunday through Thursday in order to take advantage of the study hours.

Somers, Dorothy — Assistant dean of women.

Sophomore — Comes from the word sophism which means a plausible but fallacious argument. See sophomore standing.

sophomore standing — A student who has completed between 24-54 semester hours.

Spanish — 1. One of the foreign languages taught. 2. The mother tongue of many students.

Spears, Kenneth — Director of Admissions.

special fees and miscellaneous charges — The following special fees and charges are assessed separately inasmuch as they may not apply to all students nor do they occur regularly:

Application for admission (not refundable)	\$10.00
Late application for admission (not refundable)	15.00
Automobile parking fee (per semester) Dormitory	20.00
Automobile parking fee (per semester) Village	7.00
Change of Program	5.00
Late Registration	15.00
Nursing Education fee (per semester)*	50.00
Re-registration fee (must be cash)	25.00
Credit by examination	25.00
Special examination for course waiver	5.00
Transcript	2.00
Graduation in absentia	25.00
Late return of organizational uniform	10.00

(The full cost will be charged if irreparably damaged or not returned.)

*Declared nursing majors enrolled in a nursing class.

The following items may be charged to the student's account:

- a. Books and class required school supplies (Maximum \$100 each semester.) When a student reaches the \$100 maximum during the semester, all further books and supplies must be paid for in cash.
- b. Approved uniforms for physical education classes and recreation.
- c. Subscriptions to professional journals as required by departments of instruction.
- d. Nursing uniforms costing approximately \$50 but not including capes or other non-required garments.
- e. Membership dues for professional clubs of the following departments of instruction: Nursing (T.A.S.N.), Education (S.E.A.), and Music (M.E.N.C.)

special student — Mature individuals who do not meet the above college admission requirements and who do not wish to become degree candidates, or otherwise-qualified students who may desire limited credit for transfer to another institution of higher learning, may register as special students.

speech — 1. A manner of communicating ideas and emotions. 2. Courses that are offered on campus.

sports — The College encourages intramural athletic activities as a means of providing necessary physical exercise and relaxation from mental activity and also as a means of providing experience in team relationships and developing good sportsmanship. Competitive play between a team representing the College and a team representing another institution or organization is considered to be out of harmony with the principles and objectives of Southern Missionary College. To be eligible to participate in intramural sports a person must meet one of the following stipulations for fall and spring semesters:

1. Reside in a college residence hall, or
2. Be currently enrolled for a minimum of six (6) semester hours.

For summer terms:

1. Reside in a college residence hall, or
2. Be currently enrolled for a minimum of three (3) semester hours, or
3. Be accepted as a student for the fall semester.

Springett, Jean — Assistant Professor of Nursing.

Springett, Ronald — Assistant Professor of Religion.

spring vacation — A much-looked-forward-to mid-term vacation. This year it's March 1-6.

Spurlock, Donna — Assistant Professor of Nursing.

standards of conduct — In harmony with the objectives of the College, high standards of behavior are maintained to encourage the development of genuine Christian character. Mature Christian students of sound spiritual and social integrity delight in standards that elevate and ennoble. Admission to SMC is a privilege that requires the acceptance of and compliance with published and announced regulations. Only those whose principles and interests are in harmony with the ideals of the College and who willingly subscribe to the social program as ordered are welcomed. A student who finds himself out of harmony with the social policies of the College, who is uncooperative, and whose attitudes give evidence of an unresponsive nature may be advised to withdraw without a specific charge. The

Stanley

use of tobacco or alcoholic beverages, the improper use of drugs, theatre attendance, card playing, dancing, profane or vulgar language, hazing, and improper associations are not tolerated. Each student is expected to acquaint himself with the standards of conduct as they appear throughout this handbook.

Stanley, Richard — Associate Professor of Office Administration.

Steen, David — Associate Professor of Biology.

Steen, Linda — Secretary to Health Service.

Stepanske, Bruce — Assistant business manager.

stereos — Only low volume sets allowed in the dormitory.

Straight, Barbara — Assistant Professor of Nursing.

student affairs committee — A group of faculty and students who recommend and study policies concerning the religious, social and cultural life on the campus. This group sets the social standards for the campus; a review board for non-academic and non-financial policies of the college.

student apartments — The college maintains a number of housing units as well as a trailer park for married students. Additional facilities are available in the community. For information contact the Business Manager's Office.

Student Association — Every student at SMC who is taking 8 or more semester hours of classwork is a member of the Student Association, with voting privileges in the election of officers. Opportunities for leadership development and for cooperation in achieving the objectives of SMC are afforded by the Association. The Association assists the College administration and faculty in the implementation of policies and assumes responsibility in giving direction to campus activities entrusted to it. The Association's activities are coordinated and communicated through the Student Senate and Cabinet and their several committees. The activities include the publishing of the weekly newspaper, *Southern Accent*; the yearbook, *Southern Memories*; the announcement sheet, *Campus Chatter*; and the student-faculty directory, *Joker*. The activities and responsibilities of officers and the detailed organization of the Student Association are outlined in the *Student Association Constitution and By-laws*.

Student Bank — The Student Bank for safe-keeping of students' funds is in the cashier's office in the administration building.

Student Center — A building that houses teachers' offices and classrooms on the first floor and the cafeteria on the second floor. On the third floor are located Student Association Offices, a formal and an informal lounge, a snackshop, a prayer room and the Chaplain's Office.

student employment — The College operates a variety of auxiliary and vocational services and enterprises where students may obtain part-time employment to defray a portion of their school expenses. Opportunities to engage in productive and useful labor can help to develop character traits of industry, dependability, initiative and thrift. Students may also take advantage of these employment opportunities to acquire vocational skills by contacting The Director of Student Finance. Students who accept employment assignments are expected to meet all work appointments with punctuality. To be absent from work appointments without cause or previous arrangement, or notification of illness is sufficient reason for discharge. Students accepting employment by the College are required to maintain their work schedule during the entire semester including examination week. Residence hall students may not secure off-campus employment without permission of the Dean of Students.

student missionary — One who serves outside the United States as a volunteer worker for the church. Last year the college sent 25. See Dean of Students if interested.

student officers, qualification of — For a student to hold an office in any student organization including a publication staff or a committee or in any non-academic organization which performs publicly on or off campus, he must have a record of good citizenship and a minimum cumulative grade point average of 2.00. To run for or to hold any elected office in a student organization, a student must have



tithe and church expense

a record of good citizenship and a cumulative grade point average of 2.25 or a 2.50 grade point average for the previous semester with a minimum cumulative average of 2.00. Secondary school grade point averages will be calculated on major subjects only.

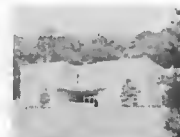
Student Park — A park area behind the plaza that contains water and a shelter. Reservations are made through the president's office.

Summerour Hall — A modern two-story structure that was completed in the fall of 1971. The complex houses the entire Home Economics facility and includes a foods lab, sewing lab, interior design classroom, child development observation room, other classrooms, and an auditorium seating 126.

suspension — See discipline.

swimming pool — Located in the Physical Education Building—available for both class and leisure time.

Swinson, Elvie — Associate Professor of Nursing.



T

tabernacle — The Tab was used in the early years for the church, chapels, and Saturday night programs—later it was the cafeteria. At present the music department has partial use of it.

Talge Hall — Formerly the women's residence hall, this building has been converted to accommodate approximately 510 men. This modern, fireproof structure was completed in 1961 to house 275 students. In 1964 and 1976 new wings were completed to house an additional 235 students. The spacious and beautiful chapel with adjoining prayer rooms, the parlors, and the kitchenette are but a few of the attractive features which provide for enjoyable and comfortable living.

Tasba Raya — 1. Means good earth in Misquito. 2. Name of the college's mission station in Nicaragua.

Taylor, William — Director of Development.

teacher education certification — The College Catalog lists requirements.

TeHennepe, Sue — Assistant Professor of Home Economics.

telephones — Each residence hall room is equipped with a telephone. The telephones are restricted to local calls. Personal arrangements for long distance service may be made with the telephone company by paying a deposit. Pay telephones are available in the residence halls, in the College Plaza and in the Student Center.

television — Sorry, not allowed in the dormitory rooms. A \$25 fine is levied for having it in the room. Set will be confiscated.

tennis courts — The college maintains eight of them.

textiles — 1. Fabric from which clothes are made. 2. A course offered at the college.

Thatcher Hall — Thatcher Hall provides facilities for 750 women. This three-story building is carpeted and air conditioned throughout with a bath between each two student rooms.

theology — 1. A study of God and related subjects. 2. An important major on campus.

Thompson, Lois — Secretary to Business Manager.

Thiel, Mitchell — Professor of Chemistry.

Thomas, Carol — Instructor of Nursing.

tithe and church expense — SMC encourages the payment of tithe and church expense by its student workers. In order to facilitate this practice, arrangements may be made by the student (except for those employed at the McKee Baking Co. and in the Federal Work-Study Program) to have ten percent of his school



earnings charged to his account as tithe and two percent for church expense. These funds are then transferred by the College to the treasurer of the Collegedale Seventh-day Adventist Church. Tithe on earnings at the McKee Baking Company and from the Federal Work-Study Program may be withdrawn by the student at the College Student Finance Office and paid in cash.

Title IX — No person . . . shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

traffic court — A faculty-student appeals court meets periodically to hear appeals on citations given for violations of the vehicle code. See the Activities Calendar for dates. Usually the last Wednesday of each month, or the last Wednesday before a vacation period.

traffic penalties — See Vehicle Code in Appendix.

transcripts — Official transcripts of a student's academic record may be obtained by the student upon a written request to the Office of Admissions and Records. The request must include the student's signature and payment of two dollars in cash, check, or money order for each transcript ordered. Because of legal difficulties, telephone requests from students or written requests from other members of the student's family cannot be honored. A student may receive an unofficial transcript for evaluative purposes without charge by applying in person at the Office of Admissions and Records. Official transcripts given directly to a student will be stamped "student copy."

transfer of credit — Students wishing to transfer to SMC from another accredited college or university must follow the same application procedure as other students. Transfer credits may be applied toward the requirements for a degree when the student has satisfactorily completed a minimum of twelve semester hours in residence. A maximum of seventy-two semester hours may be accepted from a junior college. Background deficiencies revealed by transcripts and entrance examinations will be given individual attention. Students transferring from non-accredited institutions of higher education are given conditional status until the level of their academic performance in residence warrants promotion to regular status. Grades of less than "C" from such institutions will not be accepted toward meeting graduation requirements. A student who has been dismissed from another institution because of poor scholarship or citizenship, or who is on probation from that institution, is not generally eligible for admission until he can qualify for readmission to the institution from which he has been dismissed.

transfer students — See transfer of credit.

Trustees, Board of — A group of men that run the college.

tuition and fees — \$98 per semester hour. (See Special fees.)

tuition refund — A student may drop all classes within one week after registration with a tuition charge not to exceed \$75. After the first week a student dropping all classes will have the tuition refunded on a 16-week prorated basis. Refunds will be calculated according to the official date of *completed drop voucher* and the *return of the student's ID card* to the Student Finance Office. During the first week following registration, students may make necessary changes in their class programs without charge. A fee of \$5 will be assessed for each change in the course program after the first week following registration. No reduction in tuition charges will be made for program changes made after three weeks following registration.

Turlington, Drew — Associate Professor of Industrial Arts.

two-year terminal course — See the College Catalog.

U

UAP — 1. Abbreviation for Undergraduate Assessment Program. 2. A new name for the Undergraduate Record Examinations. 3. An examination required of all graduating seniors.

V

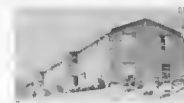
VandeVere, Wayne — Professor of Business Administration.

vehicle code — Note Appendix under Automobile.

veteran — 1. One who has been in the military. 2. Veterans or other eligible persons are required to attend classes in order to be eligible for educational benefits. Southern Missionary College is required to report promptly to the V.A. the last day of attendance when an eligible person withdraws or quits attending classes regularly. A veteran or eligible person may not be certified for any course or subject that does not fulfill requirements for his stated degree and major. Audited courses, non-credit courses (except for a required remedial course), and correspondence work cannot be certified. Educational benefits will be discontinued when the veteran or eligible person ceases to make satisfactory progress. According to V.A. regulations, a student will be considered to be making unsatisfactory progress when he accumulates twelve semester hours of unsatisfactory grades or when he is subject to academic dismissal. Failing grades and D grades in the major, minor, and courses required for educational certification are considered unsatisfactory. Benefits may be resumed only after the individual has obtained V.A. counseling and approval. 3. Questions or problems dealing with Veterans' Affairs should refer to the Office of Admissions.

village residence — See Residence.

Vining, Noble — Manager, College Press.



W

Warner, Laurie — Assistant Professor of Education.

Warner, Robert — Associate Professor of Industrial Arts.

warning — See Letters of.

Warren, Karen — Instructor of Nursing.

Webb, Erma — Assistant Professor of Nursing.

Webb, Jere — College pastor.

Weeks, Martha — Assistant Professor of Nursing.

Week of Spiritual Emphasis — Five days of special chapels and joint worships presenting talks of inspirational nature.

Wells, Harley — Custodian.

Wells, Laurel — Director of student finance.

White, Margaret — Assistant Professor of Nursing.

White, Randall — Southern Mercantile—Campus Shop

whom to consult — Note Whom to Consult in the appendix.

withdrawal — A student who contemplates withdrawing from college is encouraged to obtain counsel from one or more of the following individuals:

Residence Hall Dean	Faculty Counselor
Registrar	Chaplain
Dean of Students	Guidance and
Academic Dean	Counseling Office

If, after obtaining counsel, it still seems advisable to withdraw, the following procedure should be carried out:

1. Secure and complete a drop voucher at the Registrar's Office.
2. Obtain signatures as designated on the voucher.
3. Check out with the residence hall dean within 24 hours after steps one and two have been completed.

Until the above steps have been completed, students who have discontinued participation in classroom activities will continue to be charged for tuition and room rent. See also Academic Probation, discipline.

Wohlers, William — Associate Professor of History.

Wooley, Marianne — Assistant Professor of Library Science.

work-study — It is exceedingly important that the student adjust the course load to achieve a reasonable balance in study and work. During registration the student should confer with his adviser or major professor in planning the proper balance of study and work. In determining an acceptable study-work program, the student's intellectual capacity and previous scholastic record are considered. Exceptions to the following schedule of study and work must receive the approval of the Academic Dean.

Course Load	Maximum Work Load
16 hours	16 hours
14 hours	20 hours

worship

12 hours	26 hours
10 hours	32 hours
8 hours	38 hours

Students of average scholastic ability are advised to plan a study-work program involving less than the maximum hours of labor permitted. Freshmen in particular need more time for orientation and adjustment to the college academic program.

worship — **1.** Act of honoring and giving reverence to God. **2.** A dormitory convocation. See residence hall worships.

Wright Hall — Administration building, named after one-time president, Kenneth Wright.

WSMC — The call letters for the college's 100,000 watt FM radio station.

Zuill

Y

y'all come! — An invitation to a place or event.

Y'ole Time Keeper — E. O. Grundset.

you — The reason SMC exists.

Z

Zimmerman, Steven — Assistant Professor of Behavioral Science.

zip — 37315

Zuill, Charles — Associate Professor of Art.

LAST BUT NOT LEAST

Garren, Ruth — Hostess, Student Center.

Taylor, Elsie Mae — Switchboard receptionist, Wright Hall — keeper of the gates.

APPENDIX

DRESS CODE

Sabbath Attire:

For regular Sabbath meetings men must wear dress slacks with appropriate shirt and coat or dress slacks with shirt and tie. The women must wear dresses.

General Campus Wear:

This includes classrooms, laboratories, library, student center, chapels, joint worships, cafeteria except recreational areas and college plaza.

For **men**: Slacks must be worn with appropriate shirts or sweaters. This dress should convey a modest and professional appearance. Blue jeans and overalls are not acceptable. Sleeveless shirts or common T-shirts, tank tops, or sloppy attire is not appropriate for general campus wear. Shoes must be worn at all times. For certain academic experiences a different type of dress may be permitted. Any exception must be cleared through the Student Affairs Committee.

For **women**: Both dresses and slacks are permissible. This dress should convey a modest and professional appearance. Blue jeans and overalls are not acceptable. Dresses or blouses of sheer material, or that have low necklines (front or back) should not be worn. Blouses must be of the type that cover the shoulders. Hemlines of dresses must be of such length to insure modesty while sitting or standing. Sweat shirts, tank tops or similar sloppy attire are not to be for general campus wear. Shoes are to be worn at all times. For certain academic experiences a different type of dress may be permitted. Any exception must be cleared through the Student Affairs Committee.

General Campus Wear Exceptions:

The student center, library and cafeteria will permit jeans as a part of student clothing on Sunday and after 7:00 p.m. on weekdays.

PHILOSOPHY

Seventh-day Adventists recognize that God is not only the Creator and Sustainer of the earth and the entire universe, but also the source of knowledge and wisdom. Although many values common to classical and modern humanism are accepted at Southern Missionary College, it is held that these secular values are reflections of the mind of the Creator, the Author of all truth, transcending both space and time.

In His image God created man perfect—sufficient to have stood, though free to fall. Because of sin, this man

who bore a likeness to his Creator in his physical, mental, and spiritual nature has become separated from God, losing most of his similarity to his Maker.

To restore in man the image of his Creator—to promote the development of body, mind, and soul that the divine purpose in his creation might be realized—is the object of Christian education, the great object of life.

Believing man to be God's crowning act of creation, Seventh-day Adventists accept as reality the Biblical concept of man's body as the temple of God. Consequently, principles of health are emphasized that the student may more effectively carry out God's purpose, that he may respect the paramount work of the Creator, and that he may live the rewarding and abundant life promised in the Scriptures to those who do His will.

Another aspect of having been created in the image of God is that every human being is endowed with a power akin to that of the Creator—individuality, the power to think and to do. It is the work of true education to develop this power, to train youth to be thinkers and not mere reflectors of other men's thoughts; it is the purpose of this college to send forth men and women who possess breadth of mind, clearness of thought, and courage of conviction.

Seventh-day Adventists believe that knowledge of a personal God can never be derived by human reason alone, but that God has communicated His nature, purposes, and plans through divine revelation. They further believe that the Bible—both Old and New Testaments—was given by inspiration of God, contains a revelation of His will to men, and constitutes the only unerring rule of faith and practice. The purpose of Christian education is to assist the students in knowing and doing, with Christ's help, the will of God more perfectly. Only through Christ can man be restored fully as he was created in the image of God.

Our educational philosophy is, then, that true education means more than the pursuit of a certain course of study or a preparation for the life that is now. It encompasses the whole being and the whole period of existence possible to man. It is the harmonious development of the physical, mental, social and spiritual powers, preparing the student for the joy of service in this world and in the world to come.

GENERAL PHILOSOPHY OF BEHAVIOR

Southern Missionary College subscribes to the philosophy that education and redemption are one and the same. To this end the resources of the college are dedicated. From time to time there are students who are

struggling to overcome serious problems such as those relating to alcohol, narcotics, drugs, and sex (homo and hetero). The college is eager to help these students in their fight for victory over sin. Personnel are available for counseling either on campus or on a referral basis off campus.

If, however, a student by choice does not approach these problems with a determination to overcome them or if the student is defensive of his own persistence to participate in actions relating to moral difficulties, the resources of the college are of no benefit to the student, who then will be asked to leave the college until such a time as there is evidence on the part of the student of distinct Christian desires and growth.

PROBLEMS RELATING TO SEX

Southern Missionary College and the Seventh-day Adventist Church which sponsors it do not subscribe to the current, growing philosophy that all matters relating to sexual conduct are totally private and should not bear the scrutiny of the Church or society. The college insists upon its right to make decisions regarding admission and retention of students based upon matters relating to the student's sexual conduct along with conduct in other matters. Sexual immorality cannot be condoned and places a student subject to dismissal. Conduct leading to dismissal includes homosexuality and illicit heterosexual activities, on or off campus. It also includes the possession of prurient materials which are made available for scrutiny of others. Suggestive language and a coarse public attitude relating to sex will not be tolerated.

Occasionally a person makes the decision to change sex and embarks upon an emotional and sometimes medical course of action relating to sexual transformation. Since people in these circumstances have an uncertain sexual role, it will not be possible for students claiming to undergo sexual changes to remain in school. People engaged in sexual changes need an environment more suitable for them to work out their unique problems than a crowded college campus.

A student who undergoes sexual transformation will normally be ill at ease on a campus as a student and usually should not return even after the person involved believes the transformation has been completed.

STUDENT VEHICLE CODE

The use of motor vehicles on campus is considered to be a privilege. Motor vehicle privileges may be suspended at the discretion of the Judiciary Committee, the residence hall deans, or the Dean of Students.

All Southern Missionary College students are held responsible for acquainting themselves with and conducting

themselves according to the following motor vehicle code:

Section I — Motor Vehicle Privileges

1. Definition of motor vehicle privileges: Motor vehicle privileges as understood in this code means the possession or use of a motor vehicle—motor scooters, motor bikes, motorcycles, automobiles.
2. Due to the limited parking facilities, individuals who have satisfactory citizenship and meet any **one** of the following stipulations qualify for motor vehicle privileges:
 - a. Completion of a minimum of 24 semester hours.
 - b. Twenty-one years of age or older.
 - c. Off-campus resident.
3. Lending or borrowing of motor vehicles is discouraged.
4. Disqualified Vehicles:

Unless previous arrangements have been made with a dean of men or a dean of women, residence hall students who do not qualify for motor vehicle privileges are not permitted to bring a motor vehicle to the College or to the greater Chattanooga-Cleveland area. Students who violate this regulation will be disciplined and may be required to return their vehicle to their home immediately.

Section II — Motor Vehicle Registration

1. Any motor vehicle that is subject to the use of a student must be registered with the College in the student's name at registration time or within 48 hours of its arrival in the vicinity. Provision has been made for registration of motor vehicles without charge during the regular college registration procedures and at the residence halls.
2. Temporary registration for motor vehicles brought to the campus for a short period of time must be made with the residence hall dean.
3. Secreting a motor vehicle, undeclared and unregistered with the College, or failure to register one's motor vehicle is considered a serious infraction of College rules.
4. A student may not register a motor vehicle which is owned or operated by another student.

Section III — Parking

1. For each semester residence hall students are charged a parking fee of \$15.00 for automobiles and \$15.00 for two-wheeled motor vehicles. Students who bring cars during the course of a semester will be charged on a pro-rated basis. No refund on parking fees will be made.
2. Residence hall student vehicle parking is restricted to assigned parking in the respective resi-

dence hall parking lots and to non-restricted parking areas on campus.

3. Students who live off campus are charged a parking fee of \$5.00 per semester for either an automobile or motorcycle.
4. Students who live off campus may park vehicles in areas approved for community student use during the school day.

Section IV — Driving

1. A residence hall student must have permission from his residence hall dean for use of a motor vehicle after residence hall closing time, and between Friday evening sunset and 1:00 p.m. Sabbath afternoon.
2. Motor vehicles are not permitted to be driven on lawns, sidewalks or other places not intended for vehicular use.

Section V — Penalties for Violations:

1. Parking violations are subject to a fine of \$2.00 for the first offense, and \$5.00 for each subsequent offense. Failure to pay a fine within the time prescribed on the ticket will result in cancellation of the student's registration.
2. Violations of the campus traffic code such as speeding and failure to observe stop signs will result in a fine of \$10.00.
3. Secreting or failure to register a motor vehicle with the College will result in a \$25.00 fine and possible disciplinary action.
4. In the event of continued violations of the campus traffic code, disciplinary action may be necessary.
5. All fines must be paid in cash to the Dean of Students' office by a specified assigned date.

Failure to pay by this time automatically cancels the student's registration.

Section VI — Out-of-State Vehicles:

A student from a state other than Tennessee should check with the State Highway Patrol in Chattanooga to determine whether the vehicle license issued by his home state is valid in the state of Tennessee. Purchase of a Tennessee State vehicle license is necessary where reciprocity agreements do not exist which validate the home state license during residence in the State of Tennessee.

Section VII — Damage, Loss or Theft:

Southern Missionary College assumes no responsibility for loss resulting from theft or accident, vandalism, fire and other causes for damage of any vehicle or its accessories on College property. Automobile parts or tools left outside of automobiles may be hauled away without notice.

Section VIII — Bicycles:

1. All bicycles should be locked when not in use.
2. Bicycles are not to be ridden on campus sidewalks or on grassed areas of the campus.
3. Bicycles are to be stored only in designated areas.

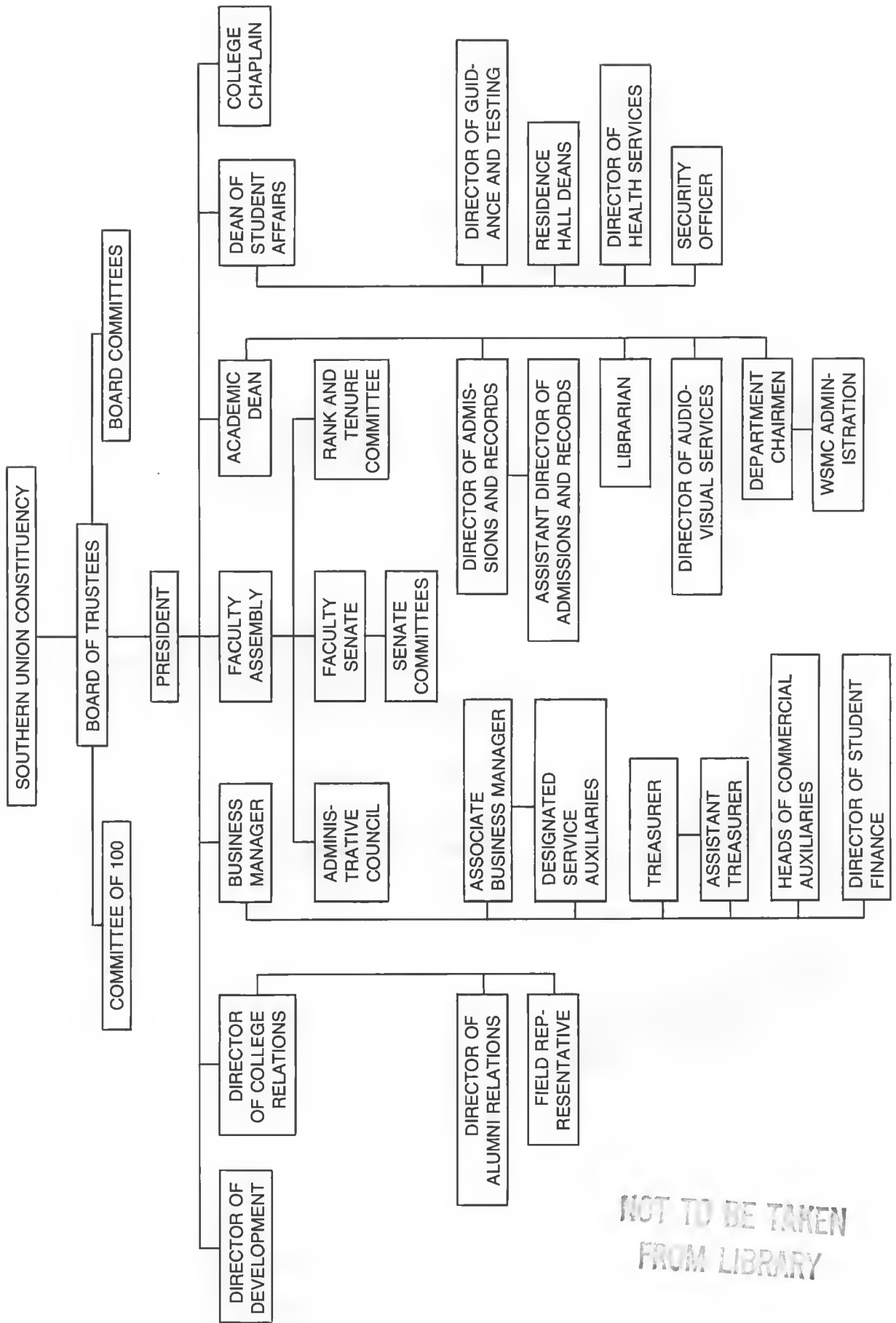
Section IX — Inoperable Vehicles:

1. Except by permission of a residence hall dean or the Dean of Students, inoperable vehicles may not be parked on the campus. Such vehicles parked without permission will be towed away at the owner's expense.

Section X — Traffic Court:

1. A faculty-student appeals court meets periodically to hear appeals on citations given for violations of the vehicle code. See the Activities Calendar for dates.

ORGANIZATIONAL CHART



NOT TO BE TAKEN
FROM LIBRARY

